

Meeting of the Council of the London Borough of Barnet

TO BE HELD ON

TUESDAY 26TH JULY, 2022 AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

SUMMONS AND AGENDA



All Councillors are hereby summoned to attend the Council Meeting for the transaction of the business set out.

Agenda and Timetable
Tuesday 26th July, 2022

Item	Subject	Timing	Page Nos
	Part 1 - Statutory formalities/Announcements (15 minutes)		
1.	Apologies for absence		
2.	Elect a Member to preside if the Mayor is absent		
3.	Words from Young People in Barnet		
4.	Declarations of Interest		
5.	Minutes of the last meeting		5 - 12
6.	Official announcements		
7.	Any business remaining from last meeting		
	Part 2 - Question Time (30 minutes)		
8.	Questions to the Leader (and Committee Chairmen if he/she has delegated)		To Follow
	Part 3 - Statutory Council Business (60 minutes)		
9.	Questions to Council Representatives on Outside Bodies		
10.	Petitions for Debate (20 minutes)		
11.	Reports from the Leader		
12.	Reports from Committees		
12.1	Report of the Constitution & General Purposes Committee - Constitution Review		13 - 142

12.2	Report of the Audit Committee - Code of Corporate Governance 2022-23		143 - 158
12.3	Referral from Environment and Climate Change - Fees and charges		159 - 170
13.	Reports of Officers		
13.1	Report of the Head of Governance - To Follow		To Follow
	Break (15 minutes)		
	Part 4 – Business for Debate (45 minutes)		
14.	Motions (45 minutes)		
14.1	Administration Motion in the name of Cllr Linda Lusingu - Celebrating Black History Month		171 - 172
14.2	Opposition Motion in the name of Cllr Daniel Thomas - Don't Punish Barnet's Drivers		173 - 174
14.3	Administration Motion in the name of Cllr Matthew Perlberg - Corporate Parenting Pledge		175 - 176
14.4	Opposition Motion in the name of Cllr Daniel Thomas - Opposing rail strikes		177 - 178
14.5	Administration Motion in the name of Cllr Barry Rawlings - Barnet's Governance Arrangements		179 - 180
14.6	Administration Motion in the name of Cllr Pauline Coakley-Webb - Show Us You Care Too Campaign		181 - 182

Andrew Charlwood, Head of Governance
2 Bristol Avenue, Colindale, NW9 4EW

FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. The Council

Chamber has an induction loop so that those who have hearing difficulties can hear the debate. **If you wish to let us know in advance that you will be attending the meeting, please telephone the Governance Service (020 8359 6452).**

People with hearing difficulties who have a text phone, may telephone our Minicom number on 020 8203 8942.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff or by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

Minutes

OF THE MEETING OF THE COUNCIL OF THE LONDON BOROUGH OF BARNET
held at Hendon Town Hall, The Burroughs, London NW4 4BQ, on 24 May 2022

AGENDA ITEM 5

PRESENT:-

The Worshipful the Mayor (Councillor Alison Cornelius)
The Deputy Mayor (Mrs Saira Don)

Councillors:

Ernest Ambe	Eva Greenspan	Nagus Narenthira
Richard Barnes	Rohit Grover	Matthew Perlberg
Zahra Beg	Kamal Gurung	Alex Prager
Andrea Bilbow OBE	Lachhya Gurung	Simon Radford
Rishikesh Chakraborty	Haylett	Barry Rawlings
Anne Clarke	Ross Houston	Danny Rich
Pauline Coakley Webb	Anne Hutton	Tim Roberts
Dean Cohen	Giulia Innocenti	Ella Rose
Melvin Cohen	Andreas Ioannidis	Gill Sargeant
Philip Cohen	Humayune Khalick	Alan Schneiderman
Joshua Conway	Paul Lemon	Mark Shooter
Sara Conway	David Longstaff	Caroline Stock
Geof Cooke	Linda Lusingu	Daniel Thomas
Richard Cornelius	Kath McGuirk	Liron Velleman
Edith David	Nick Mearing-Smith	Tony Vourou
Val Duschinsky	Michael Mire	Lucy Wakeley
Paul Edwards	Arjun Mittra	Sarah Wardle
Claire Farrier	Giulia Monasterio	Emma Whysall
Shuey Gordon	Alison Moore	Nigel Young
	Ammar Naqvi	Zakia Zubairi

Apologies for Absence

Councillor Jennifer Grocock Councillor Elliot Simberg
Councillor Laithe Jajeh

1. PRAYER

The Mayor's Chaplain, Reverend Nigel Taylor offered prayer.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Grocock, Councillor Simberg and Councillor Jajeh.

Apologies for lateness were received from Councillor Wardle and Councillor Greenspan.

3. EXCEPTIONAL ITEM

The Worshipful the Mayor Councillor Alison Cornelius invited Councillor Melvin Cohen to step forward to accept a long service award on behalf of the Mayor and Burgesses of the London Borough of Barnet, in recognition of 40 years of loyal and dedicated service to the residents of the borough.

Councillor Melvin Cohen said a few words in thanks following receipt of the award.

4. ELECTION OF MAYOR

The Worshipful the Mayor called for nominations for the election of the Mayor of Barnet for the ensuing municipal year.

Councillor Farrier moved, seconded by Councillor Mittra, that Councillor Alison Moore be elected Mayor.

Upon being put to the vote the nomination for Councillor Alison Moore was declared carried.

RESOLVED that Councillor Alison Moore be elected Mayor of the London Borough of Barnet for the ensuing municipal year 2022-23.

Councillor Alison Moore then left the Council Chamber to robe. Upon her return, she was invested with the badge and chain of the office of Mayor.

THE WORSHIPFUL THE MAYOR COUNCILLOR ALISON MOORE IN THE CHAIR

The Worshipful the Mayor thanked the Council for the honour conferred upon her by her election. The Worshipful the Mayor announced the appointment of Councillor Nagus Narenthira to act as Deputy Mayor during her term of office.

5. MINUTES

The Minutes of the Extraordinary Council meeting on the 1st March 2022 and the Budget Council meeting on 1st March 2022 were agreed as a correct record.

6. DECLARATIONS OF INTEREST

There were none.

7. OFFICIAL ANNOUNCEMENTS

The Worshipful the Mayor informed Council that the Platinum Jubilee would be taking place on Sunday the 5th June at St Mary's Church Hendon at 6pm. The Worshipful the Mayor said she would be sending a letter to Her Majesty, to congratulate her on her Platinum Jubilee, on behalf of the Council and the citizens of the London Borough of Barnet. The Jubilee Beacon lighting would be held on the 2nd June at Golders Hill Park.

The Worshipful the Mayor also reminded Council of the Armed Forces Day, which would be taking place on the 25th June at the RAF Museum Hendon at 10am.

8. REPORT OF THE CHIEF EXECUTIVE - RESULTS OF THE LOCAL

GOVERNMENT ELECTIONS ON 6 MAY 2022

Council considered the Results of the Local Government Elections on 5 May 2022 report which set out details of the number of votes recorded for each candidate, the turnout for the ward and the names of the persons elected as Councillors at the Local Government elections held on 5 May 2022.

Upon the recommendations within the report being put to the vote, the votes were declared as follows:

For: 60

Against: 0

Abstain: 0

Absent:3

Total: 60

RESOLVED:

1. **That the return of Councillors elected at the Borough Council elections held on Thursday 5 May 2022 as set out in Appendix 1 was noted.**
2. **Council note the political balance of the Council is:**
 - a. **41 Members of the Labour Group; and**
 - b. **22 Members of the Conservative Group.**

9. APPOINTMENT OF THE LEADER

Councillor Houston, seconded by Councillor Coakley-Webb moved that Councillor Barry Rawlings be elected Leader of the Council for the ensuing four-year period. A vote was taken on the nomination, which was duly carried.

RESOLVED that Councillor Barry Rawlings be elected Leader of the Council for a four-year term of office.

10. NOTING THE APPOINTMENT OF THE DEPUTY LEADER

RESOLVED that Council noted the Leader's appointment of Councillor Ross Houston as Deputy Leader of the Council.

11. NOTING THE APPOINTMENT OF THE LEADER OF THE OPPOSITION

RESOLVED that Council note the appointment of Councillor Daniel Thomas as Leader of the Opposition.

12. REPORT OF THE LEADER OF THE LABOUR GROUP

Council considered the report which outlined proposed amendments to the Constitution as set out in Appendix A (Article 7), Appendix C (Article 3) and Appendix E (Members Allowances Scheme 2022/23) of the report. Council also noted the addendum report which outlined further amendments.

Councillor Rawlings, Leader of the Council, moved reception and adoption of the recommendations in the report. Debate ensued.

On the recommendations in the report being put to the vote, the votes were recorded as follows as:

For: 41
Against: 19
Abstain: 0
Absent: 3
Total: 63

RESOLVED that Council:

- 1. Approve the amendments to the Constitution and as set out in Appendix A (Article 7), Appendix C (Article 3) and Appendix E (Members Allowances Scheme 2022/23) and as detailed in the addendum report; and**
- 2. Delegate authority to the Monitoring Officer to make amendments to the Code of Corporate Governance to remove references to the Financial Performance and Contracts Committee.**

13. REPORT OF THE HEAD OF GOVERNANCE - POLITICAL PROPORTIONALITY

Council considered the revised Calculation of Political Balance (Proportionality) report which provided for the seats on each committee to be correctly allocated in accordance with legislation on proportionality. Council noted that a revised report had been published which reduced the number of seats on the Audit Committee from nine to six Members.

On the recommendations in the report being put to the vote, the votes were recorded as follows:

For: 60
Against: 0
Abstain: 0
Absent: 3
Total: 63

RESOLVED that:

- 1. Council note the political balance of the Council is:**
 - 41 Members of the Labour Group;**
 - 22 Members of the Conservative Group**
- 2. Council agree the allocation of seats as set out in the revised report to comply with the political balance regulations requiring seats to be allocated proportionately to the political groups on Council.**

14. REPORT OF THE HEAD OF GOVERNANCE - APPOINTMENTS TO COMMITTEE'S

Council considered the report which outlined appointments to Committees and Boards, as set out in Appendix A of the report. Council noted a correction to Appendix B in that the Local Pension Board membership should include Deepani De Silva and should not include Rebecca Doctors. Council also noted the typographical corrections referred to in the Addendum report.

On the appointments to Committees outlined in Appendix A being put to the vote, the votes were recorded as follows:

For: 60
Against: 0
Abstain: 0
Absent: 3
Total: 63

On the non-councillor appointments outlined in Appendix B being put to the vote, the votes were recorded as follows:

For: 60
Against: 0
Abstain: 0
Absent: 3
Total: 63

RESOLVED that Council:

- 1. Considered and made appointments to Committees as outlined in Appendix A.**
- 2. That Council noted the continuing appointments of Independent, Co-opted, Partner and Officers as listed in Appendix B and agreed any re-appointments where required.**

15. REPORT OF THE HEAD OF GOVERNANCE - APPOINTMENTS TO OUTSIDE BODIES

Council considered the report which outlined the appointments to Outside bodies for Council's agreement.

The Worshipful the Mayor advised that there was competition for membership on two of the outside bodies; Friends of the Moat Mount Campsite and London CIV shareholder representative.

On the Labour group nominations for the two contested outside bodies being put to the vote, the votes were recorded as follows:

For: 41
Against: 19
Abstain: 0
Absent: 3
Total: 63

On the Conservative group nominations for the two contested outside bodies being put to the vote, the votes were recorded as follows:

For: 19
Against: 41
Abstain: 0
Absent: 3
Total: 63

RESOLVED that the Labour group nominations for the Moat Mount Campsite and London CIV shareholder representative be agreed.

On the remaining uncontested nominations in Appendix A being put to the vote, the votes were recorded as follows:

For: 60
Against: 0
Abstain: 0
Absent: 3
Total: 63

RESOLVED that the uncontested nominations to Outside Bodies outlined in Appendix A be agreed.

On the uncontested nominations to Outside Bodies outlined in Appendix B being put to the vote, the votes were recorded as follows:

For: 60
Against: 0
Abstain: 0
Absent: 3
Total: 63

RESOLVED that the uncontested nominations to Outside Bodies outlined in Appendix B be agreed.

16. REPORT OF HEAD OF GOVERNANCE - CALENDAR OF MEETINGS

Council considered the report which outlined changes to the published calendar of meetings 2022/23 to reflect the changes to committees as agreed in agenda item 12. Council was also asked to note the following corrections to the published calendar of meetings:

- Change the date of Audit Committee from 19 July 2022 to 16 June 2022;
- Change the date of the Policy and Resources Committee on 30 June 2022 to 8 June; and
- Schedule an additional meeting of the Policy and Resources Committee on 19 July 2022;
- Delete the party group on 2 March 2023 as it is now scheduled for 23 February 2023;
- Delete the Financial Performance and Contract Committee meetings.

On the recommendations in the report being put to the vote, the votes were recorded as follows:

For: 60
Against: 0
Abstain: 0
Absent: 3
Total: 63

RESOLVED that the changes to the published calendar of meetings 2022/23 be approved.

17. REPORT OF THE MONITORING OFFICER - DISPENSATIONS AND WAIVER

Council considered the report which outlined the option to extend general dispensations from disclosable pecuniary interests to 23 May 2026 and to include them in the Members Code of Conduct. Council were also asked to agree a waiver for all Members of the

authority to May 2023 should they be unable to attend a meeting of the Authority for 6 months due to illness, pregnancy or maternity.

On the recommendations within the report being put to the vote, the votes were recorded as follows:

For: 60

Against: 0

Abstain: 0

Absent: 3

Total: 63

RESOLVED that:

That Council agree that the following general dispensations for councillors are granted by the Monitoring Officer up to 23rd May 2026 and are included in the Member Code of Conduct:

1. General Dispensations to be granted by the Monitoring Officer:

To enable members to be present, speak and vote where they would otherwise have a Disclosable Pecuniary Interest on the grounds that it is appropriate to grant a dispensation to allow all Members to participate fully in the following matters:

a) Housing: where the Member (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not only relate to the Member's particular tenancy or lease.

b) School meals or school transport and travelling expenses where the Member is a parent or guardian of a child in full time education, or is a parent governor of a school, provided that the matter does not only relate to the particular school which the child attends.

c) Housing Benefit: where the Member (or spouse or partner) directly receives housing benefit in relation to their own circumstances.

d) Decisions in relation to any Council Tax Benefit if the member or their spouse or partner are in receipt of any such benefit.

e) Membership of the Local Government Pension Scheme of either the councillor or their spouse or partner.

2. That Council authorise the Monitoring Officer to implement these revisions and publish a revised Constitution.

3. Council agree a waiver for all members of the Authority until the end of May 2023 should they be unable to attend a meeting of the Authority for 6 months due to illness pregnancy or maternity.

18. ADDENDUM

Items contained within the addendum were considered under the relevant items on the agenda.

The meeting finished at 8.20pm

This page is intentionally left blank



Council
26 July 2022

Title	Report of the Constitution & General Purposes Committee – Constitution Review
Report of	Monitoring Officer Head of Governance
Wards	All
Status	Public
Enclosures	<p>Annex 1a – Report to Constitution and General Purposes Committee – 7 July 2022</p> <p>Annex 1b – Addendum report to Constitution and General Purposes Committee.</p> <p>Annex 1c – Minutes of the Constitution and General Purposes Committee – 7 July 2022</p> <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

The Constitution and General Purposes Committee at a meeting held on 7 July 2022 considered a report on the Constitution, reviewing various sections. Except for minor administrative matters which are delegated to the Monitoring Officer (following consultation with the Chair of the Constitution and General Purposes Committee) only Full Council may amend the Constitution. Council are therefore recommended to approve the Constitution amendments proposed by the Committee.

Recommendations

- 1. That Council note the updated report of the Constitution & General Purposes Committee held on 7 July 2022 (Annex 1a), the Addendum report of the Constitution & General Purposes Committee (Annex 1b) and note that the Committee approved the amendments subject to the changes detailed in the minutes (Annex 1c).**
- 2. That Council approve the Constitution amendments as set out in Appendices A to J.**
- 3. That Council authorise the Monitoring Officer to implement these revisions and publish a revised Constitution.**

1. WHY THIS REPORT IS NEEDED

1.1 As set out in the report attached at Annex 1.

1.2 The Constitution & General Purposes Committee held on 7 July 2022 agreed to "...recommend to Council that the Constitution be amended to incorporate the changes set out in this report and the amended versions attached at Appendices A to J."

The additional recommendation moved at the meeting was to:

Delegate authority to the Monitoring Officer, in consultation with the Committee, to draft proposed amendments to Article 3 (Residents and Public Participation) to revise section 3.2 to:

- **Allow residents to submit any number of written questions on substantive agenda items at committees;**
- **Publication of all written questions submitted;**
- **A 30-minute period at each committee to enable residents to obtain responses to as many of the questions as time allows. and to ask an oral supplementary;**
- **To alternate responses to questions from residents at the meeting to ensure each resident has an opportunity to ask questions; and**
- **Responses to any questions that are not dealt with during the 30-minute period to be at the discretion of the Chair to respond to in writing after the meeting**

1.3 The revised wording for the above has been included at Appendix A.

2. REASONS FOR RECOMMENDATIONS

2.1 As set out in the report attached at Annex 1.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Options were put forward to the Committee and decisions at section 1.2 above reflect the options chosen (as amended by the Committee) for recommendation to Council following discussion and debate.

4. POST DECISION IMPLEMENTATION

- 4.1 The Monitoring Officer will make arrangements for any changes agreed to be actioned, together with minor drafting and housekeeping changes. The revised Constitution will be published online.
- 4.2 The Constitution and General Purposes Committee will continue to proactively keep the Constitution under review and may make further recommendations in the next municipal year.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 As set out in the report attached at Annex 1.

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

- 5.2.1 None.

5.3 Legal and Constitutional References

- 5.3.1 Council Constitution, Article 4 states that “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:....Adopting and changing the Constitution (unless delegated).”
- 5.3.2 Council Constitution, Article 7 states that the Constitution and General Purposes Committee terms of reference includes 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.”.
- 5.3.3 Council Constitution, Article 9 states that “The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is available for consultation by Members, staff and the public”.

5.4 Risk Management

- 5.4.1 As set out in the report attached at Annex 1.

5.5 Equalities and Diversity

5.5.1 As set out in the report attached at Annex 1.

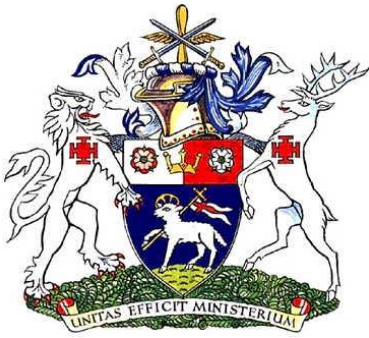
5.6 Consultation and Engagement

5.6.1 As set out in the report attached at Annex 1.

6. BACKGROUND PAPERS

6.1 As set out in the report attached at Annex 1.

This page is intentionally left blank



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 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2015/57)

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>

<u>MEETING</u> CONSTITUTION AND GENERAL PURPOSES COMMITTEE
<u>DATE AND TIME</u> THURSDAY 7TH JULY, 2022 AT 7.00 PM
<u>VENUE</u> HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

Dear Councillors,

Please find enclosed additional papers relating to the following items for the above mentioned meeting which were not available at the time of collation of the agenda.

Item No	Title of Report	Pages
11	ADDENDUM	3 - 4

Abigail Lewis abigail.lewis@barnet.gov.uk 020 8359 4369

This page is intentionally left blank

Page 51 – remove appointment of Lead Officers from the proposed amendments to Article 4 (The Full Council)

Proposed additional amendments to the Financial Regulations to enable Council to approve changes to fees and charges in-year:

2.3.6 Changes to fees and charges should be included in the budget proposals submitted by theme Committees or the relevant committee as part of the budget setting process. Theme Committees and other committees refer all fees and charges to the Policy and Resources Committee. The Policy and Resources Committee reviews all fees and charges ~~which then form part of the budget~~ these are ~~at is~~ subject to public consultation. Subject to public consultation outcomes, the Policy and Resources Committee recommends all fees and charges to Full Council for approval as part of the council's overall budget. Changes to annual tenant rents and service charges for the HRA and GF must be referred from Housing & Growth Committee to Policy and Resources Committee before tenants and leaseholders are issued with formal notices and bills ahead of the upcoming financial year. The budget recommended by Policy and Resources Committee to Full Council will incorporate the latest projection of income from fees and charges. Full Council will approve all fees and charges ~~as part of the budget report~~.

Item 15, page 31, Membership of Local Pension Board

The narrative should state:

“Section 107 (3) of The Local Government Pension Scheme (Amendment) (Governance) Regulations 2013 states that “(3) Except where a local pension board is a committee approved under [regulation 106\(2\)](#) (committee that is a Scheme manager is also local pension board)—

(a) no officer or elected member of an administering authority who is responsible for the discharge of any function under these Regulations (apart from any function relating to local pension boards or the Local Government Pension Scheme Advisory Board) may be a member of the local pension board of that authority;”

This page is intentionally left blank

Decisions of the Constitution and General Purposes Committee

7 July 2022

Members Present:-

Councillor Barry Rawlings (Chair)

Councillor Geof Cooke
Councillor Ammar Naqvi
Councillor Paul Lemon
Councillor Melvin Cohen

Councillor Elliot Simberg
Councillor Anne Clarke
(Substitute for Councillor Alison Moore)
Councillor Ross Houston
(Substitute for Councillor Ernest Ambe)

Apologies for Absence

Councillor Alison Moore
Councillor Ernest Ambe

Councillor Laithe Jajeh

1. MINUTES

RESOLVED that the minutes of the meeting held on 7 February 2022 be agreed as a correct record.

2. ABSENCE OF MEMBERS

Apologies were received from Councillor Moore who was substituted by Councillor Clarke. Councillor Moore had sent apologies due to mayoral duties.

Apologies were received from Councillor Ambe who was substituted by Councillor Houston.

3. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None.

4. REPORT OF THE MONITORING OFFICER

None.

5. PUBLIC QUESTION AND COMMENTS

Responses to public questions had been published and circulated to the Committee prior to the meeting.

6. MEMBERS ITEM - POLLING STATIONS

Councillor Melvin Cohen – Polling Stations

The Chairman invited Councillor Melvin Cohen to present his item

Councillor Melvin Cohen outlined the issues as set out in his Members Item. He reported that this was an ongoing problem for the orthodox Jewish community in some wards. In relation to some polling stations, alternative venues had been proposed.

The Assistant Director Assurance, Emily Bowler, advised the Committee that the representation would be considered as part of the polling station review which would start in September and report to committee in January 2023. Members requested that all Members be consulted as part of the review.

The Committee noted and agreed with this approach.

RESOLVED that the Member's Item and action were noted.

7. CREATION OF POST – ASSISTANT DIRECTOR, RESIDENT EXPERIENCE AND DIGITAL

The Director of Commercial and Customer Services, Deborah Hinde, presented a report which sought approval to establish and appoint to a new post of Assistant Director, Resident Experience and Digital.

RESOLVED that the Committee:

- 1. Approves the establishment of a new post of Assistant Director, Resident Experience and Digital.**
- 2. Approves the deletion of the post of Head of Customer Strategy and Digital.**
- 3. Approves the new post be graded at Grade 6.**
- 4. 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.**

8. CONSTITUTION REVIEW REPORT

The Monitoring Officer, Jessica Farmer, and Head of Governance, Andrew Charlwood, presented a report which detailed proposed amendments to the Constitution.

An addendum had been tabled which set out further amendments and clarifications which had been published and circulated to the Committee.

In relation to item 8 (relating to Article 7, Section 7.3), it was agreed that this should be reviewed after one year to ensure that there had been no issues of this operating in practice.

In relation to item 21 (relating to Article 7, Section 7.19), it was agreed that officers should work with Councillor Cooke to develop some revised wording to bring to the October meeting of the Committee for consideration.

In relation to item 22 (relating to Article 7, Section 7.10), it was agreed that this should be reviewed after one year to ensure that there were no ongoing issues relating to the operation of this arrangement.

RESOLVED that the Committee:

- 1. Recommend to Council on 26 July 2022 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 and the published addendum.**
- 2. Delegate authority to the Monitoring Officer, in consultation with the Committee, to draft proposed amendments to Article 3 (Residents and Public Participation) to revise section 3.2 to:**
 - **Allow residents to submit any number of written questions on substantive agenda items at committees;**
 - **Publication of all written questions submitted;**
 - **A 30-minute period at each committee to enable residents to obtain responses to as many of the questions as time allows. and to ask an oral supplementary;**
 - **To alternate responses to questions from residents at the meeting to ensure each resident has an opportunity to ask questions; and**
 - **Responses to any questions that are not dealt with during the 30-minute period to be at the discretion of the Chair to respond to in writing after the meeting**

with the proposed amendments being reported to the next meeting of Council on 26 July 2022.

9. COMMITTEE WORK PROGRAMME

The Committee requested that the Review of Polling Districts, Polling Places and Polling Stations be added to the agenda for the 12 January 2023 meeting.

RESOLVED that the work programme be noted.

The meeting finished at 8.00 pm

This page is intentionally left blank

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

~~Questions will be answered by the Chair in the meeting in order of receipt, alternating between residents. Residents will be able to ask one supplementary question per question answered. Questions will be published prior to the meeting. 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. Any questions that are not answered at the meeting will be given a written response at the discretion of the Chair.

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 Q~~ 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 imposed~~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 ~~fourth~~ fifth 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 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	Where the petition relates to the functions and responsibilities of an Area Committee it will be reported to the relevant Area Committee. 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><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</u> ¶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 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 in writing to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any questions submitted after this time will not be considered.

Questions will be answered by the Chair in the meeting in order of receipt, alternating between residents. Residents will be able to ask one supplementary question per question answered. Questions will be published prior to the meeting. Any additional questions received will be not be accepted.

Residents submitting questions are able to send a substitute to ask their question if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing. Any questions that are not answered at the meeting will be given a written response at the discretion of the Chair.

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. 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 imposed;

- 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.

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 chairs and vice-chairs 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 Chair 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.

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
<p>Policy and Resources Committee</p>	<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>
---	--	--

	<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>
		3

<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>	
<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 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>	
--	---	--

<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>
--	--	---

	<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
-------------------------------------	--	--

	<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
--	---	--

	<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"> • <u>Voluntary Sector Representative (as invited by the Board)</u> |
|--|--|--|

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>
---	--	--

	<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>	
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 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>	
--	--	--

<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>
--	---	---

	<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 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
-------------------------------------	--	--

	<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
--	---	--

	<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)
--	--	---

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.

This page is intentionally left blank

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

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.

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.

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 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;
- 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 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.
- 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 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.



Council 26 July 2022

Title	Referral from Audit Committee – Code of Corporate Governance 2022-23
Report of	Chair of the Audit Committee
Wards	Not applicable
Status	Public
Enclosures	Appendix A – Code of Corporate Governance 2022-23
Officer Contact Details	Clair Green, Executive Director of Assurance clair.green@barnet.gov.uk

Summary

A Code of Corporate Governance is reported alongside the AGS which has been prepared in accordance with the CIPFA Delivering Good Governance in Local Government Framework 2016. This includes the principle and sub-principles of good governance and how the council complies with them. The Code of Corporate Governance was reported to the Audit Committee to comment and note on the 16th June 2022. Full Council is requested to approve the code for incorporation into the Council's Constitution.

The Constitution, Article 4 The Full Council, includes the following within its terms of reference:

“Adopting and changing the Constitution (unless delegated)”

Officers Recommendation

That Council note and approve the Code of Corporate Governance 2022-23 as set out in Appendix 1, for incorporation into the Constitution.

1. WHY THIS REPORT IS NEEDED

- 1.1 At its meeting on the 16th June 2021, the Audit Committee noted the Code of Corporate Governance which was presented alongside the Annual Governance Statement. The code of corporate governance is incorporated into the Council's Constitution, any adoptions, or changes to the constitution, sit within the terms of reference of Full Council to approve.

2. REASONS FOR RECOMMENDATIONS

- 2.1 Full Council is requested to approve the code for incorporation into the Council's Constitution. Any adoptions, or changes to the constitution, sit within the terms of reference of Full Council to approve.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 N/A.

4. POST DECISION IMPLEMENTATION

- 4.1 The Code of Corporate Governance within the Council's Constitution will be updated and published to the Council's website.

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. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to economy, efficiency and effectiveness.

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

- 5.2.1 N/A

5.3 Social Value

- 5.3.1 The Public Services (Social Value) Act 2013 requires people who commission public services to think about how they can also secure wider social, economic and environmental benefits.

5.4 Legal and Constitutional References

5.4.1 There are no legal issues in the context of this report.

5.4.2 The Council's Constitution, article 4, outlines that any adoptions of changes to the Councils Constitution must be approved by Full Council, unless delegated.

5.5 Risk Management

5.5.1 N/A

5.6 Equalities and Diversity

5.6.1 Effective systems of audit, internal control and corporate governance provide assurance on compliance with laws, regulation, internal policies and procedures, including compliance with the Council's duties under the 2010 Equalities Act

5.7 Corporate Parenting

5.7.1 N/A

5.8 Consultation and Engagement

5.8.1 N/A.

5.9 Insight

5.9.1 N/A

6. BACKGROUND PAPERS

6.1 Audit Committee 16th June 2022 - Annual Governance Statement report <https://barnet.moderngov.co.uk/documents/s72949/Annual%20Governance%20Statement%20202122%20and%20Code%20of%20Corporate%20Governance%20202223.pdf>

This page is intentionally left blank

London Borough of Barnet Code of Corporate Governance 2022/23



To deliver good governance within the Council, all councillors, officers and partners should strive to achieve the Council's objectives while acting in the public interest. This should result in positive outcomes for service users and other stakeholder's

The Council should keep governance arrangements up to date and relevant. The main principle underpinning the development of the new Delivering Good Governance in Local Government Framework 2016 (CIPFA/Solace) continues to be that local government is developing and shaping its own approach to governance, taking account of the environment in which it now operates. The overall aim is to ensure that resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and that there is clear accountability for the use of those resources, in order to achieve desired outcomes for service users and communities.

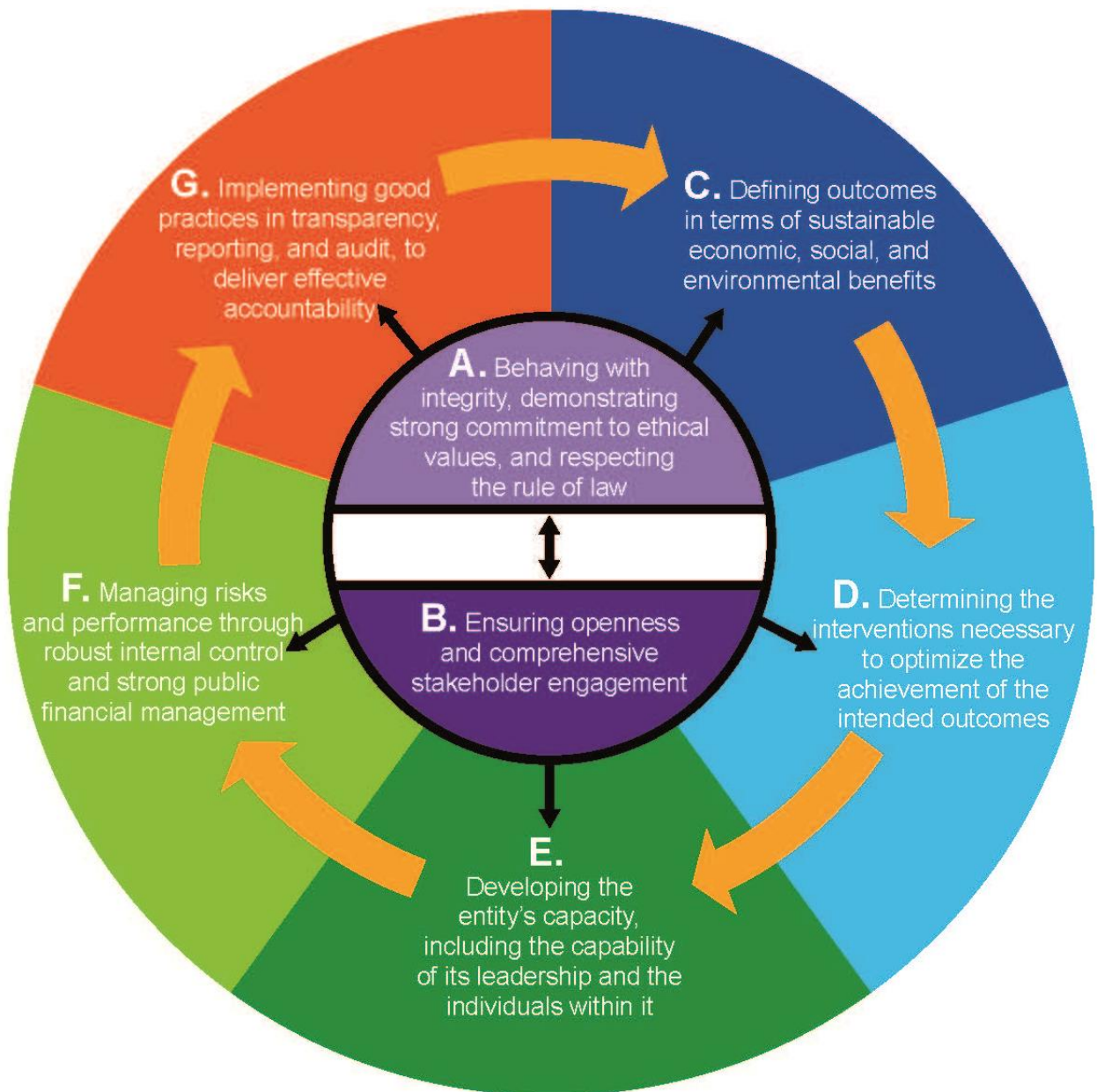
As outlined in the CIPFA Framework, the governance processes and structures focus on achieving economic, societal, and environmental outcomes. Furthermore, the focus on sustainability and the links between governance and public financial management are crucial – the Council recognises the need to focus on the long-term. The Council has responsibility to more than their current electors and should take account of the impact of current decisions and actions on future generations.

The core principles and sub-principles of good governance and how they are met at Barnet are set out in the table below. However, good governance cannot be achieved by rules and procedures alone. Shared values that are integrated into the culture of the organisation, and are reflected in both behaviour and policy, are hallmarks of good governance.

The Council produces an Annual Governance Statement to report publicly on the extent to which the Council complies with its local code and this is a statutory requirement.

Principles of Good Governance

Relationships between the Principles for Good Governance in the Public Sector



A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

Supporting Principles	How the Principles are met by the Council
Ensuring Members behave with integrity and develop robust policies which place emphasis on agreed ethical values.	The Principles of Public Life are established within the Members Code of Conduct. The Code outlines the behaviours and values that are required when acting in the capacity of an elected Councillor. The Council's Monitoring Officer is responsible for promoting and maintaining high standards of conduct.
Seeking to establish, monitor and maintain the Council's ethical standards and performance.	<p>The Constitution & General Purposes Committee consider and make recommendations to Council on how it can satisfy the continuing duty to promote and maintain standards of conduct by Members, as well as ethical standards in general across the authority.</p> <p>A Standards Committee is in place to investigate and determine allegations of any breaches of the code.</p>
Ensuring that external providers of services on behalf of the Council are required to act with integrity and in compliance with ethical standards.	Contractors must act in compliance with all relevant council policies and the law.
Creating the conditions to ensure that the statutory officers, other key post holders, and members, are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.	All committee reports are subject to clearance procedures, to ensure decisions taken are compliant with the budget and policy framework, the law and the council's constitution. Comprehensive schemes of delegation are in place detailing how chief officers will discharge the statutory powers within their remit. The Assurance Group is responsible for governance and compliance and includes Internal Audit, Governance and the statutory Monitoring Officer. Members oversight is through the council's formal governance arrangements, primarily theme committees and their review of financial and corporate performance information, the Audit Committee, the Constitution & General Purposes Committee and Full Council.
Dealing with breaches of legal and regulatory provisions effectively.	Appropriate action is taken by the Council's legal services (Harrow & Barnet Public Law) with oversight by the Monitoring Officer in liaison with officers within the Assurance Group.
Ensuring corruption and misuse of power are dealt with effectively.	The Monitoring Officer and Corporate Anti-Fraud Team investigate all allegations of fraud and irregularities across the council and its partners.

B. Ensuring openness and comprehensive stakeholder engagement.

Supporting Principles	How the Principles are met by the Council
<p>Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used.</p>	<p>Committee reports cover the options available and the reasons for recommendations. Every report sets out why the report is needed, reasons for the recommendation(s) and alternative options considered but not recommended. The formal minutes of the meeting will record the reasons for Members decisions, which are then published on the council's website. Delegated powers reports by officers also record reasons for decisions.</p>
<p>Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully.</p>	<p>Where formal partnerships exist between institutional bodies, joint strategies and plans are developed in a collaborative way and jointly adopted through a joint body.</p>
<p>Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.</p>	<p>Examples include the Safer Communities Strategy (agreed by the Safer Communities Partnership Board) and Health & Wellbeing Strategy (agreed by the Health & Wellbeing Board). In addition, the councils recently updated, Project Management Guidance provides advice on stakeholder engagement.</p>
<p>Ensuring that partnerships are based on trust, a shared commitment to change, a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit.</p>	<p>Several partnerships are in place to support work in specific joint areas including community safety (Safer Communities Partnership Board), health and social care (Health & Wellbeing Board), improving the wellbeing of Children across the Borough (Barnet Children's Partnership Board) and sub-regional joint working (West London Economic Prosperity Board).</p>
<p>Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve communities, individual citizens, service users and other stakeholders to ensure that service provision is contributing towards the achievement of intended outcomes.</p>	<p>A Consultation & Engagement Strategy is in place which details the type of decisions that the council will consult on, who we will consult with and how feedback will inform decisions taken. Consultation takes place on any issue that affects residents such as service or policy changes, or various statutory processes (such as planning, traffic or highways matters).</p>

C. Defining outcomes in terms of sustainable economic, social, and environmental benefits

Supporting Principles	How the Principles are met by the Council
<p>Having a clear vision, which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provide the basis for the organisation's overall strategy, planning and other decisions.</p>	<p>The Barnet Corporate Plan 2021-2025 sets out the four priorities for the Borough, to be clean, safe and well run, family friendly, healthy and thriving. The Plan outlines these priorities and how the council will work to achieve them.</p> <p>The Budget for 2022/23 and Medium-Term Financial Strategy 2022/23-2025/26 outlines how resources will be aligned to the strategic outcomes set out in the Barnet Corporate Plan. Performance indicators are also regularly reported to the Policy & Resources Committee and theme committees.</p>
<p>Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer.</p>	<p>Impact of decisions will be evidenced in council committee reports and in delegated powers reports. Equality issues will be further evaluated within equality impact assessments.</p>
<p>Delivering defined outcomes on a sustainable basis within the resources that will be available.</p>	<p>The Barnet Corporate Plan and Budget and Medium-Term Financial Strategy set out the council's strategic priorities and how resources will be allocated to support these.</p> <p>All committee reports must include a section on any implications any decisions or recommendations will have on resources.</p>
<p>Identifying and managing risks to the achievement of outcomes.</p>	<p>Risk Management Framework is in place and a Corporate Risk Register is maintained, which is published as part of the annual Business Planning report taken to Policy & Resources Committee and Full Council. Mitigating actions are put in place where required. Risks are reported periodically to Council Management Team, the Policy & Resources Committee, and theme committees.</p>
<p>Managing service users' expectations effectively with regard to determining priorities and making the best use of the resources available.</p>	<p>Where appropriate, and in compliance with statutory duties, public consultation is carried out with service users. The Council also maintains an effective Citizens Panel which informs priorities and resource allocation.</p>
<p>Considering and balancing the combined economic, social and environmental impact of policies and plans when taking decisions about service provision.</p>	<p>Committee reports cover this principle and strategic cross-borough planning is also undertaken in liaison with the Mayor of London and the West London Economic Prosperity Board.</p>

Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs.	Committee reports cover this principle, with alternative options considered and implications of all decisions being outlined in every report. The Medium-Term Financial Strategy also covers these principles
Ensuring fair access to services.	Committee reports will cover equality legislation and ensure that decision-makers are aware of impact upon citizens with the protected characteristics. Equality impact assessments are completed where relevant. The Council also ensures impacts on other disadvantaged local citizens are considered.

D. Determining the interventions necessary to optimise the achievement of the intended outcomes	
Supporting Principles	How the Principles are met by the Council
Determining the right mix of corporate (legal, assurance, regulatory, and finance) interventions to ensure intended outcomes are achieved.	The Chief Executive in liaison with Chief Officers carries out this determination quarterly, in liaison with Chief Officers.
Decisions made need to be reviewed frequently to ensure that achievement of outcomes is optimised.	Committee reports detail post-decision implementation steps. If outcomes are not delivered, the relevant chief officer will ensure that the decision is reviewed, and remedial steps taken.
Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and of associated risks – therefore ensuring best value is achieved however services are provided.	Chief Officers and their direct reports evaluate options and give appropriate advice to decision-makers. Committee reports include sections on 'Alternative options considered and not recommended', 'implications of decisions' and 'Risk management'.
Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available.	Feedback from public consultations and the Citizens Panel is set out within relevant committee reports and delegated powers reports and used to inform decision making.
Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.	Quarterly reporting to the Policy & Resources Committee and theme committees including results of key performance indicators and the management of strategic contracts. In addition, an annual planned programme of work is undertaken by Internal Audit.

Considering and monitoring risks facing each partner when working collaboratively, including shared risks.	Shared risks are identified in a register and reviewed at least quarterly; significant risks facing each partner are subject to quarterly review.
Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances.	When making a decision, or making recommendations to Members regarding a preferred option, chief officers take into account the following: delivery of high-quality services; value for money; and the scope to vary arrangements to take into account changing circumstances.
Establishing appropriate key performance indicators (KPIs).	The Corporate Plan details the KPIs required to deliver the council's objectives.
Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.	As set out within the Constitution's Financial Regulations and the Medium-Term Financial Strategy.

E. Developing the entity's capacity, including the capability of its leadership and the individuals within it

Supporting Principles	How the Principles are met by the Council
Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.	An Asset Management Plan is in place, which provides a strategic approach to the management of property assets (approved and overseen by the Housing and Growth Committee). Performance reports are presented to all theme committees which detail KPIs and financial monitoring. Chief Officers are responsible for the performance of services within their remit and a Commercial Team is in place for oversight and management of key strategic contracts.
Improving resource use through application of techniques such as benchmarking to determine how resources are allocated so that defined outcomes are achieved effectively.	CIPFA benchmarking exercises are undertaken across the Council. Best practice reviews are undertaken as part of service improvement initiatives.
Recognising partnership benefits and collaborative working where added value can be achieved.	Full engagement through the Barnet Partnership Board, sub-regional partnerships (such as the West London Alliance), the Mayor of London and Greater London Assembly, London Councils and with public sector partners, particularly Health and the Police.

<p>Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.</p>	<p>The council's Constitution is explicit about which decisions are reserved to Council or committees and which are delegated to officers. Chief officers maintain schemes of delegated authority that are published and regularly updated.</p>
<p>Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads in implementing strategy and managing the delivery of services set by members.</p>	<p>The council's Constitution details the roles and responsibilities of the leader (Article 6) and chief executive (Article 9). The leader and councillors set the councils' priorities and strategic direction; the chief executive is responsible for delivering these priorities, supported by chief officers.</p>
<p>Developing the capabilities of members and officers, including induction, continuing professional development training, and lessons learnt from governance weaknesses.</p>	<p>A Member Development Programme is agreed and implemented during each council cycle. Members must attend mandatory training before serving on some committees and are strongly encouraged to keep their knowledge and skills up to date in relation to the committees that they serve on. A comprehensive induction programme is provided to all new Councillors following the local elections, as well as following any by-elections. The Council has now achieved chartered status for its member development programme and will be working with Councillors towards the achievement of Charter Plus status.</p> <p>Officers have an induction programme, a corporate learning and development programme and an e-learning Hub is in place. Where governance weaknesses are identified, remedial actions are put in place and delivery is monitored.</p>
<p>Ensuring that there are structures in place to encourage public participation.</p>	<p>Public participation rights are set out in the Constitution (Article 3); decisions that affect residents are usually the subject of public consultation.</p>
<p>Holding staff to account through regular performance reviews which take account of training or development needs.</p>	<p>Performance Related Pay is in operation within the Council. Performance Reviews consider training / development needs and ensure that these are addressed.</p>
<p>Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.</p>	<p>Arrangements are put in place by Human Resources with oversight by the Constitution & General Purposes Committee (which has responsibility for HR matters).</p>

F. Managing risks and performance through robust internal control and strong public financial management

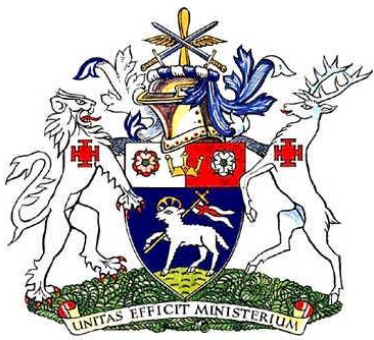
Supporting Principles	How the Principles are met by the Council
<p>Implementing robust and integrated risk management arrangements and ensuring that responsibilities for managing risks are clearly allocated.</p>	<p>A Risk Management Framework is in place, with officer responsibilities clearly allocated. Strategic risks are reported to the Policy & Resources Committee, theme committees and Chief Officers.</p>
<p>Monitoring service delivery effectively including planning, specification, execution and independent post implementation review.</p>	<p>Chief Officers are responsible for delivering services within their respective portfolios including specifying outcomes/outputs, monitoring performance, contract management and post-implementation reviews. Internal Audit provide independent assurance on key financial systems and areas of service delivery on a risk-based approach.</p>
<p>Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social and environmental position and outlook.</p>	<p>All committee reports and delegated powers reports require information on relevant risks and how these will be managed.</p>
<p>Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making.</p>	<p>A 'Committee System' governance structure is in place (distinct from a Leader/Cabinet model) which permits cross-party political discussion at all committee meetings on major strategic decisions. All Members are entitled to submit one Members item for an agenda for a meeting of a committee or sub-committee on which they serve. Members are also entitled to attend and speak at any committee meeting by giving notice to the Chairman before the start of the meeting.</p>
<p>Providing Members and senior management with regular reports on service delivery plans and on progress towards outcome achievement.</p>	<p>Regular reports are taken to the Policy & Resources Committee and theme committees. Chief Officers are provided regular updates and reports via the Council Management Team meetings.</p>
<p>Ensuring effective counter fraud and anti-corruption arrangements are in place.</p>	<p>Responsibilities are set out within the Constitution and Code of Conduct. In addition, the Corporate Anti-Fraud Team is in place within the Assurance Group with the necessary specialist skills to undertake various types of fraud and anti-corruption investigations.</p>

Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor.	Assurance undertaken by Internal Audit within the Assurance Group with a plan of work being approved by the Audit Committee on an annual basis.
Ensuring an Audit Committee or equivalent group function provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment.	Assurance provided by the Policy & Resources Committee, theme committees and also by the Audit Committee.
Ensuring effective arrangements are in place for data use and storage and when sharing data with other bodies.	Arrangements in place with the Information Management Team and Insight and Intelligence Team.

G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Supporting Principles	How the Principles are met by the Council
Writing and communicating reports for the public and other stakeholders in a fair, balanced and understandable style.	Report writing guidance is in place to clarify information required in each section of reports. Officers, via the report clearance process, review the content and structure of reports to ensure that they can be understood by the public and stakeholders. The Governance Service offers report writing workshops to departments across the council, to provide advice and training on how to ensure reports are easy to understand not unnecessarily complex.
Providing sufficient information to satisfy transparency demands while not being too onerous for users to read and understand.	The Open Barnet data portal can be accessed via the council's website. Published datasets and other information of interest can be searched via one searchable database for anyone to access. Council, committee reports and delegated powers reports are available on the website.
Ensuring robust arrangements for assessing the extent to which the principles contained in this Framework have been applied and publishing the results on this assessment, including an action plan for improvement.	The Council produces an Annual Governance Statement, which provides a self-assessment of compliance with the Framework and actions which need to be undertaken to address any governance or practice weaknesses identified. The statement is reported to the Audit Committee.

<p>Ensuring that this Framework is applied to jointly managed or shared service organisations as appropriate.</p>	<p>Included within Assurance and Barnet Group protocol arrangements.</p>
<p>Ensuring an effective internal audit service with direct access to members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon.</p>	<p>In place through Internal Audit and the tracking of recommendations via quarterly Audit Committee reporting.</p>
<p>Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the Annual Governance Statement.</p>	<p>Via contract clauses within our contracts with Capita, CSG Re, BELS (Barnet Education & Learning Service) and the Barnet Group the council have the right of access to their records and internal audit reports. The council can also undertake our own audits of their systems and processes and this right is exercised, with protocol / liaison meetings in place to support this.</p> <p>Chief Officer structure details accountability lines for services and portfolios of activity. Public accountability requirements are met via publication of committee information on the website, opportunities for public participation, consultation on key decisions, Freedom of Information requests and information on the Open Data Portal.</p>



Council AGENDA ITEM 12.3

26 July 2022

Title	Referral from Environment and Climate Change Committee – Approval of Fees and Charges
Report of	Chair of Environment and Climate Change Committee
Wards	All
Status	Public
Enclosures	Appendix 1 – Fees and Charges
Officer Contact Details	Abigail Lewis – Abigail.Lewis@barnet.gov.uk 020 8359 4369

Summary

The Environment Committee on the 8 March 2022 and the Environment and Climate Change Committee on the 9 June 2022 recommended several in-year fees and charges to Full Council for approval.

Article 7 (Financial Regulations) of the Constitution states that approval of fees and charges is a function of Full Council.

Officers Recommendations

1. That Council approve the administration charge of £25 per dwelling, to be passed on to developers to cover the cost of implementing a cap on the number of parking permits in relation to individual developments and that this becomes part of the schedule of fees and charges as outlined in Appendix 1.
2. That Council approve the amendments to the sums for environmental crime offences Fixed Penalty Notices (FPN's) as set out in Appendix 2 of this report.
3. That Council approve the re-introduction of the early payment option for FPN's for the offences detailed in Appendix 2.

4. That Council approve the introduction of a scaled approach to the level of FPN fine applied to S33 and S34(2) of the Environmental Protection Act 1990 fly tipping offences as at Appendix 2 of this report.

5. That Council approve and delegate authority to the Executive Director of Assurance to impose monetary penalties in relation to breaches of the Consumer Rights Act and The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014. That Council also agree that the Trading Standards Team should always consider imposing the maximum penalty for the breach of £5,000, subject to the circumstances of each case as set out in Appendix 3.

1. Why this report is needed

- 1.1 At its meeting on the 8 March and the 9 June 2022 the Environment and Climate Change Committee approved the recommendation of several in-year fees and charges to be referred to Full Council for final approval.
- 1.2 These fees and charges include an administration charge of £25 per dwelling to be passed on to developers to cover the cost of implementing a cap on the number of parking permits in relation to individual developments (report linked at item 6.1 refers).
- 1.3 Approval of amendments to the environmental crime offences Fixed Penalty Notices (FPN's), re-introduction of the early payment option for FPN's for offences detailed in Appendix 2 and introduction of a scaled approach to the level of FPN fines applied to S33 and S34(2) of the Environmental Protection Act 1990 fly tipping offences (report linked at item 6.2 refers).
- 1.4 Approval of monetary penalties in relation to breaches of the Consumer Rights Act and The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 (report linked at item 6.3 refers).

2. Reasons for recommendations

- 2.1 As set out in the background reports linked at section 6.

3. Alternative options considered and not recommended

- 3.1 As set out in the background reports linked at section 6.

4. Post decision implementation

- 4.1 The fees and charges will be adopted as part of the Council's Fees and Charges schedules.

5. Implications of decision

Corporate Priorities and Performance

5.1 As set out in the background reports linked at section 6.

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

5.2.1 As set out in the background reports linked at section 6.

5.3 Legal and Constitutional References

5.3.1 Council Constitution, Financial Regulations states '*Changes to fees and charges should be included in the budget proposals submitted by theme Committees or the relevant Committee to the Policy and Resources Committee. The budget recommended by Policy and Resources Committee to Full Council will incorporate the latest projection of income from fees and charges. Full Council will approve all fees and charges as part of the budget report.*'

5.3.2 The fees and charges referred to Council are in-year changes to fees and charges, which therefore need to be considered and approved by Council outside of the budget report.

5.4 Insight

5.4.1 As set out in the background reports linked at section 6.

5.5 Social Value

5.5.1 As set out in the background reports linked at section 6.

5.6 Risk Management

5.6.1 As set out in the background reports linked at section 6.

5.7 Equalities and Diversity

5.7.1 As set out in the background reports linked at section 6.

5.8 Corporate Parenting

5.8.1 As set out in the background reports linked at section 6.

5.9 Consultation and Engagement

5.9.1 As set out in the background reports linked at section 6.

5.10 Environmental Impact

5.10.1 As set out in the background reports linked at section 6.

6. Background papers

- 6.1 Environment Committee 8th March 2022 – Controlled Parking Zone Permits Policy Position.
<https://barnet.moderngov.co.uk/documents/s70856/Controlled%20Parking%20Zone%20Permits%20Policy%20Position%20-%20Environment%20Committee%20report%2025.02.2022%20final%20for%20.pdf>
- 6.2 Environment and Climate Change Committee 9th June 2002 – Proposed monetary penalties for offences related to letting and property management agents.
<https://barnet.moderngov.co.uk/documents/b38615/Proposed%20monetary%20penalties%20-%20letting%20and%20property%20management%20agents%2009th-Jun-2022%2019.00%20Environme.pdf?T=9>
- 6.3 Environment and Climate Change Committee 9th June 2002 – Tackling Fly Tipping and Littering -
<https://barnet.moderngov.co.uk/documents/g11077/Public%20reports%20pack%2009th-Jun-2022%2019.00%20Environment%20and%20Climate%20Change%20Committee.pdf?T=10>

Appendix 1 - Controlled Parking Zone Permits Policy Position.

1.1 Table 1: Proposed maximum CPZ permits for new developments

PTAL ²	Proposed LBB Parking Standards (draft Barnet Local Plan April 2021) Maximum parking provision*		Permits	
	1 and 2 Bed Units	3 + Bed Units	1 and 2 Bed Units	3 + Bed Units
0	1.25	1.5 [^]	1	2
1	1.25	1.5 [^]	1	2
2	0.75	1	1	1
3	0.75	1	1	1
4	0.5-0.75 [#]	0.5-0.75 [#]	1	1
5	Car Free ^{~!}	Car Free ^{~!}	0	0
6	Car Free [~]	Car Free [~]	0	0

* Metropolitan and Major Town Centres to be Car Free[~]; and Up to 0.5 spaces per dwelling be allowed for developments within Opportunity Areas.

[~] With the exception of disabled persons parking, see Part G Policy T6 .1 Residential parking.

! Where the orbital PTAL is 4 or less minimal parking for car club schemes to be considered.

When considering development proposals that are higher density or in more accessible locations, the lower standard shown here should be applied as a maximum.

[^] Boroughs should consider standards that allow for higher levels of provision where there is clear evidence that this would support additional family housing.

- 1.2 There are costs associated with making the necessary amendments to the traffic orders and setting a maximum cap on permits issued to each property within the Council's permit system. It is proposed that these costs are charged to the developer on agreement of planning conditions and are set at £25 per property/unit.

Appendix 2 – Tackling Fly-tipping and Littering

Offence	Known As	Current value/sum	New value/sum	Early payment 14 days minimum sum)
Environmental Protection Act 1990, Section 87/88 <i>Minimum - £65.00 Maximum - £150.00</i>	Littering	£100	£100	£70
Environmental Protection Act 1990, Section 46 Default amount - £60.00 FPN Range £40-£80 <i>Specific statutory procedure on how to issue FPN – must be notice of intent and final notice issued and right of appeal to 1st tier tribunal. Any issue of FPN must be compliant with s.46A-D EPA 1990</i>	Domestic Waste Presentation Notices	£100	£60 FPN Range £60-£80	£42
Environmental Protection Act 1990, Section 47 <i>Minimum - £75.00 Maximum - £110.00 Reduced amount – not less than £60.00 (Reg 9 - 2017 Regulations)</i>	Business and Commercial Waste Presentation Notices	£100	£100	£70
Environmental Protection Act 1990, Schedule 3A, paragraph 7 <i>Not less than £50.00 (Reg 8 – 2017 Regulations)</i>	Distributing Free Literature without Consent	£80	£50	£35
Control of Pollution (Amendment) Act 1989, Section 5B <i>Amount of FPN is £300.00 (s.5B(9) CoP(A)A 1989) Reduced Amount – not less than £180.00 (Reg 11 – 2017 Regulations)</i>	Failing to Produce Authority	£300	£300	£210
Environmental Protection Act 1990, Section 34 Minimum - £150.00 Maximum - £400.00 (s.34ZA(8) EPA 1990)	Failing to Produce Waste Transfer Notes	£300	£300	£210

Reduced Amount – not less than £180.00 (Reg 11 – 2017 Regulations) Payment of reduced amount period = 10 days (s.34ZA(9) EPA 1990)				
Environmental Protection Act 1990, Section 34 (2A)	Household Duty of Care Breach - Unauthorised Deposit of Waste	£400	1st Offence - £200 2nd Offence - £400 3rd Offence	£140 £280 Automatic court based prosecution referral
Anti-Social Behaviour, Crime and Policing Act 2014, Section 48 <i>Not more than £100.00 (s.52(7) 2014 Act) section 52(8)</i>	Community Protection Notices	£100	£100	£70 Requiring payment of lesser amount is paid before the 14 days.
Anti-Social Behaviour, Crime and Policing Act 2014, Section 63 and 67 <i>Not more than £100.00 (s.68(6) 2014 Act)</i>	Public Spaces Protection Orders	£100	£100	£70 Requiring payment of lesser amount is paid before the 14 days.
Refuse Disposal (Amenity) Act 1978, Section 2A – Abandoned Vehicles <i>Amount of FPN = £200.00 s.2A(8) RD(A)A 1978</i> <i>Reduced Amount – not less than £120.00 (Reg 10 – 2017 Regulations)</i>	Abandoned Vehicles	£200	£200	£140
Anti-Social Behaviour Act 2003, Section 43 <i>Minimum - £65.00</i> <i>Maximum - £150.00</i>	Graffiti and Fly Posting	£80	£100	£70

<i>Reduced Amount – not less than £50.00 (Reg 8 – 2017 Regulations)</i>				
Cleaner Neighbourhoods and Environment Act 2005, Section 3 & 4 <i>Amount of FPN is £100.00 (s.6(9) CNaEA2005)</i> <i>Reduced Amount – not less than £60.00 (Reg 9 – 2017 Regulations)</i>	Nuisance Vehicles S.3) Exposing vehicles for sale upon a road; (S.4) Repairing vehicles upon the road.	£100	£100	£70
Environmental Protection Act 1990, Section 33(1)(a) <i>Minimum - £150.00</i> <i>Maximum - £400.00 (s.33ZA(9) EPA 1990)</i> <i>Reduced Amount – not less than £120.00 & payment of reduced amount period = 10 days (s.33ZA(10) EPA 1990)</i>	Unauthorised deposit waste (Fly tipping)	£400	1st Offence £200 2nd Offence £400 3rd Offence	£140 £280 Automatic court-based prosecution referral
Highways Act 1980 Section 137 (1)	Wilful obstruction of the highway	£100	£100	£70
Highways Act 1980 Section 148(c)	Interruption of user	£100	£100	£70

<p>Health Act 2006 Section 7 Amount of FPN is</p> <p><i>£50.00.(29 days to pay)</i> <i>Reduced Amount = £30.00 and</i> <i>payment of reduced amount</i> <i>period = 15 days</i> <i>[Payment periods within s.9 and</i> <i>Schedule 1 of HA 2006]</i></p>	<p>Smoking in Smoke free premises or Business vehicle</p>	<p>£50</p>	<p>£50</p>	<p>£50</p>
--	---	------------	------------	------------

Appendix 3 - Proposed monetary penalties for offences related to letting and property management agents

The Redress Schemes for Lettings Agency Work and Property Management Enforcement Process

Step 1: Notice of Intent

The enforcement authority must give written notice of their intention to impose a penalty, setting out:

- i) the reasons for the penalty;
- ii) the amount of the penalty; and
- iii) that there is a 28-day period to make written representations or objections, starting from the day after the date on which the notice of intent was sent.

This written notice must be served within 6 months of the date on which the enforcement authority is in the position to issue the fine (have gathered sufficient evidence and satisfied any internal requirements that a fine is appropriate).

It is up to each local authority to decide who should serve the notice. The enforcement authority may withdraw the notice of intent or reduce the amount specified in the notice at any time by giving notice in writing.

Step 2: Representations and Objections

The person who the notice of intent was served on has 28 days starting from the day after the date the notice of intent was sent to make written representations and objections to the enforcement authority in relation to the proposed fine.

Step 3: Final Notice

At the end of the 28 day period the enforcement authority must decide, having taken into account any representations received, whether to impose the fine and, if so, must require the penalty to be paid within 28 days, from the day after the day on which the final notice was sent. When imposing a fine, the enforcement authority must issue a final notice in writing which also explains:

- i) why the fine is being imposed;
- ii) the amount to be paid;
- iii) how payment may be made;
- iv) the consequences of failing to pay;
- v) that there is a right to appeal against the penalty to the First-tier Tribunal and that any appeal must be made within 28 days after the imposition of the fine.

It is up to each local authority to decide who should serve the notice. The enforcement authority may withdraw the final notice or reduce the amount specified in the notice at any time by giving notice in writing.

Step 4: Appeals

If an appeal is lodged the fine cannot be enforced until the appeal is disposed of.

Appeals can be made on the grounds that:

- i) the decision to impose a fine was based on a factual error or was wrong in law;
- ii) the amount of the fine is unreasonable; or
- iii) that the decision was unreasonable for any other reason.

The First-tier Tribunal may agree with the enforcement authority's notice to issue a penalty or may decide to quash or vary the notice and fine.

Step 5: Recovery of the penalty

The penalty fines received by the enforcement authority may be used by the authority for any of its functions. If the lettings agent does not pay the fine within the 28 day period the authority can recover the fine on the order of the county court, as if payable under a court order.

Where proceedings are necessary for the recovery of the fine, a certificate signed by the enforcement authority's chief finance officer stating that the amount due has not been received by a date stated on the certificate will be taken as conclusive evidence that the fine has not been paid.

This page is intentionally left blank

Celebrating Black History Month – Time for change: Action not words

This Council notes:

1. October is Black History Month. This national celebration aims to promote and celebrate Black contributions to British society, and to foster an understanding of Black history in general. It has become an important date in the cultural calendar of many of the UK's museums, galleries, educational institutions, and local authorities
2. In the UK, Black History Month celebrates African, Caribbean, and Asian communities. The event is intended to recognise the contribution and achievements of those with African, Asian, or Caribbean heritage. It's also an opportunity for people to learn more about the effects of racism and how to challenge negative stereotypes.
3. Black History Month is celebrated in the community in places such as museums, care homes, libraries, schools, colleges, and workplaces. A broad range of topics is covered, from the slave trade, Britain's colonial past to migration and music, and therefore to a large extent Black History Month is also history of white people.
4. Barnet Council, under the previous administration has, in the past recognised this event but has not actively engaged meaningfully with Barnet's diverse communities.
5. The theme for Black History Month this year is Time for Change: Action Not Words, with a focus on ensuring we acknowledge and learn from the past, but also work to improve the future, through action, not just words.

This Council further:

1. Believes that the continued learning and understanding of black and minoritised ethnic history promotes integration and respect in communities, and that we should celebrate this throughout the year.
2. Recognises and celebrates the work of local community groups and organisations in the promotion of minoritised ethnic groups in civil society, and the work of the Council's staff networks and allies under The Barnet Equalities Allies to actively promote and ensure an inclusive workplace.
3. Acknowledges the contribution of all Barnet's black and minoritised ethnic councillors both past and present, applauds the increased number of new black and minoritised ethnic councillors in Barnet and calls on all political parties to continue to increase the racial diversity of their Councillors.
4. Considers and celebrates the rich contributions to science, culture and arts in this country by people of African, Caribbean, Middle Eastern and Asian descent.

Council therefore resolves:

1. To fully recognise Black History Month as an important month in the Council's Calendar each year, and recognising the short lead-in time this year instructs officers to work with members on possible proposals for 2022, with a view to developing the programme in future years, including:
2. To work with Barnet's diverse communities to promote events, including through the Council's communications platforms, throughout the month of October every year.
3. To support local organisations to access funding, via Area Committees or other appropriate mechanisms, to help mark Black History Month in their area.
4. To ask Council officers, Head Teachers and Pupils to co-design a programme to celebrate Black History Month – including by encouraging schools and colleges to develop and showcase their Black History Month projects, for example, by running a Council Black History Month competition with an Awards event to promote and showcase their projects and invite leading black educationalists, community leaders and role models to present the awards.
5. To identify and allocate funding for the above competition and awards event.
6. To use Black History Month as a learning opportunity to inform the Council's long-term strategy/EDI.
7. To use this as an opportunity to learn about best practice from other London Boroughs on positively engaging minoritised communities.

Council: Tuesday 26th July 2022

Opposition Motion in the name of Cllr Dan Thomas

Don't Punish Barnet's Drivers

AGENDA ITEM 14.2

Council notes that:

1. The Mayor of London has proposed a number of schemes that would penalise drivers in Barnet.

Council resolves to:

1. Write to the Mayor of London, to scrap plans for ULEZ expansion and 'pay per mile'.

This page is intentionally left blank

Council meeting, 26 July 2022

Administration Motion: Cllr Matthew Perlberg

AGENDA ITEM 14.3

Corporate Parenting Pledge

Council notes that: as ‘corporate parents’ we are responsible for the care and support of our children in care and care leavers. We will make sure that they are safeguarded and that they are provided with the opportunities they need; the same as any parent.

Council also notes that: responsibility for corporate parenting sits with the whole council, Councillors, community services, education support, schools and health services; we all have a vital role to play in supporting our children in care and care leavers to do well. As with all parents we know we will not always get things right, but we pledge to do our best.

To our children in care and our care leavers, **Council therefore resolves that:**

We, your Corporate Parents, will:

- Support you to fulfil your dreams
- Be there for you, when you need us
- Support your mental and physical health
- Listen, communicate and make decisions together with you
- Support you to become independent and prepare for adulthood
- Celebrate you, your achievements, identity and culture.

This page is intentionally left blank

Council: Tuesday 26th July 2022

Opposition Motion in the name of Cllr Daniel Thomas

Opposing rail strikes

Council notes that:

AGENDA ITEM 14.4

1. Tube and rail strikes have had a huge negative impact on Barnet's residents and businesses

Council resolves to:

1. Condemn tube and rail strikes for the negative impact they've had on Barnet's residents and businesses.

This page is intentionally left blank

Barnet's Governance Arrangements

Council notes that:

In May 2014 the Council changed its governance arrangements in accordance with the provisions of the Localism Act 2011 which permitted local authorities to move away from the Cabinet system (introduced by the Local Government Act 2000) and back to a Committee System.

Council notes that the Committee System has been in operation in Barnet for eight years, and that delivering the new administration's significant transformation and change programme will require more regular, timely and efficient decision-making which may not be well-served by an old-style traditional Committee System where there can be long periods between Committee cycles.

Council therefore believes:

It is a good time to review the Council's current governance arrangements to assess whether they are fit for purpose to deliver the new administration's agenda in the context of its manifesto pledge to ensure decision-making is more transparent, efficient and accountable.

Council therefore resolves:

To note that the Localism Act 2011 includes provisions for local authorities to make a change to their governance arrangements and resolves to call upon the Constitution and General Purposes Committee to consider a review of the Council's Governance arrangements with a view to work up proposals for a new structure to include the possibility of:

1. Moving to a Cabinet system to ensure speed of decision-making, and clear accountability for decisions,
2. Putting in place arrangements for a robust Overview and Scrutiny function to ensure involvement by a wider range of cross-party members in development of policy, for example through task and finish groups, as well as pre and post decision scrutiny,
3. Strengthening opportunities for public participation.

Council also calls upon the Constitution and General Purposes Committee to consider a review of arrangements for all other committees, boards and panels to ensure that they are fit for purpose in any revised governance structure.

Council agrees that, at a time of budgetary restraint, any changes must seek to be cost neutral.

Council believes that a members' working group should be set up to facilitate the working up of any new proposals.

Council asks the Constitution and General Purposes Committee and officers to bring forward proposals to enable approval of any change to commence operationally from the Annual Council meeting in May 2023, if possible within the tight timescale.

Show Us You Care Too campaign

Council notes that:

1. Care experienced people face significant barriers that impact them throughout their lives; care experienced people are those who are currently in care or who have been at any point;
2. Despite the resilience of many care experienced people, society too often does not take their needs into account;
3. Care experienced people can face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system;
4. As corporate parents, councillors have a collective responsibility for providing the best possible care and safeguarding for the children who are looked after by us as an authority;
5. All corporate parents should commit to acting as mentors, hearing the voices of looked after children and young people and to consider their needs in any aspect of council work;
6. Councillors should be champions of our looked after children and challenge the negative attitudes and prejudice that exists in all aspects of society;
7. The Public Sector Equality Duty requires public bodies, such as councils, to eliminate unlawful discrimination, harassment, and victimisation of people with protected characteristics;

Council believes that:

1. Care experienced people can face discrimination;
2. Councils as corporate parents have a duty to put the needs of care experienced people at the heart of decision-making through co-production and collaboration;
3. Services and policies should be assessed to determine the impact of changes on people with care experience.

Council resolves:

1. To formally support the Show Us You Care Too campaign which calls for care experience to be made a protected characteristic
2. For the council to proactively seek out and listen to the voices of care experienced people when developing new policies based on their views;

3. To continue to build on the existing ringfenced apprenticeship opportunities for care experienced people by committing to an agreed number of apprenticeships places each year delivered through the council's levy funding.
4. To take an intersectional approach, where we take account of the impact that a person's combined social identities have on any disadvantage they may face, and commit to tackling the systemic discrimination and disproportionality faced by specific groups of care experienced people.