

MEETING

CONSTITUTION AND GENERAL PURPOSES COMMITTEE

DATE AND TIME

THURSDAY 7TH JULY, 2022

AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

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

Chair: Councillor Barry Rawlings
Vice Chair: Councillor Alison Moore

Geof Cooke	Paul Lemon	Elliot Simberg
Ammar Naqvi	Laithe Jajeh	
Ernest Ambe	Melvin Cohen	

Substitute Members

Anne Clarke	Ross Houston	Linda Lusingu
Shuey Gordon	Rohit Grover	Daniel Thomas

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 Monday 4th July 2022 at 10AM. Requests must be submitted to Abigail Lewis abigail.lewis@barnet.gov.uk 020 8359 4369

You are requested to attend the above meeting for which an agenda is attached.

Andrew Charlwood – Head of Governance

Governance Service contact: Abigail Lewis abigail.lewis@barnet.gov.uk 020 8359 4369

Media Relations Contact: Tristan Garrick 020 8359 2454 Tristan.Garrick@Barnet.gov.uk

ASSURANCE GROUP

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ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes	5 - 8
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 - Polling Stations	9 - 12
7.	Creation of post – Assistant Director, Resident Experience and Digital	13 - 22
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10.	Any item(s) that the Chairman decides is urgent	

FACILITIES FOR PEOPLE WITH DISABILITIES

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Decisions of the Constitution and General Purposes Committee

7 February 2022

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 6 January 2022 be agreed as a correct record.

2. ABSENCE OF MEMBERS

None.

3. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

5. PUBLIC QUESTION AND COMMENTS (IF ANY)

None.

6. MEMBERS ITEM (IF ANY)

None.

7. ANNUAL PAY POLICY STATEMENT

The Assistant Director Human Resources and OD, Jon Bell, presented that Annual Pay Policy Statement 2022/23.

A Member questioned what "...a broadly corresponding to points within the National Joint Council (NJC) for Local Government Services (LGS) pay 'spine'..." meant in Barnet where we had adopted the Unified Reward pay and grading structure. The Assistant

Director Human Resources and OD advised the Committee that this meant that the Council broadly corresponded to the NJC spinal column points, but officers could be at any salary between the minimum and maximum for the grade rather than being on set points within the grade.

The Committee noted that for a small number of designated roles where recruitment and retention issues exist, some employees are offered the option of receiving a higher salary in return for sourcing their own pension provision. It was questioned whether this would have a negative impact on the pension fund. The Assistant Director Human Resources and OD advised the Committee that it would have no impact on the fund as the staff in question were not part of it. He added that the staff were mainly in Children's Social Care who had come to Barnet from agencies.

In relation to London Living Wage and apprenticeships, the Committee noted that there was a living wage for apprenticeships in London and questioned whether Barnet were paying at that rate. The Assistant Director Human Resources and OD confirmed that Barnet were paying the London rate.

The Committee noted that the pay negotiations for 2020/21 were not yet completed and questioned whether this was typical. The Assistant Director Human Resources and OD reported that the agreement was between employers and trade unions and was outside of the council's control.

RESOLVED that the Committee approve the Pay Policy Statement 2022/23 attached at Appendix A to the report and refers it to Full Council on 1 March 2022 for approval.

8. LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN (LGSCO) AND HOUSING OMBUDSMAN SUMMARY OF UPHELD COMPLAINTS REPORT 2020/21

The Assistant Director Assurance, Emily Bowler, presented a report on the Local Government & Social Care Ombudsman (LGSCO) and Housing Ombudsman summary of upheld complaints report 2019/20 and 2020/21 which included the annual letters received from Ombudsman in July 2020 and July 2021. It was reported that the picture was generally favourable – the Council had seen a reduction in the number of complaints upheld by the Ombudsman and there has been an improvement in the number of complaints resolved in time. However, it was noted that the report covered the Covid period when Ombudsman enquiries had been suspended for a three-month period. The Committee were informed that complaints per service were in line with the national average.

The Committee noted that the Ombudsman had made comments about an erosion in local authority funding for complaints management and it was highlighted that Barnet were investing in this area. A new complaints management system (iCasework) was being implemented in April which would provide greater insight, workflows, and reporting tools. Other developments included: the Ombudsman delivering staff training in January; internal guidance for staff on complaints management being reviewed; and the on-going use of complaints data to learn from to improve services.

A Member commented that the number of upheld complaints seemed high. The Assistant Director Assurance advised that many referrals to the Ombudsman were

rejected as they haven't been through the Barnet complaints. It was reported that the improvements referred to would result in a reduction in cases. However, it was noted that the Council does get it wrong sometimes and when they do, we should try and seek a resolution before it gets referred to the Ombudsman. The Committee agreed that the Council should try and seek remedies before the Ombudsman wherever possible. Members noted that several complaints were about officers not following procedure and hoped that training would resolve that.

The Committee noted that the reporting of this information had been delayed due to Covid and requested that the 2021/22 information be reported to as early as possible. Officers reported that the Ombudsman letter was received in July and it was expected that the report to committee would be in November 2022. It was requested that the report include more data and details of training.

In response to a question from a Members, the Assistant Director Assurance agreed to consider whether any key performance information measures could be developed for complaints management.

RESOLVED that Committee note the summary of upheld decisions by the Local Government and Social Care Ombudsman during the period from 1st April 2019 to 31st March 2021 as set out in Appendix A.

9. CODE OF CONDUCT ALLEGATIONS 2020/21

The Monitoring Officer, Jessica Farmer, presented a report on Code of Conduct Allegations 2020/21. She reported that a total of seven complaints had been received. Six were from members of the public and one from a Member regarding another Member. Five of the six complaints from the public were from people who had linked corporate complaints which had been through all the stages and were then received as complaints against Members. The Committee were informed that the number of complaints was consistent with previous years.

RESOLVED that the Committee note the update on complaints the Monitoring Officer received about Member conduct during 2020/21 as set out in Appendix A.

10. HEALTH AND SAFETY ANNUAL REPORT

The Committee noted that this item had been withdrawn and would be reported to a future meeting.

11. CONSTITUTION REVIEW

The Monitoring Officer, Jessica Farmer, presented a report which contained a constitution amendment.

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

12. COMMITTEE FORWARD WORK PROGRAMME

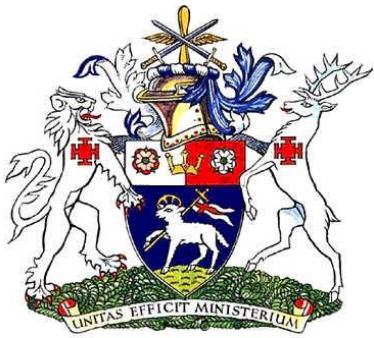
Members noted that the calendar of meetings 2022/23 had been approved by Council on 25 January 2022 and officers would work on developing a work programme for the forthcoming municipal year.

RESOLVED that the Committee note the forward work programme.

13. VOTE OF THANKS

Councillor Richard Cornelius expressed a vote of thanks to the Chairman and Vice-Chairman for their conduct of the Committee during 2021/22.

The meeting finished at 7.31pm



Constitution and General Purposes Committee

AGENDA ITEM 6

7 July 2022

Title	Members Item – Councillor Melvin Cohen – Polling Stations
Report of	Head of Governance
Wards	All
Status	Public
Urgent	No
Key	Non key
Enclosures	None
Officer Contact Details	Abigail Lewis, Governance Service Manager, abigail.lewis@barnet.gov.uk

Summary

A Members' Item has been received for the Committee to consider. The Committee is requested to consider the item and give instruction to Officers.

Officers Recommendations

That the Constitution and General Purposes Committee give instructions in relation to the Members item as requested.

1. Why this report is needed

- 1.1 A Member of the Committee have requested that the item tabled below is submitted to the Constitution and General Purposes Committee for considering and determination. The Constitution and General Purposes are requested to provide instructions to Officers of the Council as recommended.

<p>Cllr Melvin Cohen</p>	<p>Polling Stations</p> <p>There has been a lot of local disquiet amongst the orthodox Jewish community in the borough about churches which contain religious effigies which are anathema to certain orthodox Jews as is demonstrated by the low turnout in church polling places in the Golders Green and Childs Hill Wards.</p> <p>This Committee therefore directs the Head of Electoral Services to further research the use of churches as polling places borough wide and find alternative sites wherever.</p> <p>Possible but in particular to forthwith investigate and implement the following with immediate effect:</p> <ol style="list-style-type: none"> 1. Golders Green ward St Edward the Confessor Church move to Jewish Family Centre on St Georges Road NW11. 2. Childs Hill Ward Greek Orthodox Church move to “Chabad” (formerly part of Golders Green Library). 3. Golders Green ward Menorah Junior School move to the adjacent Sinai Synagogue car park. While this is not a synagogue this school complains bitterly about the use of the school for electoral purposes and we have had to use our statutory powers to force them to accept it. That does not made for good relations. 4. Edgwarebury Ward St Andrews Church to be moved to another synagogue, site to be advised.
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2. Reasons for recommendations

- 2.1 The Committee are requested to give consideration and decide to either:
- Do nothing
 - Request a report back to a future meeting; or
 - Instruct an officer to take action.

3. Alternative options considered and not recommended

- 3.1 None in the context of this report.

4. Post decision implementation

- 4.1 Post decision implementation will depend on the decision taken by the Committee.

5. Implications of decision

5.1 Corporate Priorities and Performance

5.1.1 After the 5th May 2022 elections the Council has a new Labour Administration. The new Labour Administration has made several commitments. These commitments will be considered when implementing the decision taken by the Committee.

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

5.2.1 None in the context of this report.

5.3 Legal and Constitutional References

5.3.1 A Member (including Members appointed as substitutes by Council) will be permitted to have one matter only (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.

5.3.2 The referral of a motion from Full Council to committee will not count as a member's item for the purposes of this rule.

5.4 Insight

5.4.1 None in the context of this report.

5.5 Social Value

5.5.1 None in the context of this report.

5.6 Risk Management

5.6.1 None in the context of this report.

5.7 Equalities and Diversity

5.7.1 Equalities and diversity impacts will be considered depending on the decision taken by the Committee.

5.8 Corporate Parenting

5.8.1 There are no implications for corporate parenting in relation to this report.

5.9 Consultation and Engagement

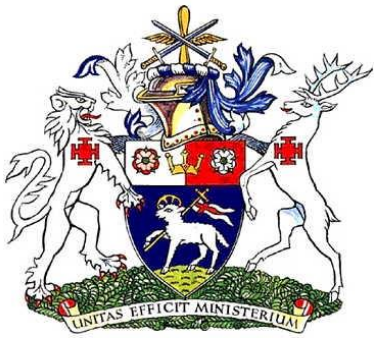
5.9.1 None in the context of this report.

5.10 Environmental Impact

5.10.1 There are no direct environmental implications from noting the recommendations.

6. Background papers

6.1 None



Constitution and General Purposes Committee

AGENDA ITEM 7

7th July 2022

Title	Creation of post – Assistant Director, Resident Experience and Digital
Report of	Director, Commercial and Customer Services
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Role Profile: Assistant Director, Resident Experience and Digital
Officer Contact Details	<p>Deborah Hinde – Director, Commercial and Customer Services deborah.hinde@barnet.gov.uk 020 8359 2416</p> <p>Sharni Kent – Senior HR Business Partner sharni.kent@barnet.gov.uk 020 8359 5542</p>

Summary

This report seeks approval to establish and appoint to a new post of Assistant Director, Resident Experience and Digital, reporting to the Director, Commercial and Customer Services within the Customer and Place directorate. This post will replace the existing post of Head of Customer Strategy and Digital, which will be deleted.

Officers Recommendations

1. That the Committee approves the establishment of a new post of Assistant Director, Resident Experience and Digital.
2. That the Committee approves the deletion of the post of Head of Customer Strategy and Digital.
3. That the Committee approves the new post be graded at grade 6.

4. That the Committee note that the current postholder of Head of Customer Strategy and Digital will become the new Assistant Director, Customer Experience and Digital with effect from 1st April 2022.

1. Why this report is needed

- 1.1 The post of Head of Customer Strategy and Digital was established as part of the chief executive's management restructure in 2018. The post merged the previous roles of Head of IT and Head of Customer Services. At that time, the Head of IT was vacant and the merger of the posts had the effect of adding the previous roles and responsibilities of the Head of IT role into the Head of Customer Services' existing role.
- 1.2 The grade of the Head of Customer Services' post had previously been evaluated as grade 7. During the 2018 restructuring process, it was considered that the additional responsibilities associated with IT constituted "more of the same" and the new post did not, therefore, warrant re-evaluation to grade 6, which would have resulted in the post being designated as an Assistant Director.
- 1.3 Since the Head of Customer Strategy and Digital post was established, the council's approach to both resident experience and digital strategy has grown considerably, both in scale and importance. The role could previously be characterised as primarily managing the delivery of IT and customer services through the Capita contracts, with an oversight role in respect of the council's IT strategy and an expectation that the post-holder would lead strategic thinking with regard to the council's customer, digital and ICT strategies. Developments that were taking place at that time were very much focussed on getting the necessary technical infrastructure in place to drive the improvements.
- 1.4 Over the last three years, there have been three significant changes that have fundamentally shifted the focus of this role:
 1. The move away from considering customer strategy and improvements in terms of the council's "front door", i.e. the contact centre and face to face facilities, towards a more holistic approach of considering end-to-end processes to ensure that they contribute to a positive resident experience. This requires the need to create and drive transformation, in terms of our approach to residents' experience, throughout the organisation and working with our partners
 2. The pandemic accelerated both the implementation of and the importance of the council's digital transformation programme, ensuring a more people-focused approach to implementing technology. Cyber attacks and associated security concerns have increased significantly over the period, requiring strong leadership to ensure an appropriate and robust approach to information security across the organisation.
 3. Whilst the acceleration to online services has worked well for some, it has created barriers for others and compounded the gaps of those that can access services and those that cannot. The council's Digital Inclusion programme has now become a strategic priority and leadership of the programme requires a partnership-led approach, working with community groups, partners such as health, the technology supply chain and across council services to ensure all our communities and staff benefit from technology and are not left behind.

- 1.5 These changes have resulted in a need for more emphasis on cross-council collaboration, more strategic direction and leadership. There is now a need to lead services across the council, to support the adoption of innovative digital approaches, and to continue to listen to our residents and engage our communities, as well as ensuring improvements are made as a result of that engagement.
- 1.6 Partnership working, with internal colleagues, external stakeholders and our communities, in an integrated and holistic way is required to ensure successful delivery of the council's priorities. To achieve this has required a leadership style embodying inclusivity and a "one council" approach to deliver more effective outcomes and be the corporate champion of the resident experience. The role now more clearly owns, defines and develops the council's resident experience and digital strategies, in their entirety, working with all stakeholders to ensure their delivery enables and benefits the council's overall priorities and the people of Barnet.
- 1.7 These changes have led to the post-holder exercising their right to request that the role profile (job description) be updated to reflect current requirements and that the grade be reviewed in accordance with the council's job evaluation scheme. This process was carried out independently by the council's HR team, in accordance with the council's policy. As a result, the post has been evaluated at grade 6, which is the council's pay grade for assistant director roles.

2. Reasons for recommendations

- 2.1 The independently evaluated grade and proposed designation of the role as assistant director is considered to be commensurate with the changed nature of the role and its importance to the delivery of the council's priorities in respect of resident experience and digital inclusion. Furthermore, the implementation of the council's digital strategy is fundamental to the delivery and future development of the council's services.

3. Alternative options considered and not recommended

- 3.1 The Constitution and General Purposes Committee could choose to maintain the existing Head of Service role. This would require the post holder to revert to carrying out the duties and responsibilities of the role as it was designed in 2018, leaving a considerable gap at strategic level that would impact on delivery of the council's resident experience and digital strategies.

4. Post decision implementation

- 4.1 Should the Constitution and General Purposes Committee approve the proposed creation of the new post of Assistant Director, Resident Experience and Digital, the postholder will move to the new grade and job tile with effect from 1st April 2022, in line with when the re-evaluation was carried out. The Head of Customer Strategy and Digital post will be deleted.

5. Implications of decision

5.1 Corporate Priorities and Performance

1. The proposed new post will make a significant contribution to the council's priorities in respect of resident experience and digital inclusion.

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

1. The difference between the existing staffing cost and Mid-point of grade 6 is £13,119, which can be met within the existing staff budget for the service.

5.3 Legal and Constitutional References

1. In accordance with Article 7 of the Council's constitution, the Constitution and General Purposes Committee has responsibility for staffing matters (i.e. salaries and conditions of services) other than those within the remit of the Chief Officer Appointment Panel.
2. The HR Regulations in the Council's constitution (Section 2.1) require that no vacant posts at assistant director level or above shall be advertised or recruited to without prior Committee approval and all new posts at assistant director level or above shall be created by Committee decision (the Constitution and General Purposes Committee, Policy and Resources Committee or Urgency Committee) and not by delegated powers.
3. In normal circumstances, once created, there would have to be an advertisement and recruitment to a new Assistant Director post. However, in the current case this is a matter of a regrading and change of job title of an existing postholder.
4. Under the terms of reference of this Committee it must approve chief officer salary packages of over £100,000. Although this is not a chief officer post it is appropriate that this should still be approved by the Committee and is in line with government guidance issued under s.40 of the Localism Act (Openness and Accountability in Local Pay) which refers to member approval for salary packages over £100,000.

5.4 Insight

1. N/A

5.5 Social Value

1. The post holder will play a key role in driving developments that support digital inclusion across the Borough.

5.6 Risk Management

1. There are no specific risks associated with approving the recommendations. However, not approving the recommendations would create a significant risk to the delivery of the council's resident experience and digital strategies.

5.7 Equalities and Diversity

1. The statutory grounds of the public sector equality duty are found at section 149 of the

Equality Act 2010 and are as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2. The broad purpose of this duty is to integrate considerations of equality and day to day business and keep them under review in decision making, the design of policies and the delivery of services.
3. The job description for the Assistant Director role has been evaluated in accordance with normal HR practice.

5.8 Corporate Parenting

1. The proposed changes have no direct impact on looked after children or care leavers.

5.9 Consultation and Engagement

1. N/A

5.10 Environmental Impact

1. There are no direct environmental implications arising from the recommendations.

6. Background papers

- 6.1 None

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Job Title	Assistant Director – Resident Experience & Digital
Grade	
Reports to	Director of Customer & Commercial
Directorate	Customer and Place
Location	Hybrid – Colindale and home/flexible

Role Purpose

Barnet Council is constantly evolving as it modernises and improves its effectiveness and access to services through a resident-centred approach, enabled by better use of information and technology and achieving greater digital maturity. The Covid19 pandemic has seen a new reliance on technology both for staff and our resident and businesses alike and this role will provide strategies to ensure support and delivery of a digitally inclusive borough and workforce to thrive in the digital age. The role will be the champion for using digital technologies and is the lead for the outsourced IT & customer service functions.

The role is required to work collaboratively across a complex environment with a wide range of partners, to develop practical responses to key challenges facing the Council, promoting innovation and creativity in service provision to achieve improved outcomes for residents of Barnet. To play a leading role in service transformation across the Council, putting residents' interests at the heart of those programmes and acting as the corporate champion of the resident experience across the Council.

Specifically, reporting to the Director of Customer & Commercial, the post holder will take lead responsibility for Customer services, IT, External web development, Registrars, internal digital transformation & the externally facing resident experience and digital programmes.

This includes:

- To lead and direct the implementation of the council's resident Experience, digital & ICT strategies
- Be responsible for the organisation-wide and business critical IT service ensuring the 'lights are kept on' for the council in a safe and secure environment enabling hybrid working practises for staff and partners.
- Be the digital lead within the council shaping the vision to deliver a digitally enabled Council and ensuring that continuous improvement and good practice are implemented
- Lead and direct service innovation, sustaining measurable improvement through business development ensuring processes of governance and accountability remain robust
- Act as a programme director for a wide range of resident focused and digital projects that have Council-wide and borough-wide impacts and have direct responsibility for significant project and programme budgets, resources and realisation of significant benefits
- Identify opportunities where technology could be used in Barnet to deliver better outcomes and value for money, and work collaboratively with Members, services and partners to adopt them

- Oversee the efficient and effective delivery of the Registrars Service including fulfilment of statutory functions and see growth in the income of the service contributing to delivery of the Councils MTFS
- Act as “Proper Officer” for the Registrars Service and act as the council’s senior point of contact with the General Registrar’s Office
- Represent the council with private and public sector partners regarding the implementation of resident and digital strategies, including leading negotiations and making key decisions on behalf of the council
- Identify and manage areas of risk in respect of residents and ICT, particularly regarding risks that may have a material impact on the council’s reputation and operations
- To lead and direct the Council’s integrated Customer Service centre, which is the principal point of contact for residents accessing council services
- Own and lead the development and embedding of processes to utilise resident insight to develop an improved service offer for residents influencing decisions and policy making
- Be accountable for council compliance with information exchange networks, including PCI DSS and GCSx/PSN and for ensuring IT compliance across the organisation
- Fulfil the requirements and expectations of a senior manager in the council, including budget management, and supporting key internal functions including Audit, Performance and Risk.
- Pro-actively engaging stakeholders – foremost members – in strategy and policy development to encourage ownership and promotion of the borough’s customer experience and digital strategies

Key accountabilities/duties/responsibilities:

Leadership

- Provide strategic guidance and professional advice on matters of policy and strategy, and where appropriate to ensure this is integrated with Corporate, Directorate and national/regional strategy
- To provide strong, visible service leadership to motivate, manage and develop staff to deliver a culture of high-quality performance and continuous improvement
- To ensure that outstanding customer service is being delivered across the Council’s services and that staff are focused on achieving the right outcomes first time for residents in their specific roles
- To provide operational performance information to the elected member committees to enable them to monitor those services are delivering results according to the agreed strategy, performance objectives and service level agreements, and to raise any specific, high-priority service issues for their attention
- To provide guidance and direction to partners, acting as a policy lead and managing and evaluating service level contracts and partnering arrangements to ensure high quality outcomes are consistently achieved
- To manage partnerships with a range of external stakeholders in order to ensure that the council harnesses local opportunities to join up public services for customers and exploit opportunities for cross organisational working

- To establish and lead clear business plans, which ensure that services are delivered in line with resource constraints whilst meeting compliance and service quality requirements
- To participate/lead in the directorate and organisational change that is needed in order to ensure the services play their full part in achieving the Council's vision and value
- To ensure that all services are maintained to the required standards as directed by business continuity and resilience policies

Strategy, policy development and commissioning:

- To analyse the issues relevant to resident, digital and ICT strategies, developing and agreeing medium term plans for provider implementation to ensure that current and future local needs are met
- To take a "one Council" approach to deliver more effective outcomes and at all times avoid a siloed or single service area approach
- To work creatively to develop ways of sharing good and innovative practice at a local and national level
- To ensure the Council's commitment to put people at the heart of all we do by fully engaging residents in the development of ideas, strategies, and policies as well as ensuring a co-design approach is taken with them
- To contribute fully to the development and implementation of all corporate strategies and the Council's vision and to act as a major project or programme Senior Responsible Owner to lead and ensure the implementation of specific corporate projects as required
- To actively develop and promote the Council's vision and values through personal leadership to ensure they are delivered throughout the organisation

Contract Management

- Clienting commissioned services in CSG, i.e. Customer services and IT and making decisions relevant to the delivery of Council priorities through the contract delivery
- To manage the operational aspects of specific contracts for the service area ensuring that they deliver against agreed service quality levels. Act as the SRO for the IT function and work closely with the contract management team to manage the commercial aspects of the relationship

Financial Responsibilities

- Ensure the achievement of objectives within budget
- Focus on value for money in all activities and wherever possible sustainable service improvement
- Making decisions in line with the scheme of delegation, and within the Council's governance structures
- To manage delegated and operational service budgets within agreed financial parameters, and ensure that services operate in compliance with relevant legislation, statutory duties and Council policies to manage risk appropriately

3. Promotion of Corporate Values

The post holder will be expected to adhere to and promote the Council's corporate values and ensure they are embedded within the team

4. Flexibility

- The post holder may be required to carry out other reasonable duties commensurate with the grade, as requested by their Director. This may involve playing a wider corporate leadership role as required, such as in relation to the Council's COVID 19 responses, as well as emergency planning or OD.
- This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

- The post holder is expected to deliver the Council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services the Council deliver
- To ensure services provided for young people are accessible to all members of the community and reflect the London Borough of Barnet Equal Opportunities Policy



Constitution & General Purposes Committee

7 July 2022

Title	Constitution Review
Report of	Monitoring Officer Head of Governance
Wards	Not Applicable
Status	Public
Urgent	No
Key	No
Enclosures	<p>Appendix A – Article 3 (Residents and Public Participation) (Tracked)</p> <p>Appendix B – Article 3 (Residents and Public Participation)</p> <p>Appendix C – Article 4 (The Full Council) (Tracked)</p> <p>Appendix D – Article 4 (The Full Council)</p> <p>Appendix E – Article 7 (Committees, Working Groups and Partnerships) (Tracked)</p> <p>Appendix F – Article 7 (Committees, Working Groups and Partnerships)</p> <p>Appendix G – Article 9 (Chief Officers) (Tracked)</p> <p>Appendix H – Article 9 (Chief Officers)</p> <p>Appendix I – Full Council Procedure Rules (Tracked)</p> <p>Appendix J – Full Council Procedure Rules</p>
Officer Contact Details	Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk

Summary

Several 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 within at Appendices A to J.

1. WHY THIS REPORT IS NEEDED

- 1.1 The terms of reference of the Committee include responsibility to “proactively 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 3	New Section	<p>Since May 2021 Area Committees have been delegated budgets (Neighbourhood Community Infrastructure Levy (CIL) funding) which can be used to fund local infrastructure projects. Applications are sponsored by Ward Members but are also usually linked to community groups or local organisations. Article 3 doesn't currently include any provisions to allow representatives from organisations to address Area Committees. It is proposed to add a new section 3.9 to accommodate requests to speak on Neighbourhood CIL funding requests.</p>	<p>Add a new section 3.9 as follows and re-number subsequent sections:</p> <p>'3.9 Requests to speak on Neighbourhood Community Infrastructure Levy Funding Applications</p> <p>Requests to speak about an application for Community Infrastructure Levy funding at an Area Committee should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting.</p> <p>In addition to any Councillor, a representative from body applying for funding may speak for up to 3 minutes. Committee members will then have the opportunity to question the speaker.'</p>
2.	Article 3	Sections 3.2, 3.3 and 3.6	<p>The Monitoring Officer has proposed that the requirement to provide an address is replaced with providing the road and postcode instead.</p>	<p>Amend sections 3.2, 3.3, and 3.6 to replace 'address' with 'road and postcode'</p>
3.	Article 3	Section 3.4	<p>The section titled 'Public questions or comments are not permitted:' includes a restriction on people who are subject to the Management of Unreasonable Complainant Behaviour Policy. It is proposed to qualify the restriction so that questions or comments are only not permitted if they relate to the subject matter for which the policy was invoked.</p>	<p>Amend wording as follows:</p> <p>'Public questions or comments are not permitted:</p> <p>If they have been submitted by someone who has been deemed to be subject to the Management of Unreasonable Complainant Behaviour Policy and they relate to the particular subject matter for which the policy was invoked.'</p>
4.	Article 3	Section 3.5	<p>Annual Council on 24 May 2022 agreed to de-commission the three Residents' Forums and to</p>	<p>Amend section 3.5 to read:</p>

			merge their responsibilities with Area Committees including the submission of resident's issues. It is proposed to change the deadline for the submission of issues from five to 10 working days to enable the responses to issues to be published within the Area Committee agenda.	<p>'Issues must be received by the Governance Service by 10am on the tenth working day prior to the meeting for the item to be discussed at the Area Committee. Written responses to local matters will be provided on the fifth clear working day before the Area Committee takes place as part of the Committee agenda. Residents should state their address when submitting an issue.</p> <p>The Area Committee Chair has the discretion to accept issues with less than 10 working days' notice if they deem the matter to be urgent.'</p>
5.	Article 3	Section 3.6	As referred to in 3. above, Residents Forums and Area Committees were merged. It is proposed that the petitions thresholds table in section 3.6 be amended to reflect the previous speaking arrangements at Residents Forum meetings in relation to petitions with 25 – 1,999 signatures (i.e. that Lead Petitioners will be given three minutes to address the committee).	<p>Amend section 3.6, table column (25 – 6,999 signatures) as follows:</p> <p>'For Petitions with 25 – 1,999 signatures, the Lead Petitioner will be given three minutes to present the petition to the Committee. For Petitions with 2,000 – 6,999 signatures the Lead Petitioner will be given five minutes to present the petition to the committee.'</p>
6.	Article 4	Section 4.1	<p>Over time Full Council has created and appointed to several 'Lead Member' and 'Champion' posts including:</p> <ul style="list-style-type: none"> • Lead Member for Strategic Planning and Placemaking; • Lead Member for Policing and Community Safety; • Diabetes Champion; • Natural Environment Champion; • Design and Heritage Champion; • Ageing Well and Mental Health Champion; • Small Business Champion; and • Lead Member for Climate Change 	<p>Amend section 4.1 to add the following as a function of Full Council:</p> <p>'Appointment of Lead Members, Member Champions and Lead Officers for particular subject matters'</p>

			There has been inconsistency regarding appointments to these positions with some being appointed to at Full Council and others in committees. It is proposed in the future that all Lead Members, Member Champions, and Lead Officer positions are appointed to by Full Council.	
7.	Article 4	Section 4.2 (a)	Add Local Implementation Plan as it usually forms part of the policy framework.	Amend section 4.2 (a) to include: 'Local Implementation Plan'
8.	Article 7	Section 7.3	Full Council make appointments to committees. Occasionally there are circumstances where neither the committee member nor a substitute member can attend a meeting for various reasons which can result in there being an absence at a meeting. The Monitoring Officer is recommending an amendment to section 7.3 (Appointment of Members to Committees) to enable the Group Leaders to fill vacancies between Council meetings.	Amend section 7.3 to add the following wording: "If the Group Leaders wish to amend committee memberships between Council meetings, then the Group Leaders may do so by letting the Monitoring Officer or Head of Governance know this in writing and the Monitoring Officer or Head of Governance will report this to the next Council meeting."
9.	Article 7	Terms of Reference of Policy & Resources Committee	The Corporate Plan should be referred to separately and not linked to Finance.	Create a new section (1) as follows: "To be responsible for developing the Corporate Plan and recommending it to Full Council for adoption" and re-number subsequent sections. Delete 'Corporate Plan' from section (2)
10.	Article 7	Terms of Reference of Policy & Resources Committee and theme committees	Following the deletion of the Financial Performance and Contracts Committee at Annual Council on 24 May 2022, several updates are required to the terms of reference of the Policy & Resources Committee (P&R) and themes committees.	Amend the terms of reference of the P&R Committee as follows: <ul style="list-style-type: none"> • Add 'Revenue and Capital Monitoring' • Add Revenues and Benefits; • Change 'Information Technology' to 'ICT & Digital' • Remove 'Resident Engagement' and add 'general Consultation and engagement policy'

				<p>not linked to projects under the terms of reference of other committees' to the terms of reference of the Community Leadership & Libraries Committee. <i>(This is not intended to impact of specific consultations related to projects. These will still be determined by the appropriate committee)</i></p> <ul style="list-style-type: none"> • Amend 'Equalities' to 'Equalities, Diversity and Inclusion' • Add 'Contract Monitoring and Management: Cross-organisation overview of contracts with contracts in the terms of reference of another theme committee being scrutinised by that committee' • Add 'Performance Monitoring and Management: Cross-organisation overview of performance with performance in the terms of reference of another theme committee being scrutinised by that committee' <p>Update to the terms of reference of all theme committees to:</p> <ul style="list-style-type: none"> • Include receiving reports on revenue and capital expenditure and contracts with the updated wording to read "To receive reports on relevant revenue and capital expenditure, contracts, performance information and risk on the services under the remit of the Committee" • Delete references to specific contracts in the terms of reference of those committees
11.	Article 7	Terms of Reference of Children, Education &	Officers have recommended that care experienced be included in the terms of reference of the committee	Add 'care experienced' to the terms of reference of the committee.

		Safeguarding Committee		
12.	Article 7	Terms of Reference of Environment & Climate Change Committee, Housing & Growth Committee and Area Committees	Following the amendment of the title of the 'Environment Committee' to the 'Environment and Climate Change Committee' at Annual Council on 24 May 2022 there is a requirement to review and update the terms of reference of that committee and other relevant committees (i.e. the Housing & Growth Committee and Area Committees) to ensure that climate change responsibilities are clear across committees. In addition, officers are recommending some additions and clarifications to the terms of reference of both committees.	<p>Amend section (1) of the terms of reference of the Environment Committee as follows:</p> <ul style="list-style-type: none"> • Delete 'street scene' and replace with 'local environment' • Add: Air Quality; Cycling, Walking and Healthy Streets; Biodiversity; Transport and Public Transport; Ground Maintenance; Highways; On-Street and Off-Street before 'Parking'; add and Recycling after 'Waste'; add cemeteries before 'Crematoria and Mortuary' • Delete 'Transport' and replace with 'The Council's Fleet' • Amend 'Parks' to say 'Parks and Open Spaces (including allotments and trees)' • Amend 'Trading Standards and Environmental Health to add '(except Environmental Health functions relating to housing and fire safety)' <p>Add a new section (2) of the terms of reference of the Environment Committee as follows:</p> <p>Add: Responsibility for the council's response to the climate emergency including:</p> <ul style="list-style-type: none"> • Setting and overseeing implementation of carbon reduction targets, both in relation to the council as an organisation and Barnet as a place • Developing strategies to meet those carbon reduction targets • Developing strategies for the mitigation of the impacts of climate change, both on the council as an organisation and Barnet as a place • Implementing the elements of those strategies that relate to functions listed in (1) above.

				<p>Amend section (1) of the terms of reference of the Housing & Growth Committee as follows:</p> <ul style="list-style-type: none"> • Add to the section on Housing ‘private sector housing and leasing; housing licensing and enforcement; and HRA Revenue Account and Capital Programme’ • Add: Development of Council Lane; Fire Safety; and Economic Development (which incorporates: Employment Strategy; Business Support and Engagement; and Town Centres <p>Amend section (2) of the terms of reference of the Area Committee as follows: Delete ‘street scene’ and replace with ‘local environment’</p>
13.	Article 7	Terms of Reference of Strategic Planning Committee	Full Council has within its terms of reference ‘Adoption of Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders’. The terms of reference of the Strategic Planning Committee need to be corrected to state that the committee will recommend these to Full Council for adoption.	<p>Amend the terms of reference of Strategic Planning Committee as follows:</p> <p>‘Consider Neighbourhood Development Orders and Community Right to Build Orders for recommendation to Full Council for adoption.’</p>
14.	Article 7	Terms of Reference of Constitution & General Purposes Committee	The terms of reference of the committee state that a function of the committee is ‘deciding on chief officer salary or severance packages over £100,000’. Guidance issued under Section 40 of the Localism Act 2011 (Openness and accountability in local pay) states that all salary packages over £100,000 should be approved by Members and not just chief officers’ packages.	Delete ‘chief’ so the text reads ‘Deciding on officer salary or severance packages over £100,000’

15.	Article 7	Membership of Local Pension Board	Section 107 (3) of The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 states that no elected member of the Pension Fund Committee should be a member of the Local Pension Board.	Add the following to the membership column of the Local Pension Board: <i>‘*Councillors appointed to the Board cannot also sit on the Pension Fund Committee’</i>
16.	Article 7	Membership of the Urgency Committee	Section 7.18 of Article 7 states that the membership of the Urgency Committee is the Leader, Deputy Leader, and Leader of the Opposition. The membership column of the committee needs to be updated to reflect this.	Amend the membership column of the Urgency Committee as follows: <i>‘3 (Leader, Deputy Leader and Leader of the Opposition)’</i>
17.	Article 7	Membership of the Safer Communities Partnership Board	Representatives of the Safer Communities Partnership Board have requested that other voluntary sector representatives are able to attend and be represented on the Board.	Add to the membership column of the Safer Communities Partnership Board: <i>‘Voluntary Sector Representative (as invited by the Board)’</i>
18.	Article 7	Chairs of Meetings	It is proposed to add a provision that the Vice-Chair can agree changes to committees if the Chair is unavailable.	Amend section 7.10 as follows: <i>‘In exceptional circumstances, the Chair or if they are not available the Vice-Chair 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.’</i>
19.	Article 9	Functions of the Monitoring Officer	It is common practice in other local authorities for the Monitoring Officer to have delegated authority to make minor housekeeping amendments to the Constitution.	Add a new section 9.3 (b) as follows: ‘Amendments to the Constitution. The Monitoring Officer has authority to make minor housekeeping amendments to the Constitution following consultation with the Chairman of the Constitution & General Purposes Committee.’

20.	Full Council Procedure Rules	New Section	Officers would like to add the quorum for Full Council to the Full Council Procedure Rules. The quorum is a quarter of the membership in accordance with the provisions of the Local Government Act 1972.	Add a new section 18.9 as follows: ‘Quorum The quorum of Council is a quarter of the membership.’
21.	Article 7	Section 7.19	A Member has requested a review of the Six-Month Rule which currently states: ‘7.19 The Six-Month Rule shall apply whereby matters dealt with cannot be raised again within this period’ No specific changes have been proposed by the Member and the Committee are therefore requested to consider the request and any possible changes.	No changes proposed
22.	Article 7	Section 7.10	A Member has requested a review of the arrangements for making changes to meeting dates. ‘7.10 In exceptional circumstances, the Chair 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.’ It has been suggested that the lead member should respond on behalf of the whole delegation after consultation.’ The Committee are requested to consider the request. No specific changes have been proposed.	No changes proposed

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 26 July 2022 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 [The Local Government Pension Scheme \(Amendment\) \(Governance\) Regulations 2015 No. 57 \(legislation.gov.uk\)](#)

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 3 – Residents and Public Participation

3.1 Residents' Rights

Residents have a number of rights. The following list is a general summary of rights in terms of information, the opportunity to participate and the ability to make complaints.

- (a) (i) **Petition scheme.** Residents who are concerned about a Council service or a decision that is about to be made may send the Council a petition which shall be considered and responded to in accordance with the Petition Scheme as outlined below.
- (b) **Information.** Residents have the right to:
- (i) Attend meetings of the Council and its committees, except where confidential or exempt information is likely to be disclosed, and that part of the meeting is therefore held in private;
- (ii) See agendas, reports and background papers, except where confidential or exempt information is likely to be disclosed, and any records of decisions made by the Council and its committees; and
- (iii) Inspect the Council's accounts and make their views known to the external auditor.
- (c) **Treatment.** Residents have the right to:
- (i) Be treated with understanding and respect;
- (ii) Have equal opportunity with other residents; and
- (iii) Receive quality services provided to Best Value principles.
- (d) **Public Engagement.** Residents have the right to ask questions and receive answers at committee meetings in accordance with the following rules.

Residents can participate in Committee meetings as follows:

- By asking a public question
- By submitting a petition
- By submitting a public comment
- By submitting an issue to an Area Committee

3.2 Questions to a Committee

Questions must specify the item of business on the agenda which they relate to. Committee agendas are usually published on the Council's website five clear working days prior to the meeting. Residents should state their **address road and postcode** when submitting questions. Each question is limited to 100 words.

Questions should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any questions submitted after this time will not be considered.

A resident may ask one question per agenda item. A maximum of two questions from residents may be asked per agenda item. These will be accepted in order of receipt. Any additional questions received will be not be accepted.

Written responses to public questions will be circulated to the questioner in advance or at the meeting. Residents can ask the committee chair one supplementary question per question asked at the committee meeting, which will be answered without discussion. The supplementary question must be relevant to the original question put to the chair.

Residents submitting questions are able to send a substitute to ask their supplementary question if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing.

3.3 Written Comments to Committees

Written comments must specify the item of business on the agenda which they relate to. Committee agendas are published on the Council's website five clear working days prior to the meeting. Residents should state their [address-road and postcode](#) when submitting comments. Each written comment is limited to 100 words.

Written comments should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any written comments received after this time will not be considered.

A resident may submit one written comment per agenda item.

Written comments will be reported to the committee and published alongside the agenda papers for the meeting.

3.4 Procedure for Questions at Committees

At committee meetings a time period of up to 30 minutes is available for public questions in total. Supplementary questions will be asked in order of receipt.

Public questions or comments are not permitted:

- If they don't relate to a substantive item on the agenda
- If they are defamatory, abusive or offensive.
- If submitted from Council employees or trade unions on employment matters; there are avenues available for these to be addressed via the Terms of Reference of the Constitution & General Purposes Committee.
- If they would result in the release of confidential information, or which may prejudice enforcement.
- If they relate to a matter where there is a right of appeal against any decision of the Council.

- If they have been submitted by someone who has been deemed to be subject to the Management of Unreasonable Complainant Behaviour Policy and they relate to the particular subject matter for which the policy was invoked;
- If they are received from people who are not Barnet residents;
- At the Strategic Planning Committee and Planning Committees on Town and Country Planning applications (a separate procedure is detailed in section 3.7). Public questions are permitted at the Strategic Planning Committee on planning policy matters;
- If they relate to the making / confirmation of Tree Preservation Orders, as the procedure for making objections or representations is prescribed by the Town and Country Planning Act 1990 and the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

The Chair of the relevant Committee or Sub-Committee, in consultation with the Head of Governance, shall decide whether any particular question, comment or issue will be permitted.

3.5 Issues for Area Committees

Issues must be received by the Governance Service by 10am on the ~~fifth~~ tenth working day prior to the meeting for the item to be discussed at the Area Committee. Written responses to local matters will be provided ~~by 5pm the on~~ the fifth clear working day before the Area Committee takes place as part of the committee agenda. Residents should state their address when submitting an issue.

The Area Committee Chair has the discretion to accept issues with less than ~~five-10~~ 10 working days' notice if they deem the matter to be urgent. Responses to urgent matters will be responded to verbally by officers at the Area Committee meeting.

The Six Month Rule shall apply whereby matters dealt with cannot be raised again within this period. The Six Month Rule means that an Area Committee will not reconsider any issues discussed or any decision taken by a committee in the last six months preceding the date of the committee. An exception is that where the Chair has agreed that an issue raised at a previous Area Committee meeting should be reported back with a detailed response in which case the resident who raised the original issue (or their nominated deputy) will be invited to address the Committee for up to 3 minutes. The Area Committee may also be a forum for certain consultations from the Council as decided by the Chair.

Area Committee issues will be considered in order of receipt. Where a resident has submitted more than one issue, their second item or question will be considered after all other residents have presented their first item. Issues will continue to be determined in this way until all issues have been considered.

The Area Committee will determine issues in the following way:

1. Residents will have the opportunity to address the Committee for up to 3 minutes on the issue they have previously raised
2. Chairs, Chief Officers or other relevant officers may respond to the issues raised

3. Having considered the issue the Committee can take the following actions:
 - note the issue and take no action
 - instruct that an appropriate named officer contact the resident within 20 working days to provide an additional response and that this response be published in the meeting documents available on the website.
 - instruct that Ward Members are notified of the issue.
 - decide that a Road Safety and Parking issue be referred to the Director of Highways & Transport

When determining issues in accordance with the options detailed above, the Committee must give reasons for their decision.

3.6 Petitions

Petitions must have a minimum of 25 signatures and be relevant to the functions of the authority. The petition will be presented to the Governance Service who will forthwith present it to the relevant Director and/or the relevant Committee Chair for information.

Petitions can either be submitted in hard copy to the Head of Governance or by using the authority's e-petitions facility. It is acceptable to combine paper petitions and e-petitions, providing the action the Council is being requested to take in the petitions are the same.

The address of the Head of Governance is as follows:

Head of Governance
London Borough of Barnet
2 Bristol Avenue
Colindale
London
NW9 4EW

The authority's e-petition facility can be found here:

<https://barnet.moderngov.co.uk/mgEPetitionListDisplay.aspx?bcr=1>

E-petitions submitted on external websites can be accepted by the council. However, petitions hosted on external websites will need to be submitted by the lead petitioner to the Head of Governance in order for the petition to be accepted.

Petition signatures must be from Barnet residents otherwise they will not count towards the overall signature total. Petitions signatories must provide addresses-road and postcode to enable them to be verified.

A petition will not be accepted if:

- it is vexatious or abusive;
- it relates to any enactment or statutory provision;
- it relates to a safeguarding matter;
- it does not contain the address-road and postcode of signatories;
- it relates to a named individual or could reveal the identity of a person;

- it does not relate to the functions of the council;
- it is not clear what it is asking the council to do;
- it deals with an issue that has previously been resolved;
- it is repetitive, vexatious, or requires action which is unlawful or for which another council procedure is available

The Head of Governance will make a ruling on whether or not to accept a petition, taking into consideration grounds for rejection as laid out above.

On such an occasion where a petition is rejected, the Head of Governance (or his/her representative) will write to the lead petitioner and explain the reasons for rejection.

Petitions relating to planning or licensing applications, appeals or reviews will be treated as letters of representation and will be dealt with by the relevant service area and will be taken into consideration in dealing with the relevant application, appeal or review. For petitions falling within these categories, the reporting procedures below will not apply.

Petitions which have been submitted in response to a consultation process initiated by a specific committee should be reported back to that committee.

Petitions will be acknowledged within 10 working days. The acknowledgement will include information on how the petition will be progressed.

Petitions will be reported as follows:

Signatures	Forum and Procedure
0-24	No action required.
25 – 6,999 Signatures	<p>Where the petition relates to the functions and responsibilities of an Area Committee it will be reported to the relevant Area Committee.</p> <p>Where the petition relates to the matters outside the functions and responsibilities of an Area Committee, the petition will be reported to the relevant Theme Committee.</p> <p><u>For Petitions with 25 – 1,999 signatures, the Lead Petitioner will be given three minutes to present the petition to the Committee. For Petitions with 2,000 – 6,999 signatures, the Lead Petitioner will be given five minutes to present the petition to the committee.</u></p> <p>Following the presentation, the Chair and Committee Members have an opportunity to ask</p>

	<p>the Lead Petitioner questions. After the debate the Committee will decide to:</p> <ul style="list-style-type: none"> • Take no action • Refer the matter to a chief officer to provide a written respond to Lead Petitioner within 20 working days; or • Instruct an officer to prepare a report for a future meeting of the Committee on the issue(s) raised with a recommended course of action
7,000 plus Signatures	<p>The petition will be considered by Full Council and the following process will be followed:</p> <ul style="list-style-type: none"> • Lead Petitioner is given five minutes to present the petition; • Council Members have an opportunity to ask questions of the Lead Petitioner then debate the item. • The relevant Committee Chair will respond to the issues raised in the petition and outline the decision route (if any) he/she proposes to take

Petitions are required to be received seven working days before the relevant committee meeting or Full Council.

Any hard copy petition received will be published on the Council's website via the Council's e-petition facility and processed by the Council as documented in this section. Updates or responses to petitions will be published on the e-petitions section of the website once an officer has responded or a Committee or Full Council has received a petition.

3.7 Requests to speak at Planning Committees

Requests to speak about an application on the planning committee agenda should be submitted to the relevant Planning Case Officer by 10am on the third working day prior to the meeting.

In addition to any Councillor and the Applicant (or their representative) two residents may speak. Such speakers shall be one for and one against the application unless there is no resident wishing to speak for the application in which case two residents may speak against the application, or no resident in objection in which case two residents may speak in support of the application.

At the meeting, each speaker will have a time period of up to 3 minutes to address the committee. Committee members will then have the opportunity to question the speaker.

Residents who have requested to speak are able to send a substitute to make their representation if they are unable to attend the committee meeting. The

Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing.

Where an application being considered by a Planning Committee is referred to the Strategic Planning Committee for determination, the speaking rights of members of the public who have registered to speak on the application or item will automatically transfer to the Strategic Planning Committee.

Speaking rights will also automatically transfer where an application has been deferred or adjourned to a future meeting of planning committee, but only if the speakers have not already addressed the committee on the deferred or adjourned item. In cases where the membership of the committee which considers the deferred or adjourned application is different from the committee which originally heard the application, then the application should be fully re-heard including speakers.

Public speaking arrangements do not apply to an item relating to the making / confirmation of a Tree Preservation Order as this would be contrary to the legislative procedure for making objections and/or representations.

3.8 Requests to speak on Assets of Community Value listings

Requests to speak about an application to list an Asset of Community Value should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting.

In addition to any Councillor, the Asset Owner (or their representative) and a representative from the nominating body, up to two residents may speak. Such speakers shall be one for and one against the listing application unless there is no resident wishing to speak against the listing application in which case two residents may speak in favour of the listing, or no resident in favour in which case two residents may speak against the listing application.

At the meeting, each speaker will have a time period of up to 3 minutes to address the committee or sub-committee. Committee or sub-committee members will then have the opportunity to question the speaker.

3.9 Requests to speak on Neighbourhood Community Infrastructure Levy Funding Applications

Requests to speak about an application for Community Infrastructure Levy funding at an Area Committee should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting.

In addition to any Councillor, a representative from body applying for funding may speak for up to 3 minutes. Committee members will then have the opportunity to question the speaker.

3.10 Complaints

Residents have the right to complain to:

- (i) the Council itself under its complaints scheme;

- (ii) the Local Government Ombudsman (after using the Council's own complaints scheme);
- (iii) the Monitoring Officer about a breach of the Members Code of Conduct.

3.11 **Disorderly Conduct**

If a member(s) of the public or press (or a Councillor) interrupts the proceedings at any meeting, the Mayor or Chair may warn him/her. If s/he continues the interruption and a warning has previously been given, the Mayor or Chair may order his/her removal from the meeting place. In the event that the meeting is disrupted the Mayor or the Chair may adjourn the meeting and if required clear the public gallery. The meeting will then reconvene to consider the remaining business without the public.

Article 3 – Residents and Public Participation

3.1 Residents' Rights

Residents have a number of rights. The following list is a general summary of rights in terms of information, the opportunity to participate and the ability to make complaints.

- (a) (i) **Petition scheme.** Residents who are concerned about a Council service or a decision that is about to be made may send the Council a petition which shall be considered and responded to in accordance with the Petition Scheme as outlined below.
- (b) **Information.** Residents have the right to:
 - (i) Attend meetings of the Council and its committees, except where confidential or exempt information is likely to be disclosed, and that part of the meeting is therefore held in private;
 - (ii) See agendas, reports and background papers, except where confidential or exempt information is likely to be disclosed, and any records of decisions made by the Council and its committees; and
 - (iii) Inspect the Council's accounts and make their views known to the external auditor.
- (c) **Treatment.** Residents have the right to:
 - (i) Be treated with understanding and respect;
 - (ii) Have equal opportunity with other residents; and
 - (iii) Receive quality services provided to Best Value principles.
- (d) **Public Engagement.** Residents have the right to ask questions and receive answers at committee meetings in accordance with the following rules.

Residents can participate in Committee meetings as follows:

- By asking a public question
- By submitting a petition
- By submitting a public comment
- By submitting an issue to an Area Committee

3.2 Questions to a Committee

Questions must specify the item of business on the agenda which they relate to. Committee agendas are usually published on the Council's website five clear working days prior to the meeting. Residents should state their road and postcode when submitting questions. Each question is limited to 100 words.

Questions should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any questions submitted after this time will not be considered.

A resident may ask one question per agenda item. A maximum of two questions from residents may be asked per agenda item. These will be accepted in order of receipt. Any additional questions received will be not be accepted.

Written responses to public questions will be circulated to the questioner in advance or at the meeting. Residents can ask the committee chair one supplementary question per question asked at the committee meeting, which will be answered without discussion. The supplementary question must be relevant to the original question put to the chair.

Residents submitting questions are able to send a substitute to ask their supplementary question if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing.

3.3 Written Comments to Committees

Written comments must specify the item of business on the agenda which they relate to. Committee agendas are published on the Council's website five clear working days prior to the meeting. Residents should state their road and postcode when submitting comments. Each written comment is limited to 100 words.

Written comments should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any written comments received after this time will not be considered.

A resident may submit one written comment per agenda item.

Written comments will be reported to the committee and published alongside the agenda papers for the meeting.

3.4 Procedure for Questions at Committees

At committee meetings a time period of up to 30 minutes is available for public questions in total. Supplementary questions will be asked in order of receipt.

Public questions or comments are not permitted:

- If they don't relate to a substantive item on the agenda
- If they are defamatory, abusive or offensive.
- If submitted from Council employees or trade unions on employment matters; there are avenues available for these to be addressed via the Terms of Reference of the Constitution & General Purposes Committee.
- If they would result in the release of confidential information, or which may prejudice enforcement.
- If they relate to a matter where there is a right of appeal against any decision of the Council.

- If they have been submitted by someone who has been deemed to be subject to the Management of Unreasonable Complainant Behaviour Policy and they relate to the particular subject matter for which the policy was invoked;
- If they are received from people who are not Barnet residents;
- At the Strategic Planning Committee and Planning Committees on Town and Country Planning applications (a separate procedure is detailed in section 3.7). Public questions are permitted at the Strategic Planning Committee on planning policy matters;
- If they relate to the making / confirmation of Tree Preservation Orders, as the procedure for making objections or representations is prescribed by the Town and Country Planning Act 1990 and the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

The Chair of the relevant Committee or Sub-Committee, in consultation with the Head of Governance, shall decide whether any particular question, comment or issue will be permitted.

3.5 Issues for Area Committees

Issues must be received by the Governance Service by 10am on the tenth working day prior to the meeting for the item to be discussed at the Area Committee. Written responses to local matters will be provided on the fifth clear working day before the Area Committee takes place as part of the committee agenda. Residents should state their address when submitting an issue.

The Area Committee Chair has the discretion to accept issues with less than 10 working days' notice if they deem the matter to be urgent. Responses to urgent matters will be responded to verbally by officers at the Area Committee meeting.

The Six Month Rule shall apply whereby matters dealt with cannot be raised again within this period. The Six Month Rule means that an Area Committee will not reconsider any issues discussed or any decision taken by a committee in the last six months preceding the date of the committee. An exception is that where the Chair has agreed that an issue raised at a previous Area Committee meeting should be reported back with a detailed response in which case the resident who raised the original issue (or their nominated deputy) will be invited to address the Committee for up to 3 minutes. The Area Committee may also be a forum for certain consultations from the Council as decided by the Chair.

Area Committee issues will be considered in order of receipt. Where a resident has submitted more than one issue, their second item or question will be considered after all other residents have presented their first item. Issues will continue to be determined in this way until all issues have been considered.

The Area Committee will determine issues in the following way:

1. Residents will have the opportunity to address the Committee for up to 3 minutes on the issue they have previously raised
2. Chairs, Chief Officers or other relevant officers may respond to the issues raised

3. Having considered the issue the Committee can take the following actions:
 - note the issue and take no action
 - instruct that an appropriate named officer contact the resident within 20 working days to provide an additional response and that this response be published in the meeting documents available on the website.
 - instruct that Ward Members are notified of the issue.
 - decide that a Road Safety and Parking issue be referred to the Director of Highways & Transport

When determining issues in accordance with the options detailed above, the Committee must give reasons for their decision.

3.6 Petitions

Petitions must have a minimum of 25 signatures and be relevant to the functions of the authority. The petition will be presented to the Governance Service who will forthwith present it to the relevant Director and/or the relevant Committee Chair for information.

Petitions can either be submitted in hard copy to the Head of Governance or by using the authority's e-petitions facility. It is acceptable to combine paper petitions and e-petitions, providing the action the Council is being requested to take in the petitions are the same.

The address of the Head of Governance is as follows:

Head of Governance
London Borough of Barnet
2 Bristol Avenue
Colindale
London
NW9 4EW

The authority's e-petition facility can be found here:

<https://barnet.moderngov.co.uk/mgEPetitionListDisplay.aspx?bcr=1>

E-petitions submitted on external websites can be accepted by the council. However, petitions hosted on external websites will need to be submitted by the lead petitioner to the Head of Governance in order for the petition to be accepted.

Petition signatures must be from Barnet residents otherwise they will not count towards the overall signature total. Petitions signatories must provide road and postcode to enable them to be verified.

A petition will not be accepted if:

- it is vexatious or abusive;
- it relates to any enactment or statutory provision;
- it relates to a safeguarding matter;
- it does not contain the road and postcode of signatories;
- it relates to a named individual or could reveal the identity of a person;

- it does not relate to the functions of the council;
- it is not clear what it is asking the council to do;
- it deals with an issue that has previously been resolved;
- it is repetitive, vexatious, or requires action which is unlawful or for which another council procedure is available

The Head of Governance will make a ruling on whether or not to accept a petition, taking into consideration grounds for rejection as laid out above.

On such an occasion where a petition is rejected, the Head of Governance (or his/her representative) will write to the lead petitioner and explain the reasons for rejection.

Petitions relating to planning or licensing applications, appeals or reviews will be treated as letters of representation and will be dealt with by the relevant service area and will be taken into consideration in dealing with the relevant application, appeal or review. For petitions falling within these categories, the reporting procedures below will not apply.

Petitions which have been submitted in response to a consultation process initiated by a specific committee should be reported back to that committee.

Petitions will be acknowledged within 10 working days. The acknowledgement will include information on how the petition will be progressed.

Petitions will be reported as follows:

Signatures	Forum and Procedure
0-24	No action required.
25 – 6,999 Signatures	<p>Where the petition relates to the functions and responsibilities of an Area Committee it will be reported to the relevant Area Committee.</p> <p>Where the petition relates to the matters outside the functions and responsibilities of an Area Committee, the petition will be reported to the relevant Theme Committee.</p> <p>For Petitions with 25 – 1,999 signatures, the Lead Petitioner will be given three minutes to present the petition to the Committee. For Petitions with 2,000 – 6,999 signatures the Lead Petitioner will be given five minutes to present the petition to the committee.</p>

	<p>Following the presentation, the Chair and Committee Members have an opportunity to ask the Lead Petitioner questions. After the debate the Committee will decide to:</p> <ul style="list-style-type: none"> • Take no action • Refer the matter to a chief officer to provide a written respond to Lead Petitioner within 20 working days; or • Instruct an officer to prepare a report for a future meeting of the Committee on the issue(s) raised with a recommended course of action
7,000 plus Signatures	<p>The petition will be considered by Full Council and the following process will be followed:</p> <ul style="list-style-type: none"> • Lead Petitioner is given five minutes to present the petition; • Council Members have an opportunity to ask questions of the Lead Petitioner then debate the item. • The relevant Committee Chair will respond to the issues raised in the petition and outline the decision route (if any) he/she proposes to take

Petitions are required to be received seven working days before the relevant committee meeting or Full Council.

Any hard copy petition received will be published on the Council’s website via the Council’s e-petition facility and processed by the Council as documented in this section. Updates or responses to petitions will be published on the e-petitions section of the website once an officer has responded or a Committee or Full Council has received a petition.

3.7 Requests to speak at Planning Committees

Requests to speak about an application on the planning committee agenda should be submitted to the relevant Planning Case Officer by 10am on the third working day prior to the meeting.

In addition to any Councillor and the Applicant (or their representative) two residents may speak. Such speakers shall be one for and one against the application unless there is no resident wishing to speak for the application in which case two residents may speak against the application, or no resident in objection in which case two residents may speak in support of the application.

At the meeting, each speaker will have a time period of up to 3 minutes to address the committee. Committee members will then have the opportunity to question the speaker.

Residents who have requested to speak are able to send a substitute to make their representation if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing.

Where an application being considered by a Planning Committee is referred to the Strategic Planning Committee for determination, the speaking rights of members of the public who have registered to speak on the application or item will automatically transfer to the Strategic Planning Committee.

Speaking rights will also automatically transfer where an application has been deferred or adjourned to a future meeting of planning committee, but only if the speakers have not already addressed the committee on the deferred or adjourned item. In cases where the membership of the committee which considers the deferred or adjourned application is different from the committee which originally heard the application, then the application should be fully re-heard including speakers.

Public speaking arrangements do not apply to an item relating to the making / confirmation of a Tree Preservation Order as this would be contrary to the legislative procedure for making objections and/or representations.

3.8 Requests to speak on Assets of Community Value listings

Requests to speak about an application to list an Asset of Community Value should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting.

In addition to any Councillor, the Asset Owner (or their representative) and a representative from the nominating body, up to two residents may speak. Such speakers shall be one for and one against the listing application unless there is no resident wishing to speak against the listing application in which case two residents may speak in favour of the listing, or no resident in favour in which case two residents may speak against the listing application.

At the meeting, each speaker will have a time period of up to 3 minutes to address the committee or sub-committee. Committee or sub-committee members will then have the opportunity to question the speaker.

3.9 Requests to speak on Neighbourhood Community Infrastructure Levy Funding Applications

Requests to speak about an application for Community Infrastructure Levy funding at an Area Committee should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting.

In addition to any Councillor, a representative from body applying for funding may speak for up to 3 minutes. Committee members will then have the opportunity to question the speaker.

3.10 Complaints

Residents have the right to complain to:

- (i) the Council itself under its complaints scheme;
- (ii) the Local Government Ombudsman (after using the Council's own complaints scheme);
- (iii) the Monitoring Officer about a breach of the Members Code of Conduct.

3.11 Disorderly Conduct

If a member(s) of the public or press (or a Councillor) interrupts the proceedings at any meeting, the Mayor or Chair may warn him/her. If s/he continues the interruption and a warning has previously been given, the Mayor or Chair may order his/her removal from the meeting place. In the event that the meeting is disrupted the Mayor or the Chair may adjourn the meeting and if required clear the public gallery. The meeting will then reconvene to consider the remaining business without the public.

Article 4 – The Full Council

4.1 Role and Function

The Full Council is a formal meeting of all Councillors and is required by law to take certain important decisions as set out below. Full Council also approves a number of key plans and strategies, which together form the Policy Framework:

- Approving the strategic financing of the council upon recommendations of the Policy and Resources Committee
- Determination of the Financial Strategy
- Approval of the Budget
- Approval of the Capital Programme
- Setting the Council Tax
- Determination of borrowing limits
- Adopting and changing the Constitution (unless delegated)
- Approving and adopting the Policy Framework
- Delegating/receiving functions to/from other councils or their Executives
- Adopting a Members' Allowance Scheme
- Agreeing and amending the terms of reference of committees, deciding their composition and making appointments to them
- Electing chairsmen and vice-chairsmen of committees
- Conferring the title of Freeman of the Borough
- Confirming the appointment or dismissal of the Head of Paid Service
- Byelaws and dealing with local legislation or private bills
- Electing the Leader of the Council and the Mayor
- Approval of annual pay statement
- Housing Land Transfers
- Appointment of Lead Members, Member Champions and Lead Officers for particular subject matters
- Approving Member and officer appointments to outside bodies and external organisations on the recommendation of the Group Secretaries or Chief Executive
- Make decisions on matters normally reserved to committees (except for planning and licensing matters) where an urgent decision is required or where the matter is so significant that it requires all Members to determine. Determination of whether a matter is urgent or significant will be made by Mayor and Chairman of relevant committee in consultation with Leader and relevant chief officer.

The Full Council provides a central forum for debate and gives the opportunity for Councillors to ask questions about the Council or matters affecting the Council.

4.2 Meanings

(a) Policy Framework.

- Safer Communities Strategy

- Sustainable Community Strategy
- Development Plan Documents comprising the Local Plan
- Adoption of Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders
- Statement of Licensing Policy
- [Statement of Gambling Licensing Policy](#)
- [Local Implementation Plan](#)

(b) **Budget.**

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the council tax base and Council Tax, decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.

(c) **Housing Land Transfer.**

Housing Land Transfer means the approval or adoption of applications to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under the Housing Act 1985.

4.3 **Council Meetings**

There are three types of Council meeting:

- (a) the annual meeting;
- (b) ordinary meetings;
- (c) extraordinary meetings;

and they will be conducted in accordance with the Council Procedure Rules included within Part 2 of this Constitution.

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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 Chair and, if considered necessary, a Vice-Chair and substitute members of the sub-committee or working group.

Appointment of Members to Committees

- 7.3 The Council will appoint the Members, Chair and Vice Chair to serve on the Committee subject to the rights 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. If the Group Leaders wish to amend committee memberships between Council meetings, then the Group Leaders may do so by letting the Monitoring Officer or Head of Governance know this in writing and the Monitoring Officer or Head of Governance will report this to the next Council meeting.

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 Chair of the relevant committees in consultation with the Leader. If there is no indication from the committee chairs, then the report will be discussed and determined by the Policy and Resources Committee.*

Terms of Reference of all Committees are set out below:

Article 7 – Committees, Forums, Working Groups and Partnerships

Body responsible	Functions	Membership
Policy and Resources Committee	<p>(1) To be responsible for <u>developing the Corporate Plan and recommending it to Full Council for adoption.</u></p> <p>(2) To be responsible for Finance including:</p> <ul style="list-style-type: none"> ➤ 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"> ● <u>Recommending the Capital and Revenue Budget (including all fees and charges); and Medium Term Financial Strategy; to Full Council for adoption</u> ● <u>Revenue and Capital Monitoring and Expenditure: Committee to receive a cross-council overview with theme committees scrutinising revenue and capital expenditure within their remits</u> ● Treasury Management ● Local Taxation ● Insurance ● <u>Corporate Procurement</u> ● <u>Revenues and Benefits</u> ● Grants ● Writing-Off Debt ● Virements ● <u>Effective Use of Resources</u> ● <u>Procurement Forward Plan</u> ➤ 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>(3) To <u>be responsible for strategic policy, risk management, oversight of the organisation,</u></p>	<p>12</p> <p>Chair, Vice Chair, Members and substitutes to be appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

performance and operational working of the Council including the following specific functions/activities:

- Local Plans (except for matters reserved to Full Council)
- ICT and Digital
- Customer Services
- Emergency Planning
- Equalities, Diversity and Inclusion
- Contract Monitoring and Management: Cross-organisation overview of contracts with contracts in the terms of reference of another theme committee being scrutinised by that committee
- Performance Monitoring and Management: Cross-organisation overview of performance with performance in the terms of reference of another theme committee being scrutinised by that committee

~~be responsible for the oversight of:~~

- ~~➤ the overall financial performance of the council~~
- ~~➤ 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~~
- ~~➤ 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):~~
 - ~~➤ Analysis of performance~~
 - ~~➤ Contract variations~~
 - ~~➤ Undertaking deep dives to review specific issues~~
 - ~~➤ Monitoring the trading position and financial stability of external providers~~

	<p>Making recommendations to theme committees on issues arising from the monitoring of external providers</p> <p>(4) Consider for approval budget and business plan of the Barnet Group Ltd</p> <p>(5) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.</p>	
<p>Children, Education and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to children, <u>care experienced (up to the age of 25)</u>, 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 <u>revenue and capital expenditure, contracts,</u> 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 (Chair of Children, Education and Safeguarding Committee) covering key matters.</p> <p>(7) Receive an annual report from the Safeguarding Children's Board.</p>	<p>11</p> <p>Chair, Vice Chair, 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>

	(8) Determining arrangements for making nominations to the governing bodies of Local Authority administered schools.	
Adults and Safeguarding Committee	<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 <u>revenue and capital expenditure, contracts,</u> performance information and risk on the services under the remit of the Committee (including The Barnet Group Ltd (Your Choice Barnet) performance).</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

<p>Environment and Climate Change Committee</p>	<p>(1) Responsibility for all borough-wide or cross-area matters relating to the street scene<u>local environment</u> including:</p> <ul style="list-style-type: none"> • <u>Air Quality</u> • <u>Cycling, Walking and Healthy Streets</u> • <u>Biodiversity</u> • <u>Transport and Public Transport</u> • <u>Grounds Maintenance</u> • <u>Highways</u> • <u>On-Street and Off-Street</u> Parking • Road Safety • Lighting • Street Cleaning • Environmental Crime (including littering, fly-tipping fly-posting, and graffiti) • Transport<u>The Council's Fleet</u> • <u>Waste and Recycling</u> • Waterways <p>Refuse Recycling Allotments</p> <ul style="list-style-type: none"> • <u>Parks and Open Spaces (including allotments and trees)</u> <p>Trees</p> <ul style="list-style-type: none"> • <u>Cemeteries, Crematoria and Mortuary</u> • Trading Standards and Environmental Health (<u>except Environmental Health functions relating to housing and fire safety</u>) <p>(2) <u>Responsibility for the council's response to the climate emergency including:</u></p> <ul style="list-style-type: none"> • <u>Setting and overseeing implementation of carbon reduction targets, both in relation to the council as an organisation and Barnet as a place</u> • <u>Developing strategies to meet those carbon reduction targets</u> • <u>Developing strategies for the mitigation of the impacts of climate change, both on the council as an organisation and Barnet as a place</u> • <u>Implementing the elements of those strategies that relate to functions listed in (1) above.</u> <p>(3) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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	<p>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 <u>revenue and capital expenditure, contracts,</u> performance information and risk on the services under the remit of the Committee.</p>	
<p>Housing and Growth Committee</p>	<p>(1) Responsibility for:</p> <ul style="list-style-type: none"> • Housing (including: housing strategy; homelessness; social housing and housing grants; <u>private sector housing and leasing; housing licensing and enforcement; commissioning of environmental health functions for private sector housing; HRA Revenue Account and Capital Programme</u>); • Regeneration Strategy and Overseeing Major Regeneration Schemes • <u>Asset Management</u> • <u>Development of Council Land</u> • <u>Fire Safety</u> • <u>Economic Development including:</u> Employment Strategy; Business Support and Engagement; <u>and Town Centres</u> <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</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant <u>-revenue and capital expenditure, contracts,</u> performance information performance) and risk on the services under the remit of the Committee (excluding The Barnet Group Ltd (Barnet Homes).</p>	
Community Leadership & Libraries Committee	<p>(1) Responsibility for <u>general consultation and engagement policy not linked to projects under the terms of reference of other committees,</u> 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 <u>revenue and capital expenditure, contracts,</u> performance information and risk on the services under the remit of the Committee.</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<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>Chair, Vice-Chair and Opposition Spokesperson Appointed by Community Leadership and Libraries Committee</p> <p>3 substitutes Quorum 2</p>
<p>Area Committees:</p> <p>Area Committee North (East Barnet, Barnet Vale, High Barnet, Underhill, Totteridge and Woodside, Mill Hill, Edgwarebury and Whetstone);</p> <p>Area Committee West (Burnt Oak, Edgware, Colindale North, Colindale South, West Hendon, Hendon, Cricklewood and Childs Hill); and</p> <p>Area Committee East (Brunswick Park, Friern Barnet, Woodhouse, West Finchley, Finchley Church End, Golders Green, East Finchley and Garden Suburb)</p>	<p>In relation to the area covered:</p> <p>1) Provide an opportunity for any resident to raise matters affecting the area (except matters relating to licensing and planning applications).</p> <p>2) Responsibility for all area specific matters relating to the street scene <u>local environment</u> including parking, road safety, transport, allotments, parks and trees.</p> <p>3) Consider area specific matters as agreed with the Chair.</p> <p>4) Consider matters relating to Town Centre regeneration and designating conservation areas.</p> <p>5) Determine the allocation of Community Infrastructure Levy funding within the area subject to sufficient of the budget allocated to the committee being unspent.</p>	<p>8</p> <p>Chair, Vice-Chair, Members and substitutes appointed by Council.</p> <p>Committee members must represent a ward in the Area Committee area. All members in the Area Committee area can act as substitutes in that area</p> <p>Quorum 3</p>

Licensing Committee	(1) All policy matters relating to licensing, with licensing hearings concerning all licensing matters delegated to sub-committees.	12 Chair, Vice Chair, 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 Chair 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>	6 Chair, Vice Chair, 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 <u>for recommendation to Full Council for adoption.</u></p> <p>Recommending the creation of Conservation Areas to Full Council</p>	<p>9</p> <p>Chair, Vice Chair, 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 Chair.</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 A and B, and conduct any other functions related to the Brownfield Land Register.</p>	
<p>Planning Committees A and B</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>6 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 <u>Strategic</u> 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 has been ‘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 Chair.</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>9</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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	<p>When considering a report on staffing matters, a representative of the trade unions may submit a request to speak which requires the consent of the Chair, or be questioned by the Committee before a decision is made. Each representative will have up to 3 minutes to address the 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>	
Standards Committee	To investigate and determine allegations of a breach of the Code of Conduct for Members in the context of satisfying the Council's continuing duty to promote and maintain high standards of conduct for Members.	<p>4 (2 Members each from the Administration and the Opposition) and an Independent Person)</p> <p>2 substitutes each from the Administration and the Opposition.</p> <p>Quorum 2</p>
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>9</p> <p>Chair, Vice Chair, 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</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 • 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>the chair of the committee.</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. 	<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</p>

	<ul style="list-style-type: none"> o such other matters that the LGPS regulations may specify <p>Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund.</p> <p><i>The Local Pension Board maintain separate detailed terms of reference which are approved annually</i></p>	<p>member and 2 deferred member)</p> <p>1 independent member/advisor</p> <p><u><i>*Councillors appointed to the Board cannot also sit on the Pension Fund Committee</i></u></p>
Chief Officer Appointment Panel	<p>To deal with Chief Officer Appointments, Discipline and Capability matters.</p> <p>Members comprise:</p> <p>Chair – Leader of the Council Deputy Leader of the Council. One Administration Member Leader of the Opposition One Opposition Member</p>	<p>5</p> <p>Chair, Vice Chair, 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>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>Vice Chair 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>9</p> <p>Chair, Vice-Chair, 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 <u>Appointed by Council (Leader, Deputy Leader and Leader of the Opposition)</u> Quorum 2
Local Strategic Partnership (Barnet Partnership Board)	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	Leader of the Council Council representatives to be appointed by Annual Council Senior representatives from: <ul style="list-style-type: none"> • Related Argent • Barnet & Southgate College • Barnet Council • Brent Cross Shopping Centre • Barnet Together Alliance • Barnet Clinical Commissioning Group • Department for Work and Pensions • Federation of Small Business • London Fire Service • Middlesex University • Metropolitan Police • Saracens • West London Alliance

<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 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>	<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 chair.</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 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
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	<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>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 	<p>each from Barnet primary, secondary and special schools</p> <ul style="list-style-type: none"> • 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 Carer Forum <p>Quorum 5 – must include the following:</p> <ul style="list-style-type: none"> • Chair (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
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	<p>members' own agencies are communicated to the Board.</p> <ul style="list-style-type: none"> • 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>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 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>Meetings will be quarterly and a quorum will comprise four members provided this consists of:</p> <p>The Chair (Barnet Councillor) and Vice Chair (Metropolitan Police)</p> <p>At least one other representative each of the Council and the Metropolitan Police.</p> <p>Other current partners are:</p> <ul style="list-style-type: none"> • London Probation Trust • National Probation Service • London Fire Brigade • Barnet Clinical Commissioning Group • MOPAC (Mayor's Office Policing/Crime) • Barnet Safer Neighbourhood Board • Middlesex University • North West London Magistrates' Court • Inclusion Barnet • Victim Support, North London Division • Department for Work and Pensions

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| | | <ul style="list-style-type: none"> • <u>Voluntary Sector Representative (as invited by the Board)</u> |
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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 usually 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 Chair finds that a quorum of Members is not present at any time during the meeting, the Chair must adjourn the meeting until such time as a quorum is returned.

Chairs of Meetings

- 7.10 In exceptional circumstances, the Chair, or if they are not available the Vice-Chair, 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 Chair is absent from a meeting the Vice-Chair 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 Chair. A Chair 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 Chair.

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 Chair 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 Chair has the authority to agree to take urgent items not on the agenda. The Chair will consult with the Vice-Chair and Opposition Spokesperson for the committee. The Chair (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 Chair decides.

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 the Urgency 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 the Urgency Committee. The Committee must consult with the Chair 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

Constitution and General Purposes 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.”

Article 7 – Committees, Forums, Working Groups and Partnerships

- 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 Constitution and General Purposes 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 Chair of the Constitution and General Purposes 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 Chair 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 Chair 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 Chair will always have the right to exercise a casting vote in the event of equality of voting on a motion or amendment,
- 7.33 A Member of any committee can request that his/her vote be recorded in the minutes.

Filming and Recording of Meetings

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

Article 7 – Committees, Forums, Working Groups and Partnerships

Committees

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

Sub-Committees and Working Groups

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

Appointment of Members to Committees

- 7.3 The Council will appoint the Members, Chair and Vice Chair to serve on the Committee subject to the rights 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. If the Group Leaders wish to amend committee memberships between Council meetings, then the Group Leaders may do so by letting the Monitoring Officer or Head of Governance know this in writing and the Monitoring Officer or Head of Governance will report this to the next Council meeting.

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 Chair of the relevant committees in consultation with the Leader. If there is no indication from the committee chairs, 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 developing the Corporate Plan and recommending it to Full Council for adoption.</p> <p>(2) To be responsible for Finance including:</p> <ul style="list-style-type: none"> • Recommending the Capital and Revenue Budget (including all fees and charges); and Medium Term Financial Strategy; to Full Council for adoption • Revenue and Capital Monitoring and Expenditure: Committee to receive a cross-council overview with theme committees scrutinising revenue and capital expenditure within their remits • Treasury Management • Local Taxation • Insurance • Corporate Procurement • Revenues and Benefits • Grants • Writing-Off Debt • Virements • Effective Use of Resources • Procurement Forward Plan <p>(3) To be responsible for strategic policy, risk management, oversight of the organisation, performance and operational working of the Council including the following specific functions/activities:</p> <ul style="list-style-type: none"> ➤ Local Plans (except for matters reserved to Full Council) ➤ ICT and Digital ➤ Customer Services ➤ Emergency Planning ➤ Equalities, Diversity and Inclusion ➤ Contract Monitoring and Management: Cross-organisation overview of contracts with contracts in the terms of reference of another theme committee being scrutinised by that committee 	<p>12</p> <p>Chair, Vice Chair, Members and substitutes to be appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

	<p>➤ Performance Monitoring and Management: Cross-organisation overview of performance with performance in the terms of reference of another theme committee being scrutinised by that committee</p> <p>(4) Consider for approval budget and business plan of the Barnet Group Ltd</p> <p>(5) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.</p>	
<p>Children, Education and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to children, care experienced (up to the age of 25), 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 revenue and capital expenditure, contracts, performance information and risk on the services under the remit of the Committee.</p> <p>(5) To receive and consider reports as appropriate from the Corporate Parenting Advisory Panel.</p> <p>(6) Receive regular updates from the Lead Member for Children's Services (Chair of Children, Education and Safeguarding Committee) covering key matters.</p>	<p>11</p> <p>Chair, Vice Chair, 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>

	<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>	
Adults and Safeguarding Committee	<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 revenue and capital expenditure, contracts, performance information and risk on the services under the remit of the Committee.</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

<p>Environment and Climate Change Committee</p>	<p>(1) Responsibility for all borough-wide or cross-area matters relating to the local environment including:</p> <ul style="list-style-type: none"> • Air Quality • Cycling, Walking and Healthy Streets • Biodiversity • Transport and Public Transport • Grounds Maintenance • Highways • On-Street and Off-Street Parking • Road Safety • Lighting • Street Cleaning • Environmental Crime (including littering, fly-tipping fly-posting, and graffiti) • The Council's Fleet • Waste and Recycling • Waterways • Parks and Open Spaces (including allotments and trees) • Cemeteries, Crematoria and Mortuary • Trading Standards and Environmental Health (except Environmental Health functions relating to housing and fire safety) <p>(2) Responsibility for the council's response to the climate emergency including:</p> <ul style="list-style-type: none"> • Setting and overseeing implementation of carbon reduction targets, both in relation to the council as an organisation and Barnet as a place • Developing strategies to meet those carbon reduction targets • Developing strategies for the mitigation of the impacts of climate change, both on the council as an organisation and Barnet as a place • Implementing the elements of those strategies that relate to functions listed in (1) above. <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>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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	<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 revenue and capital expenditure, contracts, performance information and risk on the services under the remit of the Committee.</p>	
<p>Housing and Growth Committee</p>	<p>(1) Responsibility for:</p> <ul style="list-style-type: none"> • Housing (including: housing strategy; homelessness; social housing and housing grants; private sector housing and leasing; housing licensing and enforcement; ; HRA Revenue Account and Capital Programme); • Regeneration Strategy and Overseeing Major Regeneration Schemes • Asset Management • Development of Council Land • Fire Safety • Economic Development including: Employment Strategy; Business Support and Engagement; and Town Centres <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 revenue and capital expenditure, contracts,</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	performance information performance) and risk on the services under the remit of the Committee.	
Community Leadership & Libraries Committee	<p>(1) Responsibility for general consultation and engagement policy not linked to projects under the terms of reference of other committees, 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 revenue and capital expenditure, contracts, performance information and risk on the services under the remit of the Committee.</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
Community Leadership & Libraries Sub-Committee	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>3</p> <p>Chair, Vice-Chair and Opposition Spokesperson</p>

		Appointed by Community Leadership and Libraries Committee 3 substitutes Quorum 2
<p>Area Committees:</p> <p>Area Committee North (East Barnet, Barnet Vale, High Barnet, Underhill, Totteridge and Woodside, Mill Hill, Edgwarebury and Whetstone);</p> <p>Area Committee West (Burnt Oak, Edgware, Colindale North, Colindale South, West Hendon, Hendon, Cricklewood and Childs Hill); and</p> <p>Area Committee East (Brunswick Park, Friern Barnet, Woodhouse, West Finchley, Finchley Church End, Golders Green, East Finchley and Garden Suburb)</p>	<p>In relation to the area covered:</p> <p>1) Provide an opportunity for any resident to raise matters affecting the area (except matters relating to licensing and planning applications).</p> <p>2) Responsibility for all area specific matters relating to the local environment including parking, road safety, transport, allotments, parks and trees.</p> <p>3) Consider area specific matters as agreed with the Chair.</p> <p>4) Consider matters relating to Town Centre regeneration and designating conservation areas.</p> <p>5) Determine the allocation of Community Infrastructure Levy funding within the area subject to sufficient of the budget allocated to the committee being unspent.</p>	<p>8</p> <p>Chair, Vice-Chair, Members and substitutes appointed by Council.</p> <p>Committee members must represent a ward in the Area Committee area. All members in the Area Committee area can act as substitutes in that area</p> <p>Quorum 3</p>

Licensing Committee	(1) All policy matters relating to licensing, with licensing hearings concerning all licensing matters delegated to sub-committees.	12 Chair, Vice Chair, 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 Chair 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>	6 Chair, Vice Chair, 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>	
<p>Strategic Planning Committee</p>	<p>To determine Applications for Planning Permission, including permissions in principle, made under the Town and Country Planning Act 1990 where the recommendation is for approval and the development:</p> <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 Neighbourhood Development Orders and Community Right to Build Orders for recommendation to Full Council for adoption.</p> <p>Recommending the creation of Conservation Areas to Full Council</p>	<p>9</p> <p>Chair, Vice Chair, 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 Chair.</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 Planning Committees A and B, and conduct any other functions related to the Brownfield Land Register.</p>	
<p>Planning Committees A and B</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>6 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 Strategic 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 has been ‘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 Chair.</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 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>9</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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	<p>When considering a report on staffing matters, a representative of the trade unions may submit a request to speak which requires the consent of the Chair, or be questioned by the Committee before a decision is made. Each representative will have up to 3 minutes to address the 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>	
Standards Committee	To investigate and determine allegations of a breach of the Code of Conduct for Members in the context of satisfying the Council's continuing duty to promote and maintain high standards of conduct for Members.	<p>4 (2 Members each from the Administration and the Opposition) and an Independent Person)</p> <p>2 substitutes each from the Administration and the Opposition.</p> <p>Quorum 2</p>
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>9</p> <p>Chair, Vice Chair, 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</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 • 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>the chair of the committee.</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. 	<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</p>

	<ul style="list-style-type: none"> o such other matters that the LGPS regulations may specify <p>Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund.</p> <p><i>The Local Pension Board maintain separate detailed terms of reference which are approved annually</i></p>	<p>member and 2 deferred member)</p> <p>1 independent member/advisor</p> <p><i>*Councillors appointed to the Board cannot also sit on the Pension Fund Committee</i></p>
Chief Officer Appointment Panel	<p>To deal with Chief Officer Appointments, Discipline and Capability matters.</p> <p>Members comprise:</p> <p>Chair – 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>Chair, Vice Chair, 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</p>	<p>12</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>Vice Chair 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>Section 75 partnership agreements between the NHS and the Council.</p> <p>(4) To provide collective leadership and enable shared decision making, ownership and accountability</p> <p>(5) To promote partnership and, as appropriate, integration, across all necessary areas, including joined-up commissioning plans and joined-up approach to securing external funding across the NHS, social care, voluntary and community sector and public health.</p> <p>(6) To explore partnership work across North Central London where appropriate.</p> <p>(5) Specific responsibilities for:</p> <ul style="list-style-type: none"> • Overseeing public health and promoting prevention agenda across the partnership • Developing further health and social care integration. 	<p>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>9</p> <p>Chair, Vice-Chair, 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 (Leader, Deputy Leader and Leader of the Opposition) Quorum 2
Local Strategic Partnership (Barnet Partnership Board)	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	Leader of the Council Council representatives to be appointed by Annual Council Senior representatives from: <ul style="list-style-type: none"> • Related Argent • Barnet & Southgate College • Barnet Council • Brent Cross Shopping Centre • Barnet Together Alliance • Barnet Clinical Commissioning Group • Department for Work and Pensions • Federation of Small Business • London Fire Service • Middlesex University • Metropolitan Police • Saracens • West London Alliance

<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 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>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 chair.</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 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
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	<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>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 	<p>headteachers, one each from Barnet primary, secondary and special schools</p> <ul style="list-style-type: none"> • 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 Carer Forum <p>Quorum 5 – must include the following:</p> <ul style="list-style-type: none"> • Chair (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
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	<p>members' own agencies are communicated to the Board.</p> <ul style="list-style-type: none"> • 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>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 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>Meetings will be quarterly and a quorum will comprise four members provided this consists of:</p> <p>The Chair (Barnet Councillor) and Vice Chair (Metropolitan Police)</p> <p>At least one other representative each of the Council and the Metropolitan Police.</p> <p>Other current partners are:</p> <ul style="list-style-type: none"> • London Probation Trust • National Probation Service • London Fire Brigade • Barnet Clinical Commissioning Group • MOPAC (Mayor's Office Policing/Crime) • Barnet Safer Neighbourhood Board • Middlesex University • North West London Magistrates' Court • Inclusion Barnet • Victim Support, North London Division • Department for Work and Pensions

		<ul style="list-style-type: none"> • Voluntary Sector Representative (as invited by the Board)
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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 usually 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 Chair finds that a quorum of Members is not present at any time during the meeting, the Chair must adjourn the meeting until such time as a quorum is returned.

Chairs of Meetings

- 7.10 In exceptional circumstances, the Chair, or if they are not available the Vice-Chair, 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 Chair is absent from a meeting the Vice-Chair 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 Chair. A Chair 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 Chair.
- 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 Chair 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 Chair has the authority to agree to take urgent items not on the agenda. The Chair will consult with the Vice-Chair and Opposition Spokesperson for the committee. The Chair (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 Chair decides.
- 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 the Urgency 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 the Urgency Committee. The Committee must consult with the Chair 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

Constitution and General Purposes 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 Constitution and General Purposes 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 Chair of the Constitution and General Purposes 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 Chair 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 Chair 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 Chair 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 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
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 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 £213,478.

(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) **Amendments to the Constitution.** The Monitoring Officer has authority to make minor housekeeping amendments to the Constitution following consultation with the Chair of the Constitution & General Purposes Committee.
- (c) **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.
- (d) **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.
- (e) **Attending Full Council and Policy & Resources Committee.** As Monitoring Officer attending and advising at Full Council and Policy & Resources Committee.
- (f) **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.

- (g) **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.
- (h) **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.

Article 9 – Chief Officers

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(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 £213,478.

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(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.

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- (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.
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- (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.
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9.10 Employment

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

Full Council Procedure Rules

Types of meetings

1. ANNUAL MEETINGS OF THE COUNCIL

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May. The matters to be considered at the Annual Meeting shall be

- (a)
 - (i) Apologies for absence
 - (ii) Declarations of interest
 - (iii) Electing a Mayor;
- (b) Approve the minutes of the last meeting;
- (c) Receive official announcements;
- (d) Noting the appointment of the Deputy Mayor;
- (e) Electing the Leader of the Council for the ensuing four year period;
- (f) Noting the appointment of the Deputy Leader of the Council;
- (g) Noting the appointment as Leader of the Opposition of the Leader of the largest political group other than the group of which the Leader of the Council is a member;
- (h) Appointing the Chair~~man~~, Vice Chair~~man~~ and members of Committees, and other regulatory bodies and approving their respective terms of reference;
- (i) Agreeing the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree;
- (j) Appointing representatives to Outside Bodies unless the appointment has been delegated by the Council;
- (k) Reports from other Committees and Officers as required to in the proper discharge of functions delegated by Council.

2. ORDINARY MEETINGS

- 2.1 The matters to be considered at an Ordinary Council meeting shall be:

Part 1 - Statutory formalities/Announcements (15 minutes)

1. Apologies for absence
2. Elect a member to preside if the Mayor and Deputy Mayor are absent
3. Prayer
4. Declaration of interest
5. Minutes of last meeting
6. Official announcements
7. Any business remaining from last meeting
8. Agree the Council Calendar of meetings including for ordinary meetings of the Council

Part 2 - Question Time (30 minutes or until 7.45 p.m. whichever is longer)

9. Questions to the Leader (and Committee Chair~~men~~ if he/she has delegated)

Part 3 - Statutory Council Business (60 minutes)

10. Petitions for Debate (20 minutes). A petition organiser (up to 5 minutes) and Members responding (up to 15 minutes)
11. Reports from the Leader
12. Reports from Council Committees
13. Reports of Officers
14. Questions to Council Representatives on Outside Bodies

Break (15 minutes)

Part 4 – Business for Debate (45 minutes)

15. Motions (45 minutes)

Discussion of up to two motions: At least one motion originating from the Opposition to be debated if submitted. The Opposition is the next largest political group after the ruling administration.

If there is more than one motion submitted, the Opposition motion debated will be determined by the Opposition, and the Administration motion will be determined by the Administration.

If more than two motions are submitted then these can be debated if time allows before 10pm at the end of the agenda and with the agreement of the Council. These motions, if any, will be taken in rotation between the Political Parties.

No business shall be transacted after 10 pm and any business transacted after that time shall be null and void, but that at any meeting of Full Council, the Mayor or person presiding as Chairman may with the agreement of Council extend the period for the transaction of business to 10.30 pm.

3. EXTRAORDINARY MEETINGS

- 3.1 The Mayor may call an Extraordinary Meeting of the Council at any time.
- 3.2 Five Members of the Council may also request the Mayor to call an Extraordinary Meeting. The meeting must be called within seven days of the notice being present to the Mayor, although there is no time limit by which the meeting must take place.
- 3.3 If the Mayor refuses, or does not call the meeting within seven days, any five Members may themselves call an Extraordinary Meeting.
- 3.4 The only business permitted at an extraordinary meeting is that which appears in the summons.

4. BUDGET COUNCIL MEETINGS

- 4.1 The Council shall hold a Budget meeting at time, date and place fixed by the Council to approve the budget and Council Tax for the ensuing financial year. Only Parts 1 (Statutory Formalities/Announcements) and 3 (Statutory Council Business) will apply to the Budget meeting.

5. ROLE OF MAYOR.

- 5.1 At the meeting of the Council, the Mayor, if present shall preside.
- 5.2 If the Mayor is absent from a meeting of the Council then the Deputy Mayor will preside.
- 5.3 If the Mayor and Deputy Mayor are absent from the meeting then another Councillor chosen by the Councillors present shall preside.
- 5.4 Any procedural issues or challenges to the conduct of the meeting that arise during the course of a meeting shall be determined by the Mayor (or other person presiding at the meeting).
- 5.5 The ruling of the Mayor or person presiding at the meeting concerning the interpretation or application of these procedure rules shall not be challenged at any meeting of the Council.

6. VARIATION

The order of any business may be varied by the Mayor with the consent of Council.

7. SUSPENSION OF PROCEDURE RULES

The Council at any of its meetings may suspend any procedure rule by a majority of the members of the Council present and voting.

8. VALIDITY OF MOTIONS, AMENDMENTS AND QUESTIONS

- 8.1 Every motion, amendment and question shall be relevant to matters within the Council's powers or duties or which affect the borough. The Mayor shall, if need be, give a ruling as to whether the Motion is relevant.
- 8.2 If the Head of Governance has any doubts about any motion, amendment or question for the agenda for reasons of propriety, he or she may refer it to the Mayor.
- 8.3 If the Mayor considers the motion, amendment or question 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.

9. GENERAL PROVISIONS FOR MOTIONS AND AMENDMENTS

- 9.1 An amendment must be relevant to a Motion on the agenda and shall be to change the words (including deleting or adding words) but such changes must not merely have the effect of negating the Motion before the Council.
- 9.2 No Group may submit more than one amendment to a particular Motion or report on the agenda.
- 9.3 A Member may amend a Motion or report by submitting the amendment in writing to the Head of Governance by 10.30am two clear working days before the meeting.
- 9.4 Amendments to items on the agenda will be e-mailed to Members and hard copies placed in the Group Rooms by midday of the day of the meeting.

10. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

The following motions and amendments may be moved without notice to:

- 10.1 appoint a Chair~~man~~ of the meeting;
- 10.2 question the accuracy of the minutes;

- 10.3 move that an item of business in the summons takes precedence;
- 10.4 appoint a committee (including its members, a Chairman and Vice-Chairman and members having related specified duties);
- 10.5 receive reports or adoption of recommendations of committees and officers and any resolutions following on from them;
- 10.6 agree to hear oral representations;
- 10.7 give leave to withdraw a Motion;
- 10.8 extend the time limit for speeches;
- 10.9 move that "the question be now put" (to the vote);
- 10.10 move that "the debate be now adjourned";
- 10.11 move that "the Council do now adjourn";
- 10.12 exclude or to re-admit the press and public under section 100A(4) of the Local Government Act 1972;
- 10.13 move that a Member be not further heard or exclude them from the meeting;

11. DIVISION AND VOTING

11.1 Division bell

When the mover of an original Motion is called by the Mayor to speak in response to any debate or amendment, but not on the adoption of a committee report, the Head of Governance shall arrange for a bell to be rung.

12. VOTING

- 12.1 All motions and amendments shall be determined by a show of hands. In the event of an equality of voting the Mayor shall have the right to exercise a casting vote, in accordance with the provisions of the Local Government Act 1972.
- 12.2 Decisions shall be taken by a majority of those members present and voting except where specific provisions in this Constitution provide otherwise. Members must be seated in the Chamber when voting and while the vote is being recorded.
- 12.3 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.
- 12.4 For the Council budget meeting the minutes shall reflect on how each Member present voted, on any decision relating to the budget or Council tax.

13. VOTE TO BE RECORDED

- 13.1 If, immediately after a vote is taken, a member requests his or her vote to be recorded, the Head of Governance will record in the minutes whether that member:
- (a) cast his or her vote for or against the question; or
 - (b) abstained from voting.

14. DIVISION

- 14.1 If following a vote, ten members rise in their place and demand a formal division, the Head of Governance shall call over the names of all the members, and record and enter in the minutes those:
- (a) voting for or against the Motion or amendment;
 - (b) abstaining from voting; and
 - (c) absent from the meeting when the division was taken.
- 14.2 The voting at the division shall take the place of the voting indicated by a show of hands.

15. VOTING ON APPOINTMENTS

- 15.1 Where more than two persons are nominated for any position to be filled by the Council, and there is no majority of votes in favour of one person, the name of the person having the least number of votes shall be deleted from the list. Further votes will then be taken on the same basis until a majority is given in favour of one person.

16. QUESTION TIME

- 16.1 In part 2 of the meeting the Leader of the Council will answer questions from any member of the Council. The Leader may delegate the responsibility for answering to any Chair~~man~~ of a relevant committee.
- 16.2 Questions will be put to the Leader in the order in which they are received by the Head of Governance, except that questions shall be ordered so that a question from the Administration is followed by a question from the main Opposition Group. The smaller Opposition Group will be entitled to have one question in every six throughout this sequence. This sequence shall be maintained until all questions have been dealt with or the time limit for question time is reached.
- 16.3 Any Member wishing to ask a question must deliver by e-mail, to be received by the Head of Governance by 10.30am 14 clear working days before the day of the meeting.
- 16.4 The Head of Governance shall keep a register recording the date and time the question was received. Any member of the Council may inspect the record.
- 16.5 Where the Leader or a Committee Chair~~man~~ delegate responsibility to a director or

senior officer to provide a draft response to a council question these must be provided no later than 7 clear working days before the meeting.

- 16.6 The Leader may agree to answer a question of which notice has not been given, if it relates to urgent business and has been discussed with him/her before the meeting.
- 16.7 All questions must relate to the Council's powers or duties or matters that affect the borough or its residents.
- 16.8 Every question shall be put and answered without discussion.
- 16.9 An answer will take the form of a written reply circulated two working days before the meeting but the Mayor may allow further comment from the Leader or appropriate Committee Chair~~man~~. In the absence of the appropriate Chair~~man~~ further comment may be allowed from the relevant Vice-Chair~~man~~.
- 16.10 One supplementary question and answer will be allowed on the same subject from the same members.
- 16.11 The time allowed for questions will be 30 minutes. At the end of that time the Mayor will allow an oral reply to a supplementary question commenced before the expiry of the time limit and then bring this part of the meeting to a close. The Mayor has the right to prevent any member asking or giving a protracted supplementary question or answer.

17. GENERAL RULES THAT APPLY TO PARTS 3 AND 4 OF THE MEETING

Rules of Debate

- 17.1 The rules of debate at the meeting are as follows:
- 17.2 Each Motion will be dealt with in turn in the order set out on the agenda. The Motion need not be seconded. The Member moving the Motion, or another member of that group, will open the debate. The Leader of each of the other groups, or another member of their group, will then have an opportunity to comment and at the end of the time allowed the Mayor will bring this part of the debate to an end, whether or not all those entitled have spoken or completed their speeches.
- 17.3 For reports of Committees, the Chair~~man~~ of the relevant committee, or the Vice-Chair~~man~~ in their absence, will move reception of the report and adoption of the recommendations. This report need not be seconded. The leader of each of the other groups, or another member of their group, will then have an opportunity to comment on the recommendation, and at the end of the time allowed the Mayor will bring this part of the debate to an end, whether or not all those entitled have spoken or completed their speeches.
- 17.4 Notified amendments may be moved by those speaking in the first part of the debate. After all the amendments have been debated the Motion will be debated. Then the Member, who opened the debate, or his / her nominee, has the right to respond.

- 17.5 At the end of debate the Mayor will put each amendment to the vote in turn. If an amendment is carried it alters the substantive Business Item.
- 17.6 The Mayor will then put the item to the vote.

Time for Debate

- 17.7 Each of the first speakers from each Group under Rule 20.2 may speak for a maximum of three minutes. All subsequent speakers will be limited to a maximum of two minutes. At the end of that period of time the Mayor will bring that part of the meeting to a close, whether or not every member wishing or entitled to speak is speaking or has spoken, and whether or not all the business for that part of the meeting has been dealt with. The Mayor will then put the remaining items of business for that part of the meeting to the meeting in turn, and the Council will decide and if necessary vote on each of them without debate.
- 17.8 For all other items of business (e.g. reports of Committees or from Officers), each of the first two speakers may speak for a maximum of three minutes and all other speakers a maximum of two minutes.
- 17.9 The Mayor may at any time move that more time be allowed for a debate than is shown on the timetable, that an amendment, Motion or recommendation be put to the vote without further debate, or that the order of business be varied. This motion from the Mayor need not be seconded, and will be immediately put to the vote without debate.
- 17.10 The mover of an original Motion shall have a right of reply at the close of the debate on the Motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original Motion has the right to respond or to accept the amendment.

Motions

- 17.11 Motions must consist of comments or requests addressed to the Council. They must address broad policy issues and relate to the Council's powers or duties or matters that substantially affect the Borough or its residents as opposed to matters of general national relevance which should not be debated.
- 17.12 Motions may not promote a policy initiative which has been rejected, or negate a policy initiative that has been agreed by Council or its committees in the six months before the meeting.

Members Motions

- 17.13 Any Member may put a Motion on the agenda for an ordinary meeting of the Council, except the meeting that deals with the Budget and Council Tax. The Motion must be delivered by e-mail, and received by the Head of Governance by 10.30am at least eight clear working days before the day of the meeting. Any Motion delivered after 10:30am will be recorded as received on the next working day.
- 17.14 The Head of Governance shall keep a record of the date the notice was received and any member of the Council may inspect the record.

- 17.15 The Head of Governance shall set out in the summons for the meeting all Motions in order of receipt.
- 17.16 Once the Motion is on the agenda, any Member may move the Motion at the meeting. If the Motion is not moved it shall be treated as withdrawn, unless the Council agrees to postpone it.
- 17.17 If the proposer has specifically asked in his or her notice for the Motion to be voted on at that Council meeting it will be voted on without discussion.

18 RULES THAT APPLY TO PART 2 OF THE MEETING

Questions on Committee reports

- 18.1 A member may ask the Chair~~man~~ of a Committee, or a member moving the reception of the report of the committee, any question on it whilst it is being considered. Notice of the question should be given to the Chair~~man~~, or any member moving the report, where practicable. Every question shall be put and answered without discussion. The person to whom a question has been put may decline to answer.

Questions to Council representatives on Outside Bodies

- 18.2 At an ordinary meeting, a member, who has given 10 clear working days written notice to the Head of Governance, may ask any question about the activities of a company or outside body to any member or officer who has been appointed or nominated to the outside body.
- 18.3 The member or officer may decline to answer if the question would disclose information about the outside body that has been communicated to him or her in confidence.
- 18.4 An answer may take the form of:
- (a) an oral or written answer (officers will invariably give written answers); or
 - (b) a reference to a Council publication; or
 - (c) a holding reply where it is not possible to give an immediate response; a written response must be circulated to members when the information is available.
- 18.5 No discussion shall be permitted about any question or the reply to it.
- 18.6 Questions and answers will be recorded.

Public Questions to the Leader of the Council

- 18.7 Members of the public are permitted to submit written questions to the Leader in accordance with the following provisions:
- Any question must be delivered in writing, including by e-mail, to be received by the Head of Governance by 10.30am ten clear working days before the day of the meeting. Any questions submitted after that time will not be considered,
 - The question should not relate to a matter previously considered by a committee and subject to the six month rule,
 - The question should not relate to a matter that is within the remit of a committee, or be a matter best addressed by a committee. If this is the case, then the question should be directed to the appropriate committee.
 - The question must not be in substance a question that has already been considered by the Leader in the preceding 6 months.
- 18.8 Every question will be answered in writing. The Leader may decline to answer a question in exceptional circumstances and should include the reason for not answering the question. Any questions not answered will be directed to the next relevant meeting of the themed committee.

Quorum

18.9 The quorum of Council is a quarter of the membership.

Full Council Procedure Rules

Types of meetings

1. ANNUAL MEETINGS OF THE COUNCIL

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May. The matters to be considered at the Annual Meeting shall be

- (a)
 - (i) Apologies for absence
 - (ii) Declarations of interest
 - (iii) Electing a Mayor;
- (b) Approve the minutes of the last meeting;
- (c) Receive official announcements;
- (d) Noting the appointment of the Deputy Mayor;
- (e) Electing the Leader of the Council for the ensuing four year period;
- (f) Noting the appointment of the Deputy Leader of the Council;
- (g) Noting the appointment as Leader of the Opposition of the Leader of the largest political group other than the group of which the Leader of the Council is a member;
- (h) Appointing the Chair, Vice Chair and members of Committees, and other regulatory bodies and approving their respective terms of reference;
- (i) Agreeing the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree;
- (j) Appointing representatives to Outside Bodies unless the appointment has been delegated by the Council;
- (k) Reports from other Committees and Officers as required to in the proper discharge of functions delegated by Council.

2. ORDINARY MEETINGS

- 2.1 The matters to be considered at an Ordinary Council meeting shall be:

Part 1 - Statutory formalities/Announcements (15 minutes)

1. Apologies for absence
2. Elect a member to preside if the Mayor and Deputy Mayor are absent
3. Prayer
4. Declaration of interest
5. Minutes of last meeting
6. Official announcements
7. Any business remaining from last meeting
8. Agree the Council Calendar of meetings including for ordinary meetings of the Council

Part 2 - Question Time (30 minutes or until 7.45 p.m. whichever is longer)

9. Questions to the Leader (and Committee Chairs if he/she has delegated)

Part 3 - Statutory Council Business (60 minutes)

10. Petitions for Debate (20 minutes). A petition organiser (up to 5 minutes) and Members responding (up to 15 minutes)
11. Reports from the Leader
12. Reports from Council Committees
13. Reports of Officers
14. Questions to Council Representatives on Outside Bodies

Break (15 minutes)

Part 4 – Business for Debate (45 minutes)

15. Motions (45 minutes)

Discussion of up to two motions: At least one motion originating from the Opposition to be debated if submitted. The Opposition is the next largest political group after the ruling administration.

If there is more than one motion submitted, the Opposition motion debated will be determined by the Opposition, and the Administration motion will be determined by the Administration.

If more than two motions are submitted then these can be debated if time allows before 10pm at the end of the agenda and with the agreement of the Council. These motions, if any, will be taken in rotation between the Political Parties.

No business shall be transacted after 10 pm and any business transacted after that time shall be null and void, but that at any meeting of Full Council, the Mayor or person presiding as Chair may with the agreement of Council extend the period for the transaction of business to 10.30 pm.

3. EXTRAORDINARY MEETINGS

- 3.1 The Mayor may call an Extraordinary Meeting of the Council at any time.
- 3.2 Five Members of the Council may also request the Mayor to call an Extraordinary Meeting. The meeting must be called within seven days of the notice being present to the Mayor, although there is no time limit by which the meeting must take place.
- 3.3 If the Mayor refuses, or does not call the meeting within seven days, any five Members may themselves call an Extraordinary Meeting.
- 3.4 The only business permitted at an extraordinary meeting is that which appears in the summons.

4. BUDGET COUNCIL MEETINGS

- 4.1 The Council shall hold a Budget meeting at time, date and place fixed by the Council to approve the budget and Council Tax for the ensuing financial year. Only Parts 1 (Statutory Formalities/Announcements) and 3 (Statutory Council Business) will apply to the Budget meeting.

5. ROLE OF MAYOR.

- 5.1 At the meeting of the Council, the Mayor, if present shall preside.
- 5.2 If the Mayor is absent from a meeting of the Council then the Deputy Mayor will preside.
- 5.3 If the Mayor and Deputy Mayor are absent from the meeting then another Councillor chosen by the Councillors present shall preside.
- 5.4 Any procedural issues or challenges to the conduct of the meeting that arise during the course of a meeting shall be determined by the Mayor (or other person presiding at the meeting).
- 5.5 The ruling of the Mayor or person presiding at the meeting concerning the interpretation or application of these procedure rules shall not be challenged at any meeting of the Council.

6. VARIATION

The order of any business may be varied by the Mayor with the consent of Council.

7. SUSPENSION OF PROCEDURE RULES

The Council at any of its meetings may suspend any procedure rule by a majority of the members of the Council present and voting.

8. VALIDITY OF MOTIONS, AMENDMENTS AND QUESTIONS

- 8.1 Every motion, amendment and question shall be relevant to matters within the Council's powers or duties or which affect the borough. The Mayor shall, if need be, give a ruling as to whether the Motion is relevant.
- 8.2 If the Head of Governance has any doubts about any motion, amendment or question for the agenda for reasons of propriety, he or she may refer it to the Mayor.
- 8.3 If the Mayor considers the motion, amendment or question 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.

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- 9.1 An amendment must be relevant to a Motion on the agenda and shall be to change the words (including deleting or adding words) but such changes must not merely have the effect of negating the Motion before the Council.
- 9.2 No Group may submit more than one amendment to a particular Motion or report on the agenda.
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10. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

The following motions and amendments may be moved without notice to:

- 10.1 appoint a Chair of the meeting;
- 10.2 question the accuracy of the minutes;

- 10.3 move that an item of business in the summons takes precedence;
- 10.4 appoint a committee (including its members, a Chair and Vice-Chair and members having related specified duties);
- 10.5 receive reports or adoption of recommendations of committees and officers and any resolutions following on from them;
- 10.6 agree to hear oral representations;
- 10.7 give leave to withdraw a Motion;
- 10.8 extend the time limit for speeches;
- 10.9 move that "the question be now put" (to the vote);
- 10.10 move that "the debate be now adjourned";
- 10.11 move that "the Council do now adjourn";
- 10.12 exclude or to re-admit the press and public under section 100A(4) of the Local Government Act 1972;
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11. DIVISION AND VOTING

11.1 Division bell

When the mover of an original Motion is called by the Mayor to speak in response to any debate or amendment, but not on the adoption of a committee report, the Head of Governance shall arrange for a bell to be rung.

12. VOTING

- 12.1 All motions and amendments shall be determined by a show of hands. In the event of an equality of voting the Mayor shall have the right to exercise a casting vote, in accordance with the provisions of the Local Government Act 1972.
- 12.2 Decisions shall be taken by a majority of those members present and voting except where specific provisions in this Constitution provide otherwise. Members must be seated in the Chamber when voting and while the vote is being recorded.
- 12.3 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.
- 12.4 For the Council budget meeting the minutes shall reflect on how each Member present voted, on any decision relating to the budget or Council tax.

13. VOTE TO BE RECORDED

- 13.1 If, immediately after a vote is taken, a member requests his or her vote to be recorded, the Head of Governance will record in the minutes whether that member:
- (a) cast his or her vote for or against the question; or
 - (b) abstained from voting.

14. DIVISION

- 14.1 If following a vote, ten members rise in their place and demand a formal division, the Head of Governance shall call over the names of all the members, and record and enter in the minutes those:
- (a) voting for or against the Motion or amendment;
 - (b) abstaining from voting; and
 - (c) absent from the meeting when the division was taken.
- 14.2 The voting at the division shall take the place of the voting indicated by a show of hands.

15. VOTING ON APPOINTMENTS

- 15.1 Where more than two persons are nominated for any position to be filled by the Council, and there is no majority of votes in favour of one person, the name of the person having the least number of votes shall be deleted from the list. Further votes will then be taken on the same basis until a majority is given in favour of one person.

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- 16.1 In part 2 of the meeting the Leader of the Council will answer questions from any member of the Council. The Leader may delegate the responsibility for answering to any Chair of a relevant committee.
- 16.2 Questions will be put to the Leader in the order in which they are received by the Head of Governance, except that questions shall be ordered so that a question from the Administration is followed by a question from the main Opposition Group. The smaller Opposition Group will be entitled to have one question in every six throughout this sequence. This sequence shall be maintained until all questions have been dealt with or the time limit for question time is reached.
- 16.3 Any Member wishing to ask a question must deliver by e-mail, to be received by the Head of Governance by 10.30am 14 clear working days before the day of the meeting.
- 16.4 The Head of Governance shall keep a register recording the date and time the question was received. Any member of the Council may inspect the record.
- 16.5 Where the Leader or a Committee Chair delegate responsibility to a director or senior

officer to provide a draft response to a council question these must be provided no later than 7 clear working days before the meeting.

- 16.6 The Leader may agree to answer a question of which notice has not been given, if it relates to urgent business and has been discussed with him/her before the meeting.
- 16.7 All questions must relate to the Council's powers or duties or matters that affect the borough or its residents.
- 16.8 Every question shall be put and answered without discussion.
- 16.9 An answer will take the form of a written reply circulated two working days before the meeting but the Mayor may allow further comment from the Leader or appropriate Committee Chair. In the absence of the appropriate Chair further comment may be allowed from the relevant Vice-Chair.
- 16.10 One supplementary question and answer will be allowed on the same subject from the same members.
- 16.11 The time allowed for questions will be 30 minutes. At the end of that time the Mayor will allow an oral reply to a supplementary question commenced before the expiry of the time limit and then bring this part of the meeting to a close. The Mayor has the right to prevent any member asking or giving a protracted supplementary question or answer.

17. GENERAL RULES THAT APPLY TO PARTS 3 AND 4 OF THE MEETING

Rules of Debate

- 17.1 The rules of debate at the meeting are as follows:
- 17.2 Each Motion will be dealt with in turn in the order set out on the agenda. The Motion need not be seconded. The Member moving the Motion, or another member of that group, will open the debate. The Leader of each of the other groups, or another member of their group, will then have an opportunity to comment and at the end of the time allowed the Mayor will bring this part of the debate to an end, whether or not all those entitled have spoken or completed their speeches.
- 17.3 For reports of Committees, the Chair of the relevant committee, or the Vice-Chair in their absence, will move reception of the report and adoption of the recommendations. This report need not be seconded. The leader of each of the other groups, or another member of their group, will then have an opportunity to comment on the recommendation, and at the end of the time allowed the Mayor will bring this part of the debate to an end, whether or not all those entitled have spoken or completed their speeches.
- 17.4 Notified amendments may be moved by those speaking in the first part of the debate. After all the amendments have been debated the Motion will be debated. Then the Member, who opened the debate, or his / her nominee, has the right to respond.

- 17.5 At the end of debate the Mayor will put each amendment to the vote in turn. If an amendment is carried it alters the substantive Business Item.
- 17.6 The Mayor will then put the item to the vote.

Time for Debate

- 17.7 Each of the first speakers from each Group under Rule 20.2 may speak for a maximum of three minutes. All subsequent speakers will be limited to a maximum of two minutes. At the end of that period of time the Mayor will bring that part of the meeting to a close, whether or not every member wishing or entitled to speak is speaking or has spoken, and whether or not all the business for that part of the meeting has been dealt with. The Mayor will then put the remaining items of business for that part of the meeting to the meeting in turn, and the Council will decide and if necessary vote on each of them without debate.
- 17.8 For all other items of business (e.g. reports of Committees or from Officers), each of the first two speakers may speak for a maximum of three minutes and all other speakers a maximum of two minutes.
- 17.9 The Mayor may at any time move that more time be allowed for a debate than is shown on the timetable, that an amendment, Motion or recommendation be put to the vote without further debate, or that the order of business be varied. This motion from the Mayor need not be seconded, and will be immediately put to the vote without debate.
- 17.10 The mover of an original Motion shall have a right of reply at the close of the debate on the Motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original Motion has the right to respond or to accept the amendment.

Motions

- 17.11 Motions must consist of comments or requests addressed to the Council. They must address broad policy issues and relate to the Council's powers or duties or matters that substantially affect the Borough or its residents as opposed to matters of general national relevance which should not be debated.
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Members Motions

- 17.13 Any Member may put a Motion on the agenda for an ordinary meeting of the Council, except the meeting that deals with the Budget and Council Tax. The Motion must be delivered by e-mail, and received by the Head of Governance by 10.30am at least eight clear working days before the day of the meeting. Any Motion delivered after 10:30am will be recorded as received on the next working day.
- 17.14 The Head of Governance shall keep a record of the date the notice was received and any member of the Council may inspect the record.

- 17.15 The Head of Governance shall set out in the summons for the meeting all Motions in order of receipt.
- 17.16 Once the Motion is on the agenda, any Member may move the Motion at the meeting. If the Motion is not moved it shall be treated as withdrawn, unless the Council agrees to postpone it.
- 17.17 If the proposer has specifically asked in his or her notice for the Motion to be voted on at that Council meeting it will be voted on without discussion.

18 RULES THAT APPLY TO PART 2 OF THE MEETING

Questions on Committee reports

- 18.1 A member may ask the Chair of a Committee, or a member moving the reception of the report of the committee, any question on it whilst it is being considered. Notice of the question should be given to the Chair, or any member moving the report, where practicable. Every question shall be put and answered without discussion. The person to whom a question has been put may decline to answer.

Questions to Council representatives on Outside Bodies

- 18.2 At an ordinary meeting, a member, who has given 10 clear working days written notice to the Head of Governance, may ask any question about the activities of a company or outside body to any member or officer who has been appointed or nominated to the outside body.
- 18.3 The member or officer may decline to answer if the question would disclose information about the outside body that has been communicated to him or her in confidence.
- 18.4 An answer may take the form of:
- (a) an oral or written answer (officers will invariably give written answers); or
 - (b) a reference to a Council publication; or
 - (c) a holding reply where it is not possible to give an immediate response; a written response must be circulated to members when the information is available.
- 18.5 No discussion shall be permitted about any question or the reply to it.
- 18.6 Questions and answers will be recorded.

Public Questions to the Leader of the Council

- 18.7 Members of the public are permitted to submit written questions to the Leader in accordance with the following provisions:
- Any question must be delivered in writing, including by e-mail, to be received by the Head of Governance by 10.30am ten clear working days before the day of the meeting. Any questions submitted after that time will not be considered,
 - The question should not relate to a matter previously considered by a committee and subject to the six month rule,
 - The question should not relate to a matter that is within the remit of a committee, or be a matter best addressed by a committee. If this is the case, then the question should be directed to the appropriate committee.
 - The question must not be in substance a question that has already been considered by the Leader in the preceding 6 months.
- 18.8 Every question will be answered in writing. The Leader may decline to answer a question in exceptional circumstances and should include the reason for not answering the question. Any questions not answered will be directed to the next relevant meeting of the themed committee.

Quorum

- 18.9 The quorum of Council is a quarter of the membership.

London Borough of Barnet

**Constitution and General
Purposes Committee Work
Programme**

July 2022

Subject	Overview of decision	Report of Chief/ Lead Officer	Issue Type (Non key/ Key/ Urgent)
6th October 2022			
Annual Report on Electoral Registration	To receive an Annual Report on Electoral Registration	Returning Officer Head of Electoral Services	Non-key
Update on Member Development	To review the Member development programme 2022-26 and to provide an update on plans to progress towards Chartered Plus status	Head of Governance	Non-key
Barnet's Annual Health and Safety Report	Review of health and safety performance 2021/22 and agree priorities for 2022/23	Head of Safety, Health and Wellbeing	Non-key
Local Government & Social Care Ombudsman (LGSCO) and Housing Ombudsman Summary of Upheld Complaints Report 2022/23	Summary of the upheld complaints determined by the LGSCO and Housing Ombudsman during 2021/22.	Head of Assurance and Business Development	Non-key
Code of Conduct Allegations 2020/21 and 2021/22	Report on complaints regarding Members that the Monitoring Officer has received about Member conduct during 2020/21 and 2021/22.	Monitoring Officer	Report after 1 st April 2022

Member Safety Review	To receive an update on the implementation of actions in relation to Member Safety reported to the Committee in January 2022	Head of Governance	Non-key
Constitution Review <i>Standing item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review.	Monitoring Officer Head of Governance	Non-key
12 th January 2023			
Update on Member Development programme	To review the Member development programme 2022-26 and to provide an update on plans to progress towards Chartered plus status	Head of Governance	Non-key
Annual Pay Policy Statement	To receive the annual review of the Council's pay policy statement together with any amendments	Assistant Director HR and OD	Non-key
Constitution Review <i>Standing item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review.	Monitoring Officer Head of Governance	Non-key
TBC			

Review of Polling Districts, polling places and polling stations	To receive the findings of the annual review of polling districts and polling places for use at elections	Returning Officer Head of Electoral Services	Non-key
Information Management <i>As and when required</i>	To determine Member requests for non-committee information as specified in the Members' Information Management Policy	Director of Assurance Head of Assurance and Business Development	Non-key
Review of Policy for Payments for Additional Responsibilities and Outstanding Contributions	To review implementation of the Policy.	Assistant Director Human Resources and Organisational Development	Non-key
Recruitment and Retention Policy – Annual review	To consider the use of recruitment and retention payments in line with the Recruitment and Retention Policy.	Assistant Director Human Resources and Organisational Development	Non-key