

Meeting of the Council of the London Borough of Barnet

TO BE HELD ON

MONDAY 4TH APRIL, 2016 AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

S U M M O N S A N D A G E N D A



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

Andrew Charlwood
Head of Governance

Agenda and Timetable
Monday 4th April, 2016

Item	Subject	Timing	Page Nos
	Part 1 - Statutory formalities/Announcements (15 minutes)	7.00 – 7.15pm	
1.	Apologies for absence		
2.	Elect a Member to preside if the Mayor is absent		
3.	Prayer		
4.	Declarations of Interest		
5.	Minutes of the last meeting		1 - 16
6.	Official announcements		
7.	Resolution of Appreciation		
8.	Any business remaining from last meeting		
	Part 2 - Question Time (30 minutes or until 7.45 p.m. whichever is longer)	7.15 – 7.45pm	
9.	Questions to the Leader (and Committee Chairmen if he/she has delegated)		
	Part 3 - Statutory Council Business (60 minutes)	7.45pm – 8.45pm	
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 Committees		
12.1	Report of the Constitution Ethics and Probity Committee - Constitution Review and Amendment to		17 - 134

	Members Scheme of Allowances 2016-17		
12.2	Referral from Assets, Regeneration & Growth Committee - West Hendon Compulsory Purchase Order 2 & 2a (CPO2 and CPO2a)		135 - 154
12.3	Referral to Council from Assets Regeneration and Growth Committee - Colindale Office Project		155 - 166
13.	Reports of Officers		
13.1	Report of the Chief Operating Officer - Corporate Plan 2016-17 Addendum		167 - 198
13.2	Report of the Head of Governance		199 - 202
14.	Questions to Council Representatives on Outside Bodies		
	Break (15 minutes)	8.45pm – 9.00pm	
	Part 4 – Business for Debate (45 minutes)	9.00pm – 9.45pm	
15.	Motions (45 minutes)		
15.1	Opposition Motion in the Name of Cllr Anne Hutton - Cuts to Schools and the National Funding Formula		203 - 204
15.2	Opposition Motion in the Name of Cllr Alon Or-bach - EU Referendum		205 - 206
15.3	Opposition Motion in the Name of Cllr Reema Patel - Supporting the Disabled to Live Independently		207 - 208
15.4	Administration Motion in the Name of Cllr Reuben Thompstone - Ensuring Continued Educational Achievement		209 - 210
16.	Motions for Adjournment		

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Minutes

OF THE MEETING OF THE COUNCIL OF THE LONDON BOROUGH OF BARNET
held at Hendon Town Hall, The Burroughs, London NW4 4BQ, on 1 March 2016

AGENDA ITEM 5

PRESENT:-

The Worshipful the Mayor (Councillor Mark Shooter)
The Deputy Mayor (Councillor Alison Cornelius)

Councillors:

Hugh Rayner	Anne Hutton	Barry Rawlings
Maureen Braun	Andreas Ioannidis	Tim Roberts
Rebecca Challice	Dr Devra Kay	Gabriel Rozenberg
Pauline Coakley Webb	Sury Khatri	Lisa Rutter
Dean Cohen	Adam Langleben	Shimon Ryde
Jack Cohen	Kathy Levine	Brian Salinger
Melvin Cohen	David Longstaff	Gill Sargeant
Philip Cohen	Kitty Lyons	Joan Scannell
Geof Cooke	John Marshall	Alan Schneiderman
Richard Cornelius	Kath McGuirk	Agnes Slocombe
Tom Davey	Arjun Mittra	Stephen Sowerby
Val Duschinsky	Alison Moore	Caroline Stock
Paul Edwards	Ammar Naqvi	Daniel Thomas
Claire Farrier	Nagus Narenthira	Reuben Thompstone
Anthony Finn	Graham Old	Jim Tierney
Brian Gordon	Charlie O-Macauley	Amy Trevethan
Eva Greenspan	Alon Or-Bach	Laurie Williams
Helena Hart	Reema Patel	Peter Zinkin
John Hart	Bridget Perry	Zakia Zubairi
Ross Houston	Wendy Prentice	Rohit Grover
	Sachin Rajput	

1. APOLOGIES FOR ABSENCE

There were none.

2. ELECT A MEMBER TO PRESIDE IF THE MAYOR IS ABSENT

The Worshipful the Mayor was present.

3. PRAYER

In the absence of The Mayor's chaplain, Dayan Yonason Abraham, the Mayoress offered prayers.

4. DECLARATIONS OF INTEREST

The Worshipful the Mayor noted that on 15 July 2014 Council granted a General Dispensation to all Members to be present, speak and vote where they would otherwise have a Disclosable Pecuniary Interest on the grounds that it was appropriate to grant a dispensation to allow all Members to participate fully. It was noted that this was in effect until the next Council elections, and that the general dispensation applied to:

- Council Tax:
- Setting the Council Tax or a Precept; and
- Decisions in relation to Council Tax Benefit.

The Worshipful the Mayor noted that Councillor John Marshall had been granted a dispensation by the Monitoring Officer in relation to his interest as a Trustee of Home Start Barnet, allowing him to stay and vote on item 11.1.

The following Members also declared an interest:

Member	Subject	Interest declared
Councillor John Marshall	Item 11.2 Report of Policy and Resources Committee - Loan to Barnet Homes' Registered Provider (Opendoor Homes) for the development of new affordable homes	Disclosable pecuniary interest as he is a Council appointed representative on the Board of The Barnet Group Ltd. It was noted Cllr Marshall would not take part in in the discussion or the vote on this item.
Councillor Ross Houston	Item 11.2 Report of Policy and Resources Committee - Loan to Barnet Homes' Registered Provider (Opendoor Homes) for the development of new affordable homes	Disclosable pecuniary interest as he is a Council appointed representative on the Board of The Barnet Group Ltd. It was noted Cllr Houston would not take part in in the discussion or the vote on this item.
Councillor Arjun Mittra	Item 11.2 Report of Policy and Resources Committee - Loan to Barnet Homes' Registered Provider (Opendoor Homes) for the development of new affordable homes	Non-pecuniary interest as his family are tenants of Barnet Homes
Councillor Andreas Ioannidis	Item 11.2 Report of Policy and Resources Committee - Loan to Barnet Homes' Registered Provider (Opendoor Homes) for	Non-pecuniary interest as he and his family are tenants of Barnet Homes

	the development of new affordable homes	
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5. MINUTES OF THE LAST MEETING

Members highlighted that the transcript of the Questions to the Leader attached to the minutes was incomplete. Officers advised that this was due to a technical issue with the recording equipment. Officers acknowledged that this was unsatisfactory, and informed Members that it would be resolved for future meetings.

The minutes of the meeting of 26 January 2016 were agreed as a correct record.

6. OFFICIAL ANNOUNCEMENTS

The Worshipful the Mayor noted he was honoured to welcome a visit to the borough from the Duchess of Cornwall last week, who was visiting the Holocaust Survivors Centre.

The Worshipful the Mayor noted he would be visiting the council’s regional office in Belfast next week, where he would also be visiting the Mayor of Belfast.

A reminder was given that tickets for the Mayors gala dinner taking place on 7 April at Saracens were still available, with proceeds going to the Mayor’s charities. Members were also encouraged to join up to the walking and cycling Community Challenge for charity, taking place on Sunday 13 March.

On procedural matters, the Worshipful the Mayor noted that this was a Council Budget Meeting, meaning that under Council Procedure Rule 4.1 only (Statutory Formalities/ Announcements) and 3 (Statutory Council Business) would apply to this meeting. It was noted that Item 14 Motions for Adjournment had been included on the agenda in error and that no business could be conducted under item 14 as it fell under Part 4 of council business.

7. ANY BUSINESS REMAINING FROM LAST MEETING

There was none.

8. THE MAYORALTY FOR THE MUNICIPAL YEAR, 2016-2017

The Worshipful the Mayor called for nominations for election of Mayor of the London Borough of Barnet for 2016/17:

Conservative Group Nomination

Councillor Wendy Prentice, duly seconded by Councillor Bridget Perry moved that Councillor David Longstaff be proposed for the appointment of Mayor of the London Borough of Barnet at the annual meeting of the council on 24 May 2016.

Labour Group Nomination

Councillor Ross Houston, duly seconded by Councillor Jim Tierney moved that the Councillor Kath McGuirk be proposed for the appointment of Mayor of the London Borough of Barnet at the annual meeting of the council on 24 May 2016.

The Worshipful the Mayor advised Council that a vote for was in favour of the Conservative Nomination, Councillor David Longstaff, and a vote against was in favour of

the Labour Nomination, Councillor Kath McGuirk. Upon the Conservative nomination being put to the vote, the votes were declared as follows:

For: 32
Against: 30
Abstain: 0
Absent: 1
TOTAL: 63

Councillor David Longstaff was nominated.

RESOLVED – That Councillor David Longstaff be formally proposed and seconded at the annual meeting of the council on 24 May 2016 for the appointment as Mayor of the London Borough of Barnet for the municipal year 2016/17.

Councillor David Longstaff thanked those present for his nomination and announced that Councillor Suri Khatri had consented to be his Deputy Mayor.

9. PETITIONS FOR DEBATE

There were none.

10. REPORTS FROM THE LEADER

There were none.

11. REPORTS FROM COMMITTEES

11.1 REPORT OF POLICY AND RESOURCES COMMITTEE- BUSINESS PLANNING 2016-2020

The Worshipful the Mayor moved suspension of Council Procedure Rule 26 with regards to the length of speeches on the budget. This was duly seconded and carried.

The Worshipful the Mayor noted there were corrections to recommendations 1.3 and 1.4 in the report, to delete the words 'subject to the results of the current consultation' as the final results of the consultation had been received and considered.

RESOLVED to allow the initial speeches on the budget to be up to the following lengths:

Councillor	Time
Cllr Richard Cornelius	15 mins
Cllr Barry Rawlings + amendment	10 mins
Cllr Jack Cohen + amendment	4 mins
Cllr Daniel Thomas	4 mins
Cllr Ross Houston	4 mins
Cllr Dean Cohen	4 mins
Cllr Anne Hutton	4 mins
Cllr Sachin Rajput	4 mins
Cllr Reema Patel	4 mins
Cllr Reuben Thompstone	4 mins
Cllr Alison Moore	4 mins

Cllr Richard Cornelius – right of reply	5 mins
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The Leader, Councillor Richard Cornelius, moved reception and adoption of the recommendations set out in the report from the Policy and Resources Committee.

Councillor Councillor Barry Rawlings moved his amendment which was seconded by Councillor Adam Langleben. Councillor Jack Cohen moved his amendment which was seconded by Councillor Anthony Finn.

Debate ensued.

In line with Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 and in accordance with Council Procedure Rule 15.4 voting was recorded.

Upon being put to the vote, the Labour Alternative Budget was declared lost. Voting on the Labour Alternative Budget:

	For	Against	Not Voting	Absent
Maureen Braun		✓		
Rebecca Challice	✓			
Pauline Coakley Webb	✓			
Dean Cohen		✓		
Jack Cohen	✓			
Melvin Cohen		✓		
Philip Cohen	✓			
Geof Cooke	✓			
Alison Cornelius		✓		
Richard Cornelius		✓		
Tom Davey		✓		
Val Duschinsky		✓		
Paul Edwards	✓			
Claire Farrier	✓			
Anthony Finn		✓		
Brian Gordon		✓		
Eva Greenspan		✓		
Rohit Grover		✓		
Helena Hart		✓		
John Hart		✓		
Ross Houston	✓			
Anne Hutton	✓			
Andreas Ioannidis	✓			
Devra Kay	✓			
Sury Khatri		✓		
Adam Langleben	✓			
Kathy Levine	✓			
David Longstaff		✓		
Kitty Lyons	✓			
John Marshall		✓		

	For	Against	Not Voting	Absent
Kath McGuirk	✓			
Arjun Mittra	✓			
Alison Moore	✓			
Ammar Naqvi	✓			
Nagas Narenthira	✓			
Charlie O'Macauley	✓			
Graham Old		✓		
Alon Or-Bach	✓			
Reema Patel	✓			
Bridget Perry		✓		
Wendy Prentice		✓		
Sachin Rajput		✓		
Barry Rawlings	✓			
Hugh Rayner		✓		
Tim Roberts	✓			
Gabriel Rozenberg		✓		
Lisa Rutter		✓		
Shimon Ryde		✓		
Brian Salinger		✓		
Gill Sargeant	✓			
Joan Scannell		✓		
Alan Schneiderman	✓			
Mark Shooter		✓		
Agnes Slocombe	✓			
Stephen Sowerby		✓		
Caroline Stock		✓		
Daniel Thomas		✓		
Reuben Thompstone		✓		
Jim Tierney	✓			
Amy Trevethan	✓			
Laurie Williams	✓			
Peter Zinkin		✓		
Zakia Zubairi	✓			

For: 31
Against: 32
Abstain: 0
Absent: 0

TOTAL: 63

Upon being put to the vote, the Liberal Democrat Alternative Budget was declared lost.
Voting on the Liberal Democrat Alternative Budget:

	For	Against	Not Voting	Absent
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	For	Against	Not Voting	Absent
Maureen Braun		✓		
Rebecca Challice			✓	
Pauline Coakley Webb			✓	
Dean Cohen		✓		
Jack Cohen	✓			
Melvin Cohen		✓		
Philip Cohen			✓	
Geof Cooke			✓	
Alison Cornelius		✓		
Richard Cornelius		✓		
Tom Davey		✓		
Val Duschinsky		✓		
Paul Edwards			✓	
Claire Farrier			✓	
Anthony Finn		✓		
Brian Gordon		✓		
Eva Greenspan		✓		
Rohit Grover		✓		
Helena Hart		✓		
John Hart		✓		
Ross Houston			✓	
Anne Hutton			✓	
Andreas Ioannidis			✓	
Devra Kay			✓	
Sury Khatri		✓		
Adam Langleben			✓	
Kathy Levine			✓	
David Longstaff		✓		
Kitty Lyons			✓	
John Marshall		✓		
Kath McGuirk			✓	
Arjun Mittra			✓	
Alison Moore			✓	
Ammar Naqvi			✓	
Nagas Narenthira			✓	
Charlie O'Macauley			✓	
Graham Old		✓		
Alon Or-Bach			✓	
Reema Patel			✓	
Bridget Perry		✓		
Wendy Prentice		✓		
Sachin Rajput		✓		
Barry Rawlings			✓	
Hugh Rayner		✓		

	For	Against	Not Voting	Absent
Tim Roberts			✓	
Gabriel Rozenberg		✓		
Lisa Rutter		✓		
Shimon Ryde		✓		
Brian Salinger		✓		
Gill Sargeant			✓	
Joan Scannell		✓		
Alan Schneiderman			✓	
Mark Shooter		✓		
Agnes Slocombe			✓	
Stephen Sowerby		✓		
Caroline Stock		✓		
Daniel Thomas		✓		
Reuben Thompstone		✓		
Jim Tierney			✓	
Amy Trevethan			✓	
Laurie Williams			✓	
Peter Zinkin		✓		
Zakia Zubairi			✓	

For: 1
Against: 32
Abstain: 30
Absent: 0

TOTAL: 63

Upon being put to the vote the recommendations in the report of the Policy and Resources Committee were declared carried, with voting being declared as follows:

	For	Against	Not Voting	Absent
Maureen Braun	✓			
Rebecca Challice		✓		
Pauline Coakley Webb		✓		
Dean Cohen	✓			
Jack Cohen		✓		
Melvin Cohen	✓			
Philip Cohen		✓		
Geof Cooke		✓		
Alison Cornelius	✓			
Richard Cornelius	✓			
Tom Davey	✓			
Val Duschinsky	✓			
Paul Edwards		✓		
Claire Farrier		✓		
Anthony Finn	✓			

	For	Against	Not Voting	Absent
Brian Gordon	✓			
Eva Greenspan	✓			
Rohit Grover	✓			
Helena Hart	✓			
John Hart	✓			
Ross Houston		✓		
Anne Hutton		✓		
Andreas Ioannidis		✓		
Devra Kay		✓		
Sury Khatri	✓			
Adam Langleben		✓		
Kathy Levine		✓		
David Longstaff	✓			
Kitty Lyons		✓		
John Marshall	✓			
Kath McGuirk		✓		
Arjun Mittra		✓		
Alison Moore		✓		
Ammar Naqvi		✓		
Nagas Narenthira		✓		
Charlie O'Macauley		✓		
Graham Old	✓			
Alon Or-Bach		✓		
Reema Patel		✓		
Bridget Perry	✓			
Wendy Prentice	✓			
Sachin Rajput	✓			
Barry Rawlings		✓		
Hugh Rayner	✓			
Tim Roberts		✓		
Gabriel Rozenberg	✓			
Lisa Rutter	✓			
Shimon Ryde	✓			
Brian Salinger	✓			
Gill Sargeant		✓		
Joan Scannell	✓			
Alan Schneiderman		✓		
Mark Shooter	✓			
Agnes Slocombe		✓		
Stephen Sowerby	✓			
Caroline Stock	✓			
Daniel Thomas	✓			
Reuben Thompstone	✓			
Jim Tierney		✓		

	For	Against	Not Voting	Absent
Amy Trevethan		✓		
Laurie Williams		✓		
Peter Zinkin	✓			
Zakia Zubairi		✓		

For: 32
Against: 31
Abstain: 0
Absent: 0
TOTAL: 63

RESOLVED that Council:

- 1.1 Note the final consultation report in Appendix G, the equalities impact assessments and the cumulative equalities impact assessments in Appendix H;
- 1.2 Approve the MTFs attached as Appendix A and the detailed revenue budgets in Appendices B1 and B2. The MTFs sets out all of the budget changes over the period 2016-20, including assumptions around inflation, changes to levies, pressures, savings and grant funding. It is the model around which the council's financial strategy is based.
- 1.3 Approve that the budget for 2016/17 is prepared on the basis of no increase to council tax in 2016/17, other than for the increase set out below in 1.4;
- 1.4 Approve application of the social care precept at 1.7% in 2016/17 – to help fund care for the elderly;
- 1.5 Note that the Chief Finance Officer under his delegated powers in accordance with para 4.3.2 of the Financial Regulations has calculated the amount of 135,324 (band D equivalents) as the Council Tax base for the year 2016/17 [item T in the formula in Section 31B (1) of the Local Government Finance Act 1992, as amended (the "Act")];
- 1.6 Approve the following amounts calculated for the year 2016/17 in accordance with Sections 31(A) and (B), 34, 35 and 36 of the Act:
 - a) £956,469,590 being the aggregate of the amounts which the council estimates for the items set out in Section 31A(2) (a) to (f) of the Act;
 - b) £804,761,913 being the aggregate of the amounts which the council estimated for the items set out in Section 31A(3) (a) to (d) of the Act;
 - c) £151,707,677 being the amount by which the aggregate at 1.6(a) above exceeds the aggregate at 1.6(b) above, calculated by the council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (Item R in the formula section 31A(4) of the Act);
 - d) £1,121.07 being the amount at 1.6(c) above (item R), divided by Item T (Item 1.5 above), calculated by the council, in accordance

with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

London Borough of Barnet Valuation Bands (£)

A	B	C	D	E	F	G	H
747.38	871.94	996.51	1121.07	1370.20	1619.32	1868.45	2242.14

Being the amounts given by multiplying the amounts at 1.6(d) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in valuation band D, calculated by the council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

- 1.7 Approve, on the advice of the Chief Finance Officer, that the council's basic amount of Council Tax for 2016/17 as set out in 1.6(d) above is not excessive in accordance with the principles approved under section 52ZB and 52ZC of the Local Government Finance Act 1992, set out in the Referendums relating to Council Tax increases (Principles) Report (England) 2016/17;
- 1.8 Approve that for the year 2016/17 the Greater London Authority has provisionally indicated that the following amounts in precepts will be issued to the council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Greater London Authority Valuation Bands (£)

A	B	C	D	E	F	G	H
184.00	214.67	245.33	276.00	337.33	398.67	460.00	552.00

- 1.9 Approve that having calculated the aggregate in each case of the amounts at 1.6(d) with the amounts at 1.8, the council, in accordance with Section 30(2) of the Local Government Finance Act 1992, sets the following amounts as the amounts of Council Tax for the year 2016/17 for each of the categories dwellings shown below:

Council Tax for Area (£)

A	B	C	D	E	F	G	H
931.38	1086.61	1241.84	1397.07	1707.53	2017.99	2328.45	2794.14

- 1.10 Approve that the Barnet Council Tax Support Scheme, adopted in January 2015, remain unchanged except for uprating in line with Department for Work and Pension changes for housing benefit.
- 1.11 Note that the working age non-dependent (ND) charges be uprated as set out in paragraph 1.6.14 of the Policy and Resources Committee Report.
- 1.12 Approve that in accordance with Section 38(2) of the Act the Chief Executive be instructed to place a notice in the local press of the amounts set under recommendation 1.9 above within a period of 21 days following the Council's decision;

- 1.13 Note the capital programme approved by Policy and Resources Committee as set out in Appendix C1 and C2, and that the Chief Officers be authorised to take all necessary actions for implementation;**
- 1.14 Approve that the Chief Finance Officer be authorised to adjust capital project budgets and financing in 2016/17 throughout the capital programme after the 2015/16 accounts are closed and the amount of slippage and budget carry forward required are known.**
- 1.15 Approve the approval of the Treasury Management Strategy for 2016/17 as set out in Appendix I;**
- 1.16 Note the following in relation to the Housing Revenue Account, approved by Policy and Resources Committee:**
- a) The proposed rent decrease by 1% for council dwelling as set out in paragraph 1.9.3 to take effect from 1 April 2016;**
 - b) The proposed increase to service charges for council dwelling as set out in paragraph 1.9.9 to take effect from 1 April 2016;**
 - c) The proposed rent increase of 2% for council garages as set out in paragraph 1.9.9 to take effect from 1 April 2016,**
- 1.17 Note the Housing Revenue Account estimates for 2016/17 as set out in Appendix D, approved by Policy and Resources Committee;**
- 1.18 Note the submission of the Authority Proforma Tool in relation to the Dedicated Schools Budget as set out in Appendix E;**
- 1.19 Note the Assurance fees and charges in Appendix F approved by Policy and Resources Committee, whilst noting the Adults, Children’s and Environment fees and charges that were approved at their relevant Theme Committee as detailed in Appendix F;**
- 1.20 Note the summary equality impact assessment (EIA) and cumulative assessment set out in section 5.6 of the Policy and Resources Committee report. Appendix H provides the cumulative impact and individual Delivery Unit assessments where significant changes to service delivery are proposed;**
- 1.21 Approve the reserves and balances policy as set out in Appendix K and indicative amounts as set out in para 1.11 of the Policy and Resources Committee report and the Chief Finance Officer’s assessment of adequacy of reserves in section 1.11. The Committee recommend to Council that CFO authorised to adjust balances in 2016/17 after 2015/16 accounts are closed and the amount of balances carry forward required are known;**
- 1.22 Note the budget movements approved by Policy and Resources Committee as set out in para 1.12 of the Policy and Resources Committee report;**
- 1.23 Note the transformation programme approved by Policy and Resources Committee as detailed in Appendix J and additional funding as set out in para 1.13 of the Policy and Resources Committee report;**

1.24 Note the write offs approved by Policy and Resources Committee as detailed in Appendix L and summarised in para 1.12.8 of the Policy and Resources Committee report;

1.25 Approve the corporate risk register as set out in Appendix M.

11.2 REPORT OF POLICY AND RESOURCES COMMITTEE - LOAN TO BARNET HOMES' REGISTERED PROVIDER (OPENDOOR HOMES) FOR THE DEVELOPMENT OF NEW AFFORDABLE HOMES

Councillor John Marshall and Councillor Ross Houston left the Chamber at the start of consideration of this item.

Councillor Richard Cornelius moved reception and adoption of the report. Debate ensued.

The recommendations as set out in the report were put to the vote, and were declared carried.

RESOLVED:

- 1. That Council approve the of a loan of £57.5m to Opendoor Homes, subject to approval of the establishment of Opendoor Homes as a Registered Provider by the Homes and Communities Agency on such terms as the Section 151 Officer considers, on advice, to be appropriate and in the best interests of the Council.**
- 2. That authority is delegated to the Council's Section 151 Officer to increase the loan amount as specified in recommendation 1 up to £65m during the draw down period, if needed to provide contingency for unanticipated increases in costs over the life of the development programme.**
- 3. That authority is delegated to the Council's Section 151 Officer; in consultation with HB Public Law and other professional advisors as appropriate, to agree the legal documentation to support the loan, including the Loan Agreement and Development Agreement.**
- 4. That authority is delegated to the Council's Section 151 Officer, in consultation with HB Public Law, to authorise entering into the Agreements on behalf of the Council and to do such acts as are reasonably required to give effect to the Agreements.**

11.3 REPORT OF POLICY AND RESOURCES COMMITTEE - ESTABLISHMENT OF A NEW WHOLLY OWNED COUNCIL HOUSING COMPANY

Councillor Tom Davey moved reception and adoption of the report. Debate ensued.

The recommendation as set out in the report was put to the vote and was declared carried.

RESOLVED:

That Council approve the creation of a wholly owned council housing company to develop and own homes, subject to the Policy and Resources Committee further agreeing the business plan in due course, prior to the wholly owned housing company commencing trading.

11.4 REPORT OF ASSETS REGENERATION AND GROWTH COMMITTEE - BRENT CROSS CRICKLEWOOD

The Worshipful the Mayor noted that that if there were any questions on the exempt report relating to this item, consideration and voting on the item would be deferred to the end of the meeting, with debate on the exempt information taken in exempt session. It was noted a Member wished to raise a matter relating to the exempt report and therefore consideration on the item was deferred to agenda item 16.

11.5 REPORT OF GENERAL FUNCTIONS COMMITTEE - PAY POLICY STATEMENT

Councillor Joan Scannell moved reception and adoption of the recommendation set out in the report of the General Functions Committee. Councillor Barry Rawlings moved his amendment. Debate ensued.

The amendment in name of Councillor Barry Rawlings was put to the vote. Votes were recorded as follows:

For:	31
Against:	32
Abstain:	0
Absent:	0
TOTAL:	63

The amendment was declared lost.

The recommendation as set out in the report was put to the vote. Votes were declared as follows:

For:	32
Against:	0
Abstain:	31
Absent:	0
TOTAL:	63

The recommendation in the report was declared carried.

RESOLVED that Council approves the annual Pay Policy Statement for the financial year 2016/17 (Annex A).

12. REPORTS OF OFFICERS

12.1 REPORT OF THE MONITORING OFFICER - MEMBERS ALLOWANCE SCHEME 2016-17

The Monitoring Officer moved reception and adoption of the recommendations set out in the report.

The recommendations as set out in the report were put to the vote. The votes were recorded as follows:

For:	32
Against:	2
Abstain:	29
Absent:	0
TOTAL:	63

The recommendations were declared carried.

RESOLVED that:

- 1. Council have regard to the recommendations of the Independent Panel on the Remuneration of Councillors in London as attached as Appendix A.**
- 2. Council approve the Members' Allowances Scheme attached as Appendix B for 2016/17 with effect from 1 April 2016.**

12.2 REPORT OF HEAD OF GOVERNANCE

The Head of Governance moved reception and adoption of the recommendations set out in the report. It was noted that there was an error in the narrative to Appendix B. The membership of the Chipping Barnet Area Planning Committee was not subject to proportionality rules, but must have one member from each of the relevant wards, which in this case was applicable to Cllr Paul Edwards for Underhill.

The recommendations as set out in Appendix A to the report were put to the vote, and were declared carried.

The recommendations as set out in Appendix B to the report were put to the vote, and were declared carried.

RESOLVED that:

- 1. Council note the changes to the Calendar of Meetings 2015/16 and 2016-17 in Appendix A.**
- 2. The Labour Group nomination for change of membership on the Committee detailed in Appendix B be approved.**

13. QUESTIONS FOR REPRESENTATIVES ON OUTSIDE BODIES

There were none.

14. MOTION TO EXCLUDE THE PRESS AND PUBLIC

The Worshipful the Mayor moved that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 12A of the Act (as amended).

15. REPORT OF ASSETS REGENERATION AND GROWTH COMMITTEE - BRENT

CROSS CRICKLEWOOD (EXEMPT)

Councillor Daniel Thomas introduced the report and moved reception and adoption. Debate ensued.

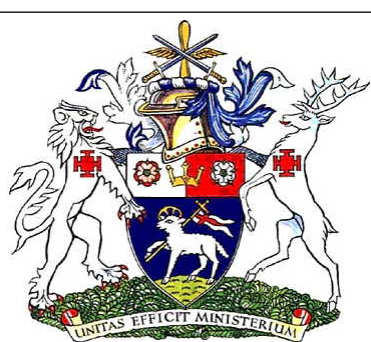
Following consideration of the exempt information the public were re-admitted to the meeting.

The recommendations as set out in the report were put to the vote, and were declared carried.

RESOLVED that Council:

- 1. Note the report of Assets, Regeneration and Growth Committee on 30 November 2015 as attached at Appendix 1 which approved the Joint Venture Structure and authorised the establishment of a Shadow Shareholder Board for the Brent Cross South Joint Venture, and that its terms of reference and membership to be drawn up for Council approval.**
- 2. Note the Brent Cross South Joint Venture Structure at Appendix 3 attached to the report of the Assets, Regeneration and Growth Committee on 30 November approved by the Committee on 30 November 2015.**
- 3. Agree the terms of reference for the Shadow Shareholder Board for the Brent South Joint Venture as outlined in paragraph 2.15.**
- 4. Agree that the composition and Membership of the Shadow Shareholder Board be agreed, as per paragraphs 2.13 and 2.14.**
- 5. Note the decisions outlined in Appendix 2 which will be required by the Shadow Shareholder Board as detailed in the Project Agreement and Shareholder and associated documentation necessary to form the Brent Cross South Joint Venture.**
- 6. Note that the Project Agreement, Shareholder Agreement and associated documentation will be reported to Assets, Regeneration and Growth Committee on 17 March 2017 for approval. That report will recommend that the Chief Executive be authorised in consultation with the Leader to finalise the documentation.**

The meeting finished at 9.11 pm



Council
4 April 2016

Title	Report of the Constitution Ethics and Probity Committee – Constitution Review and Amendment to Members Scheme of Allowance 2016-17
Report of	Head of Governance
Wards	All
Status	Public
Enclosures	<p>Annex 1 – Report to Constitution Ethics and Probity Committee, 17 March 2016</p> <p>Annex 1A – Decisions of the Constitution Ethics and Probity Committee, 17 March 2016</p> <p>Appendix A: Article 9</p> <p>Appendix B: Responsibility for Functions</p> <p>Appendix C: Responsibility for Functions, Annex A</p> <p>Appendix D: Meetings Procedure Rules</p> <p>Appendix E: HR Regulations</p> <p>Appendix F: Public Participation and Engagement</p> <p>Appendix G: Members Allowance Scheme 2016/17</p>
Officer Contact Details	Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk

Summary

The Constitution, Ethics and Probity Committee at its meeting of 17 March 2016 considered a report on the Constitution, reviewing various sections. Only Full Council may amend the Constitution and therefore Council are recommended to approve the various recommendations of the Committee that would alter the Constitution.

The Committee also considered a report on 'The Recruitment of Independent Persons to the Standards Committee' asking the Committee to take the next steps in implementing the decision of Full Council on 8 December 2015 to establish a Standards Committee, including the recruitment of a pool of up to four Independent Persons. This report included a recommendation to set the level of remuneration for the Independent Persons, for Full Council approval. The recommendation as approved by Constitution, Ethics and Probity Committee involves an amendment to section 6 of the Members Allowance Scheme 2016-17 which was approved by Council on 1 March. The revised Scheme is attached as Appendix G. This amendment is recommended for Full Council approval.

Recommendations

- 1. That Council approve the recommendations contained in the report from the Constitution Ethics & Probity Committee at Annexe 1A, and the track change versions attached at Appendix A to Appendix F.**
- 2. That the Monitoring Officer be authorised to implement these revisions and publish a revised Constitution.**
- 3. That Council approve the proposed remuneration for the Independent Persons of the Standards Committee and approve the amendments to the Members Allowance Scheme as contained in Appendix G.**

1. WHY THIS REPORT IS NEEDED

- 1.1 The Council adopted a new Constitution at the annual meeting on 2 June 2014 when a Committee System form of governance was introduced. At the end of 2014 and in 2015 a number of changes were proposed to the Constitution to ensure the smooth running of committees. These were considered by the Constitution, Ethics and Probity (CEP) Committee on and adopted by Full Council.
- 1.2 Following a further cycle of meetings some additional changes have been proposed to address inconsistencies and ensure correct processes are clearly set out. These were considered and agreed by CEP Committee meeting held on 17 March 2016. The report to the Committee (Annex 1) and decisions of the Committee (Annex 1B) sets out the proposed changes agreed by the Committee for recommendation to Full Council for adoption. The actual changes to the sections of the Constitution are then set out in Appendices A to G (as amended following consideration by the Committee on 17 March 2016).
- 1.3 Council approved the Members Allowance Scheme for 2016/17 at the meeting held on 1 March 2016. The proposed remuneration of the Independent

Persons to be appointed to the Standards Committee, as recommended by Constitution, Ethics and Probity Committee, requires an amendment to section 6 of the Members Allowance Scheme, as attached at Appendix H. This is recommended for Council approval.

- 1.4 Council are requested to note that the General Functions Committee which took place on 21 March 2016 did not consider a report on the senior management structure and the deletion of the post of Strategic Director of Commissioning. Consequently the proposed amendments to Responsibility for Functions, Annex B (Scheme of Delegated Authority to Officers) have been removed from the appendices and those changes will come forward for CEP Committee and Full Council approval at the appropriate time.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Constitution, Ethics and Probity Committee (CEP) is required under its terms of reference to proactively review and keep under review all aspects of the Constitution. The proposals contained in Appendices A to G were discussed by that Committee and are now recommended to ensure the smooth running of the Council.

- 2.2 Section 28 of the Localism Act 2011 the Council is required to appoint at least one Independent Person to give a view on complaints against members, including whether to investigate a complaint for alleged breach of the Council's Code of Conduct. CEP Committee has approved recommendations to take forward recruitment of a pool of Independent Persons. One of the recommendations considered by CEP Committee on 17 March was the level of remuneration for the Independent Persons. CEP Committee recommended the level of remuneration be:

“Payment on case by case basis:

- A fee of £127 where the views of the Independent Person have been sought but the case is not progressed to Committee;
- A fee of £200 where the views are sought and the case is referred to Standards Committee;
- A fee of £250 where the Independent Person has to sit as Chairman of a Standards Committee.”

- 2.2.1 This requires Council approval as it requires an amendment to Members Scheme of Allowance 2016/17. The proposed amendments are attached in Appendix H.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Options were put forward to the Committee and the attached report reflects the options chosen (as amended by the Committee) for recommendation to Council following discussion and debate.
- 3.2 The option of not changing the Constitution was not recommended as a number of issues had been identified that required amendment or clarification to ensure that the Council operated effectively and in accordance with its statutory requirements.

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 and for existing hard copies issued to be revised and replaced.
- 4.2 The Constitution Ethics and Probity 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 Barnet London Borough 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 Payments to Independent Persons will be met from the existing Members Allowances budget.

5.3 Legal and Constitutional References

- 5.3.1 Council Constitution, Responsibilities for Functions, Functions of Full Council, Paragraph 1.2: "Only the Council will adopt and change the Constitution, except where otherwise provided in the Constitution or by resolution of the Council".
- 5.3.2 Council Constitution, Responsibilities for Functions, Functions of Full Council, Paragraph 1.10: "Adopting the Members Allowances Scheme"

- 5.3.3 Council Constitution, Responsibilities for Functions – the Constitution, Ethics and Probity Committee terms of reference includes to: “Proactively to review and keep under review all aspects of the Council’s Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council”.
- 5.3.4 Council Constitution, Chief Officers “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”.
- 5.3.5 Constitution, Ethics and Probity Committee Committee’s terms of reference includes ‘To have responsibility for overseeing the Council’s governance arrangements’.
- 5.3.6 By S28 Localism Act 2011 the Council is required to appoint at least one Independent Person to give a view on complaints against members, including whether to investigate a complaint for alleged breach of the Council’s Code of Conduct. The Council may call upon the services of an Independent Person from another Council if necessary.
- 5.3.7 By S28(8)(b) of the Localism Act the Council may not appoint a person (or close associate of a person) who has been an officer, member or co-opted member of the Council within the 5 years prior to the appointment.
- 5.3.8 By S28(8)(c) of the Localism Act appointment of an Independent Person must be approved by Full Council.
- 5.3.9 As a result of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 the independent person will also have a role in relation to the dismissal of the Head of Paid Service, Monitoring Officer or Chief Finance Officer. At least two independent persons must be invited to join any disciplinary panel in this respect. The Council may not pay the independent person more money in respect of this role than is paid in relation to their Member conduct role.
- 5.3.10 There is a statutory requirement to ensure that the post is brought to the attention of the public – S 28(8)(c)(i).
- 5.3.11 There is no statutory limit on the term of appointment.

5.4 Risk Management

- 5.4.1 The process of managing changes to the Constitution through the Constitution Ethics and Probity Committee ensures that the proposals submitted to Council are developed through Member participation and consideration.

5.5 Equalities and Diversity

- 5.5.1 The decision making processes of the Council, as enshrined within the

Constitution, need to be transparent and accessible to all sectors of the community.

5.6 Consultation and Engagement

5.6.1 None in the context of this decision.

6. BACKGROUND PAPERS

- 6.1 Report of Constitution Ethics and Probity Committee, 17 March 2016, agenda item 7, The Recruitment of Independent Persons to the Standards Committee
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CIId=589&MIId=8393&Ver=4>
- 6.2 Report of Council, 1 March 2016, agenda item 12.1, Report of the Monitoring Officer: Members Allowance Scheme 2016/17
<http://barnet.moderngov.co.uk/ieListMeetings.aspx?CommitteeId=162>

	<p>Constitution, Ethics and Probity Committee</p> <p>17 March 2016</p>
<p>Title</p>	<p>Constitution Review</p>
<p>Report of</p>	<p>Head of Governance</p>
<p>Wards</p>	<p>None</p>
<p>Status</p>	<p>Public</p>
<p>Enclosures</p>	<p>Appendix A: Article 9 Appendix B: Responsibility for Functions Appendix C: Responsibility for Functions, Annex A Appendix D: Responsibility for Functions, Annex B Appendix E: Meetings Procedure Rules</p>
<p>Officer Contact Details</p>	<p>Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk</p>
<p>Summary</p>	
<p>This report seeks discussion and approval of revisions to the Constitution following the review of elements which require updating and review.</p>	

<p>Recommendations</p>
<p>That the Committee recommend to Council that the Constitution be amended to incorporate the changes set out in this report and the track change versions attached at Appendix A to Appendix E.</p>

1. WHY THIS REPORT IS NEEDED

- 1.1 The Council adopted a new Constitution at their annual meeting on 2 June 2014 when a Committee System form of governance was introduced. The system has now completed six full cycles of committee meetings:
- June – July 2014;

- September – December 2014;
- January – March 2015; and
- April – May 2015
- June – July 2015

- September – December 2015

- 1.2 At the Committee meetings held on 2 September 2014, 25 November 2014, 31 March 2015, 30 June 2015 and 16 November 2015 a number of changes were proposed to ensure the smooth running of committees most of which were approved for referral to Council. These changes to the constitution were adopted by Council on 23 September 2014, 16 December 2014, 14 April 2015, 28 July 2015, and 8 December 2015 respectively.
- 1.3 Since the November meeting of the Committee, a number of other issues have been identified. Changes to improve clarity in a number of areas are proposed in section 1.4 below.

1.4 The following table represents the changes proposed to sections of the Constitution and the reasons for the changes:

No.	Section	Reference	Issue Identified	Changes Made
1	Responsibility for Functions	Page 55-60	The current wording of paragraph 6.2 of Responsibility for Functions currently states that the Chairman of an Area Committee and/or Area Planning Committee "...may refer any item that it considers with a recommendation to the relevant committee within whose Terms of Reference it falls, by indicating immediately after the decision is taken that they require the decision to be referred up." As currently drafted it is not clear that a Chairman of an Area and/or Area Planning Committee is required to give reasons when using his / her authority to refer a matter to another committee and this is contrary to Article 10.2 which states that: All decisions of the Council will be made in accordance with the following principles...(g) the giving of reasons for the decision and the proper recording of those reasons." It would be best practice to specify that a reason should be given, consistent with the requirement for Committees to give reasons when referring a matter up.	Amend paragraph 6.2 of Responsibility for Functions to add: 'The report on the referral to Full Council or the relevant Committee to which the Committee or Sub-Committee reports shall set out the reasons given for the referral.'
2	Responsibility for Functions	Page 55-60	Members have proposed that an amendment be made to Section 6 of Responsibility for Functions (Members Rights to Refer Matters to Parent Body) to enable Area Committee Chairmen to have the ability to refer applications to the Area Committee Budget to relevant Theme Committee (Environment Committee for environment related schemes or Community Leadership Committee for community related projects). The proposed amendment would provide Chairmen with the flexibility and discretion to ensure that Area Committees achieve an appropriate balance between environment and community based projects when allocating funds via the Area Committee Budget.	Amend Responsibility for Functions to add a new paragraph 6.3: "A Chairman of an Area Committee may refer applications to the Area Committee Budget to the relevant Theme Committee (Environment Committee for environment related schemes or Community Leadership Committee for community related projects). The report to the relevant Committee to which the Area Committee refers the application shall set out the reasons given for the referral." Renumber subsequent sections.

No.	Section	Reference	Issue Identified	Changes Made
				<p>Amend Responsibility for Functions, Annex A, to add to Environment Committee and Community Leadership Committee terms of reference:</p> <p>“Determining applications to the Area Committee Budget referred by Area Committees.”</p>
3	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	Audit Committee terms of reference does not contain anything about ability to ‘refer’ or ‘recommend’ matters of concern to bring them to the attention of the relevant Committee for attention (frequently recently this has concerned contract compliance or performance issues by CSG or Re, but should equally encompass the ability to raise concerns regarding internal delivery units)	Amend Responsibility for Functions Annex A to add to Audit Committee terms of reference: ‘To make recommendations to the relevant Committee for consideration of audit assurance matters of significant concern’
4	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	It is recommended that performance and contract monitoring information be reported to Theme Committees in addition to Performance and Contract Management Committee to close a gap. It is suggested this be added to the terms of reference of each of the Theme Committees, and clarification provided from officers as to how this will work in practice.	Amend Responsibility for Functions Annex A to add to all Theme Committee terms of reference: ‘To receive reports on relevant performance information on Delivery Units providing services under the remit of the Committee’
5	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	The terms of reference of the Performance and Contract Management Committee note that the committee has a responsibility regarding Monitoring of Performance ‘against targets’. It has been noted that the committee monitors against KPIs and should be able to raise any matter regarding performance.	Amend Responsibility for Functions, Annex A to delete the words ‘against targets by’ from paragraph 2 and add the word ‘of’.
6	Responsibility for	Page 61-99	General Functions Committee terms of reference still	Amend Responsibility for Functions Annex A to

No.	Section	Reference	Issue Identified	Changes Made
	Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)		includes that GFC recommends calendar of meeting dates to Annual Council. This changed in October 2015 and it is now Council and not Annual Council which has the authority to approve	remove the word 'Annual' from the relevant paragraph in General Functions Committee terms of reference.
7	<p>Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)</p> <p>And</p> <p>Meeting Procedure Rules</p>	<p>Page 61-99</p> <p>Page 125-136</p>	<p>The rules regarding the process for changing committee meeting dates require clarification. Currently the process involves:</p> <ol style="list-style-type: none"> 1. Consult with Chairman of the General Functions Committee and Group Leaders (as per decision of Council on 26 January 2016); and 2. Consult with relevant Committee Chairman. Date to be amended subject to a majority of committee members being in agreement (in accordance with Meeting Procedure Rules 4.2) <p>It is also noted that General Functions Committee has within its terms of reference 'Agreeing mid-year adjustments to the approved Calendar of Meetings'. It is noted that in practice the involvement of GFC Committee in agreeing changes to individual meeting dates is does not occur, as there has been earlier involvement of the Chairman of GFC, the Group Leaders and the Chairman and committee members, who will have agreed a change.</p> <p>It is recommended that to avoid confusion this provision be deleted from GFC Committee terms of reference and that instead Meeting Procedure Rules are amended to clarify the process agreed by Council on 26 January of ensuring that the Chairman of GFC Committee and</p>	<p>Amend Responsibility for Functions, Annex A, terms of reference of General Functions Committee to delete 'Agreeing mid-year adjustments to the approved Calendar of Meetings'</p> <p>Amend Meeting Procedure Rule 4.2 to clarify that the process for changing a meeting date additionally requires consultation with the Chairman of GFC Committee and Group Leaders</p>

No.	Section	Reference	Issue Identified	Changes Made
			Group Leaders are also consulted on proposed changes to dates.	
8	Responsibility for Functions Annex B (Scheme of Delegated Authority to Officers); and Article 9	Page 101-123 Page 49-53	It is proposed that the post of Strategic Director for Commissioning position be deleted. This decision is due to be considered by General Functions Committee on 21 March. Subject to GFC's decision, it is recommended that references to the position and relevant delegated authority be deleted from the Constitution. To note, the position's delegated authority would transfer to the CE who has the authority 'To make any decision delegated to another officer'.	Amend Responsibility for Functions Annex B to delete the reference to the Delegated Authority to the Strategic Director for Commissioning: Amend Article 9 to delete references to the post in 9.01 b and 9.01 d.
9	Meeting Procedure Rules	Page 125-136	The current rules relating to Members' Items only allow Members to submit a Members Item to a committee or sub-committee to which they have been appointed to. The revised arrangements for Area Committee Budgets (being reported to the Community Leadership Committee on 9 March 2016) recommend that any Member should be able to sponsor an application to the Area Committee Budgets via a Members Item. Section 6 of Meetings Procedure Rules has been amended to give effect to this proposal.	Amend Meetings Procedure Rules to include a new Section 6.4 as follows: "Any Member will be permitted to have one matter only (with no sub-items) on the agenda for an Area Committee where the Member is sponsoring an application to an Area Committee Budget. Members' Items sponsoring an application to the Area Committee Budget must be submitted 12 clear working days before the meeting. Items received after that time will only be dealt with at the meeting if the Chairman agrees they are urgent."
10	Meeting Procedure Rules	Page 125-136	The Council's Constitution is currently silent in the event that a MP or GLA Member, or elected member from another neighbouring council makes a request to give an oral representation at a Planning Committee. Currently the following Meetings Procedures Rules may be referred to:	Amend Meeting Procedure Rules, paragraph 8.5 to add a new paragraph 8.5.3, as follows: The following arrangements applies in the case of Planning Committees: '8.5.3 MPs, GLA Members and Members from neighbouring councils may request to address

No.	Section	Reference	Issue Identified	Changes Made
			<p>“4.3 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.</p> <p>4.4 The Chairman shall have the power to invite any persons or bodies with a particular expertise on a given agenda item to give evidence to the Committee and answer questions. This power is in addition to the Public Participation Rules elsewhere in the Constitution.”</p> <p>However this has been challenged as:</p> <ol style="list-style-type: none"> 1. Invoking Meeting Procedure Rule 4.3 contradicts Public Participation rule 4.3 which states “In respect of planning committees only, there can be a maximum of two speakers in favour or against an application” 2. It is inaccurate to describe an elected member as having ‘particular expertise’. Also, invariably they will not have been invited by the Chairman, but instead have requested to speak. <p>It is currently not clear whether or not the ‘external’ elected representatives should be treated as members of the public for the purposes of Public Participation and Engagement Rules’ (currently in practice they are not).</p>	<p>a Planning or Area Planning meeting on a matter which affects their constituency or ward. Any such Member should give notice to the Chairman of the meeting before the start of the meeting. Any such Member would be allowed up to 3 minutes.’</p>
11	Responsibility for Functions	Page 55-60	<p>In order to increase the visibility of statutory role of the Lead Member for Children’s Services (LMCS), the Commissioning Director for Children’s Services has requested that a Member Role Profile for the LMCS be created and posted on the council’s website and that explicit reference is made to the role profile in the</p>	<p>Amend Section 1.19 of Responsibility for Functions as follows:</p> <p>Appointing the Lead Member for Children's Services, who will have the responsibilities as set out in the Role Profile for the Lead Member</p>

No.	Section	Reference	Issue Identified	Changes Made
			Constitution. The role profile will be updated on a regular basis to reflect changes to regulations / government guidance and reflect best practice.	for Children's Services published on the Council's website which will reflect relevant Regulations and Government guidance
12	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	As part of a number of improvements to children's governance arrangements, it is proposed that the constitution includes a specific responsibility in the terms of reference of the Children, Education, Libraries & Safeguarding Committee to receive and consider reports from the Corporate Parenting Advisory Panel. The purpose of the proposed amendment is to improve the linkages between the Panel and the Committee.	Amend Responsibility for Functions, Annex A to include in the terms of reference of the Children, Education, Libraries & Safeguarding Committee: To receive and consider reports as appropriate from the Corporate Parenting Advisory Panel
13	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	To strengthen the role of the Lead Member for Children's Services, it is proposed to enable the LMCS to present an annual report on critical children's issues to the Children, Education, Libraries & Safeguarding Committee	Amend Responsibility for Functions, Annex A to include in the terms of reference of the Children, Education, Libraries & Safeguarding Committee: Receive an annual report from the Lead Member for Children's Services covering key matters.
14	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	The Commissioning Director for Children's & Young People has identified that the current arrangements for the Children's Trust Board are not facilitating the statutory duty to cooperate (as required by Section 10 of the Children's Act 2004). It is proposed that the current terms of reference of the Children's Trust Board be deleted and updated including: i) updated terms of reference; and ii) a proposal that the Board meets as an Annual Children and Young People's Conference	Delete the previous terms of reference of the Children's Trust Board and update as set out in tracked changes amendments
15	Meetings Procedure	Page 125 -	To strengthen the role of the Lead Member for Children's	Create a new section 8.4 of Meetings

No.	Section	Reference	Issue Identified	Changes Made
	Rules	136	Services, it is proposed that the he/she be given additional rights to address committees, sub-committees or partnership boards which consider matters relating to children and young people	<p>Procedure Rules as follows:</p> <p>The Lead Member for Children’s Services has a right to make an untimed speech at a meeting of Committee, Sub-Committee or Partnership Board which is considering matters which relate children and young people, subject to giving notice to the Chairman of the meeting before the start of the meeting and the Chairman giving his or her consent.</p> <p>Renumber all subsequent sections.</p>
16	Meetings Procedure Rules	Page 125 - 136	To strengthen the role of the Lead Member for Children’s Services, it is proposed that the he/she be given additional rights to present Members Items to committees, sub-committees or partnership boards of which they are not a Member when those bodies are considering matters relating to children and young people	<p>Create a new section 6.3 of Meetings Procedure Rules as follows:</p> <p>The Lead Member for Children’s Services is permitted to have one matter only (with no-sub items) on the agenda for a meeting of a Committee, Sub-Committee or Partnership Board on which s/he does not serve when that body is considering an item which relates to children and young people</p> <p>Renumber all subsequent sections.</p>

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Constitution, Ethics and Probity 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 None considered. The options proposed in this report have been put forward as a result of experience so far in operating the Constitution. The Committee are to consider whether changes are required.

4. POST DECISION IMPLEMENTATION

- 4.1 The recommendations will form part of a report to Full Council on 4 April 2016 to make final approval.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Barnet London Borough 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 Legal and Constitutional References

- 5.3.1 Council's Constitution, Responsibilities for Functions, Annex A – the Constitution, Ethics and Probity Committee terms of reference includes responsibility to “proactively to review and keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council”.

- 5.3.2 In April 2013, the Department for Education has issued statutory guidance on the role of the Lead Member for Children's Services:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/271429/directors_of_child_services_-_stat_guidance.pdf

5.3.3 Section 19 of the Children Act 2004 details the statutory duty to appoint a Lead Member for Children’s Services.

5.3.4 Section 10 of the Children Act 2004 details the statutory duty to co-operate to improve well-being.

5.4 Risk Management

5.4.1 The process of managing changes to the Constitution through the Constitution Ethics and Probity Committee ensures that the proposals are developed through Member participation and consideration.

5.4.2 The proposed amendment to the Responsibility for Functions relating to the introduction of limitations on the referral mechanism will support the Council in ensuring that urgent decisions can be taken.

5.5 Equalities and Diversity

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

5.6 Consultation and Engagement

5.6.1 None in the context of this decision.

6. BACKGROUND PAPERS

6.1 None

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Decisions of the Constitution, Ethics and Probity Committee

17 March 2016

Members Present:-

Councillor John Marshall (Chairman)

Councillor Richard Cornelius	Councillor Alison Moore
Councillor Dr Devra Kay	Councillor Barry Rawlings
Councillor Sachin Rajput (substituting for Councillor Joan Scannell)	Councillor Anthony Finn (substituting for Councillor Melvin Cohen)

Apologies for Absence

Councillor Melvin Cohen

Councillor Joan Scannell

1. MINUTES OF LAST MEETING

RESOLVED that the minutes of the meeting held on 16 November 2015 be approved as a correct record.

2. ABSENCE OF MEMBERS (IF ANY)

Apologies for absence had been received from:

- Councillor Melvin Cohen (who was substituted for by Councillor Anthony Finn); and
- Councillor Joan Scannell who was substituted for by Councillor Sachin Rajput).

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

There were none.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

There was none.

5. PUBLIC QUESTION AND COMMENTS (IF ANY)

There were none.

6. MEMBERS ITEM IN THE NAME OF COUNCILLOR RICHARD CORNELIUS

Councillor Richard Cornelius introduced the Member's item in his name which requested the committee to consider the matter set out in paragraph 1.1 of the report. He advised the committee that he wished to amend his original recommendation as follows:

“No vacant posts at Assistant Director level or above shall be advertised or recruited to without prior Committee approval and all new posts at Assistant Director level or above shall be created by committee decision and not by delegated powers.”

The Committee discussed the proposal set out in the report. Councillor Cornelius advised the committee that the intention was that when senior posts became vacant or new posts were proposed these could be considered by General Functions Committee, Policy and Resources Committee or Urgency Committee.

RESOLVED that officers be instructed to draft proposed changes to the Constitution for Council consideration on 4 April 2016 to give effect that “No vacant posts at Assistant Director level or above shall be advertised or recruited to without prior Committee approval and all new posts at Assistant Director level or above shall be created by committee decision and not by delegated powers.”

7. RECRUITMENT OF INDEPENDENT PERSONS TO CHAIR THE STANDARDS COMMITTEE

The Monitoring Officer presented a report which asked the Committee to take the next steps in implementing the decision of Full Council on 8 December 2015 in relation to the appointment of a panel of Independent Persons.

The Monitoring Officer clarified that the proposals are for the recruitment of a pool, not a panel, of up to four independent persons, and confirmed that the first recommendation would be amended to reflect this. The Committee were advised that independent persons would sit as a non-voting chairman of the Standards Committee or sit on a disciplinary panel in the event of the proposed dismissal of the Head of Paid Service, Monitoring Officer or Chief Finance Officer.

The Committee noted that legislation enabled the council to extend the appointment of the existing Independent Members who had supported the former Group Leaders Panel.

In reviewing the Recruitment Pack attached at Appendix 1, the Committee agreed the following changes:

In the section titled ‘The role as an Independent Person requires someone who...’ amend:

- Bullet point 5 to read “is able to make reasoned judgments based on evidence or information presented and explain reasons for their judgment”
- Bullet point 6 to read “possesses good questioning skills”
- Bullet point 7 “demonstrates assertiveness”

In the section titled ‘You cannot be an Independent Person if you are...’ amend: Bullet point 2 to add at the end of the sentence “...or held these positions within the last five years”.

RESOLVED that:

- 1. A pool of up to four potential Independent Persons should be selected for recommendation to Council.**
- 2. The recruitment pack for advertisement, as set out in Appendix 1 of the report and as amended above, be approved.**
- 3. Advertising be approved as per Option 2, as set out in paragraph 1.5 of the report.**
- 4. The composition of the Interview Panel is comprised of the Monitoring Officer and one member from each party to be drawn from the membership of the Constitution Ethics and Probity Committee.**
- 5. The level of remuneration to recommend to Council to pay the Independent Person be approved as per Option 3 in paragraph 1.8 and the Members Scheme of Allowances be amended.**
- 6. The period of appointment for the Independent Person be as per Option 2 in paragraph 9.**
- 7. The Monitoring Officer be given delegated authority to finalise the recruitment pack and make the necessary arrangements to advertise the positions and schedule the interviews for the Independent Persons, in consultation with the Chairman of Constitution, Ethics and Probity Committee.**

8. CONSTITUTION REVIEW

The Monitoring Officer introduced the report.

Councillor Barry Rawlings MOVED an amendment to make a change to Public Participation and Engagement, Rule 3.2 as follows: delete "...10am on the second clear working day prior to the meeting" and replace with "...10am on the third working day prior to the meeting". The reason for the amendment being to make the wording consistent with that used in the public questions deadline to avoid causing confusion to the public.

Upon being put to the VOTE the amendment was declared carried.

Councillor Barry Rawlings MOVED as follows:

"Main Committees and Member Working Groups established by Committees:

1. That CEP agrees to formalise member working groups established by Committees in the constitution so access to information rules apply to them.
2. That the number of main committees are reduced, to help free up resources for this, from 8 to 4 as follows:
 - Merge Assets Regeneration and Growth, Housing & Environment Committees

- Merge Adults & Safeguarding and Children Education Libraries and Safeguarding Committees
- Merge Community Leadership & Policy and Resources Committees

3. That officers bring back proposals to enact this within the Constitution.”

Upon being put to the VOTE the motion was declared LOST. Votes were recorded as follows:

In Favour	3
Against	4
Abstentions	0

Councillor Richard Cornelius MOVED an amendment to Article 9 (Chief Officers), section 9.01 (c) (Statutory Officers). It was proposed that the words “(works with Members and the Strategic Commissioning Board to deliver the council’s themes)” be deleted after the wording “Head of Paid Service” in the ‘Statutory Designation’ column of the table.

Upon being put to the VOTE the amendment was declared carried.

Following consideration of the report the Chairman moved to the vote on the remaining recommendations.

Councillor Barry Rawlings MOVED that proposal no. 2 from the Constitution Review report (relating to the referral of Area Committee Budget applications) be deleted. Upon being put to the VOTE the motion was declared LOST. Votes were recorded as follows:

In Favour	3
Against	4
Abstentions	0

RESOLVED –

1. That the Committee recommend to Council a change to Public Participation and Engagement, Rule 3.2: Public Comments to delete “10am on the second clear working day prior to the meeting” and replace with “10am on the third working day prior to the meeting”.
2. That the Committee recommend to Council a change to Article 9 (Chief Officers), section 9.01 (c) (Statutory Officers) after ‘Head of Paid Service’ to delete the words “...(works with Members and the Strategic Commissioning Board to deliver the council’s themes)”
3. That the Committee recommend to Council that the Constitution be amended to incorporate the changes set out in the table below and the track change versions attached at Appendix A to Appendix E.

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
1	Responsibility for Functions	Page 55-60	<p>The current wording of paragraph 6.2 of Responsibility for Functions states that the Chairman of an Area Committee and/or Area Planning Committee "...may refer any item that it considers with a recommendation to the relevant committee within whose Terms of Reference it falls, by indicating immediately after the decision is taken that they require the decision to be referred up." As currently drafted it is not clear that a Chairman of an Area and/or Area Planning Committee is required to give reasons when using his / her authority to refer a matter to another committee and this is contrary to Article 10.2 which states that: All decisions of the Council will be made in accordance with the following principles...(g) the giving of reasons for the decision and the proper recording of those reasons." It is recommended paragraph 6.2 be amended to specify that a reason should be given, consistent with the requirement for Committees to give reasons when referring a matter up.</p>	Agreed as per report
2	Responsibility for Functions	Page 55-60	<p>Members have proposed that an amendment be made to Section 6 of Responsibility for Functions (Members Rights to Refer Matters to Parent Body) to enable Area Committee Chairmen to have the ability to refer applications to the Area Committee Budget to relevant Theme Committee (Environment Committee for environment related schemes or Community Leadership Committee for</p>	Agreed as per report

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
			community related projects). The proposed amendment would provide Chairmen with the flexibility and discretion to ensure that Area Committees achieve an appropriate balance between environment and community based projects when allocating funds via the Area Committee Budget. It is recommended consequential changes be made to the relevant Committee terms of reference.	
3	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	Audit Committee terms of reference does not contain anything about ability to 'refer' or 'recommend' matters of concern to bring them to the attention of the relevant Committee for attention (frequently recently this has concerned contract compliance or performance issues by CSG or Re, but should equally encompass the ability to raise concerns regarding internal delivery units). It is recommended an amendment be made to Annex A Responsibility for Functions to add this.	Agreed as per report
4	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	It is recommended that performance and contract monitoring information be reported to Theme Committees in addition to Performance and Contract Management Committee to close a gap. It is suggested this be added to the terms of reference of each of the Theme Committees, and clarification provided from officers as to how this will work in practice.	Agreed as per report
5	Responsibility for Functions, Annex A (Membership	Page 61-99	The terms of reference of the Performance and Contract Management Committee note that the committee has a	Agreed as per report, subject to the amendment of

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
	and Terms of Reference of Committees, Sub-Committee and Partnership Boards)		responsibility regarding Monitoring of Performance 'against targets'. It has been noted that the committee monitors against KPIs and should be able to raise any matter regarding performance.	the terms of reference as follows: “(2) Monitoring of Performance including, but not limited to, targets of Delivery Units and Support Groups...”
6	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	General Functions Committee terms of reference still includes that GFC recommends calendar of meeting dates to Annual Council. This changed in October 2015 and it is now Council and not Annual Council which has the authority to approve	Agreed as per report
7	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards) And Meeting Procedure Rules	Page 61-99 Page 125-136	The rules regarding the process for changing committee meeting dates require clarification. Currently the process involves: 1. Consult with Chairman of the General Functions Committee and Group Leaders (as per decision of Council on 26 January 2016); and 2. Consult with relevant Committee Chairman. Date to be amended subject to a majority of committee members being in agreement (in accordance with Meeting Procedure Rules 4.2)	Agreed as per report

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
			<p>It is also noted that General Functions Committee has within its terms of reference 'Agreeing mid-year adjustments to the approved Calendar of Meetings'. It is noted that in practice the involvement of GFC Committee in agreeing changes to individual meeting dates is does not occur, as there has been earlier involvement of the Chairman of GFC, the Group Leaders and the Chairman and committee members, who will have agreed a change.</p> <p>It is recommended that to avoid confusion this provision be deleted from GFC Committee terms of reference and that instead Meeting Procedure Rules are amended to clarify the process agreed by Council on 26 January of ensuring that the Chairman of GFC Committee and Group Leaders are also consulted on proposed changes to dates.</p>	
8	Responsibility for Functions Annex B (Scheme of Delegated Authority to Officers); and Article 9	Page 101-123 Page 49-53	It is proposed that the post of Strategic Director for Commissioning position be deleted. This decision is due to be considered by General Functions Committee on 21 March. Subject to GFC's decision, it is recommended that references to the position and relevant delegated authority be deleted from the Constitution. To note, the position's delegated authority would transfer to the CE who has the authority 'To make any decision delegated to another officer'.	Agreed as per report
9	Meeting Procedure Rules	Page 125-136	The current rules relating to Members' Items only allow Members to submit a Members	Agreed as per report

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
			<p>Item to a committee or sub-committee to which they have been appointed to. The revised arrangements for Area Committee Budgets (being reported to the Community Leadership Committee on 9 March 2016) recommend that any Member should be able to sponsor an application to the Area Committee Budgets via a Members Item. Section 6 of Meetings Procedure Rules has been amended to give effect to this proposal.</p>	
10	Meeting Procedure Rules	Page 125-136	<p>The Council's Constitution is currently silent in the event that a MP or GLA Member, or elected member from another neighbouring council makes a request to give an oral representation at a Planning Committee.</p> <p>Currently the following Meetings Procedures Rules may be referred to:</p> <p>“4.3 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.</p> <p>4.4 The Chairman shall have the power to invite any persons or bodies with a particular expertise on a given agenda item to give evidence to the Committee and answer questions. This power is in addition to the Public Participation Rules elsewhere in the Constitution.”</p> <p>However this has been challenged as:</p>	Agreed as per report

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
			<p>1. Invoking Meeting Procedure Rule 4.3 contradicts Public Participation rule 4.3 which states “In respect of planning committees only, there can be a maximum of two speakers in favour or against an application”</p> <p>2. It is inaccurate to describe an elected member as having ‘particular expertise’. Also, invariably they will not have been invited by the Chairman, but instead have requested to speak.</p> <p>It is currently not clear whether or not the ‘external’ elected representatives should be treated as members of the public for the purposes of Public Participation and Engagement Rules’ (currently in practice they are not).</p>	
11	Responsibility for Functions	Page 55-60	In order to increase the visibility of statutory role of the Lead Member for Children’s Services (LMCS), the Commissioning Director for Children’s Services has requested that a Member Role Profile for the LMCS be created and posted on the council’s website and that explicit reference is made to the role profile in the Constitution. The role profile will be updated on a regular basis to reflect changes to regulations / government guidance and reflect best practice.	Agreed as per report
12	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees,	Page 61-99	As part of a number of improvements to children’s governance arrangements, it is proposed that the constitution includes a specific responsibility in the terms of reference of the Children, Education, Libraries &	Agreed as per report

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
	Sub-Committee and Partnership Boards)		Safeguarding Committee to receive and consider reports from the Corporate Parenting Advisory Panel. The purpose of the proposed amendment is to improve the linkages between the Panel and the Committee.	
13	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	To strengthen the role of the Lead Member for Children's Services, it is proposed to enable the LMCS to present an annual report on critical children's issues to the Children, Education, Libraries & Safeguarding Committee	Agreed as per report
14	Responsibility for Functions, Annex A (Membership and Terms of Reference of Committees, Sub-Committee and Partnership Boards)	Page 61-99	The Commissioning Director for Children's & Young People has identified that the current arrangements for the Children's Trust Board are not facilitating the statutory duty to cooperate (as required by Section 10 of the Children's Act 2004). It is proposed that the current terms of reference of the Children's Trust Board be deleted and updated including: i) updated terms of reference; and ii) a proposal that the Board meets as an Annual Children and Young People's Conference	Agreed as per report
15	Meetings Procedure Rules	Page 125-136	To strengthen the role of the Lead Member for Children's Services, it is proposed that the he/she be given additional rights to address committees, sub-committees or partnership boards which consider matters relating to children and young people	Agreed as per report, subject to the deletion of the words 'untimed' from Section 8.4
16	Meetings	Page 125-	To strengthen the role of the	Agreed as per

No.	Section	Reference (papers submitted to Committee)	Changes contained in the report to Constitution, Ethics and Probity Committee	Recommendation to Full Council
	Procedure Rules	136	Lead Member for Children's Services, it is proposed that the he/she be given additional rights to present Members Items to committees, sub-committees or partnership boards of which they are not a Member when those bodies are considering matters relating to children and young people	report

9. COMMITTEE SYSTEM AND CONSTITUTION REVIEW - SUMMARY OF OUTCOMES

The Monitoring Officer introduced the report which summarised the outcomes of the Committee System and Constitution Review.

RESOLVED that the committee note the outcomes of the review.

10. ANY OTHER ITEM(S) THAT THE CHAIRMAN DECIDES ARE URGENT

There were none.

The meeting finished at 7.55 pm

Article 9 – Chief Officers

9.01 Management Structure

(a) **General.** The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.

(b) **Chief Officers.** The Council will engage persons for the following posts, who will be designated chief officers:

Chief Executive (Head of Paid Service)
Chief Operating Officer (Section 151 Officer)

Strategic Director for Commissioning
Commissioning Director, Children and Young People
Commissioning Director, Growth and Development
Commissioning Director, Adults and Health
Commissioning Director, Environment
Assurance Director (Monitoring Officer)

Public Health Commissioner (Director of Public Health)

The Assurance Director will have reserve powers to exercise all or any of the powers delegated to the Head of Legal or the Head of Governance under the Constitution.

(c) Statutory Officers

The Council will designate the following posts as shown:

Post	Statutory Designation
Chief Executive	Head of Paid Service (works with Members and the Strategic Commissioning Board to deliver the council's themes)
Assurance Director	Monitoring Officer
Chief Operating Officer	Chief Finance Officer Section 151 Officer
Commissioning Director, Children and Young People	Director of Children's Services
Commissioning Director, Adults and Health	Director for Adult Social Services
Deputy Chief Operating Officer	Deputy Section 151 Officer
Public Health Commissioner	Director of Public Health

(d) Other Chief Officers

Post
Strategic Director for Commissioning
Commissioning Director, Growth and Development
Commissioning Director, Environment

Such posts will have the functions described in Article 9.02-9.07 below.

9.02 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.
References:
Section 4 and 5, Local Government and Housing Act 1989
- (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.

9.03 Functions of the Monitoring Officer

- (a) **Maintaining the Constitution.** 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.
- (b) **Ensuring lawfulness and fairness of decision-making.** After consulting with the Head of Paid Service and Chief Operating Officer, the Monitoring Officer will report to the full council if s/he considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission would give rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Supporting the Constitution, Ethics and Probity Committee.** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution, Ethics and Probity Committee.
- (d) **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 to the Group Leaders Panel.

- (g) **Contributing to corporate management.** The Monitoring Officer will contribute to the corporate management of the council, in particular through the provision of legal advice and advice on probity and good administration.
- (h) **Providing advice.** The Monitoring 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.
- (i) **Restrictions on posts.** The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.
- (j) **Register of Members Interests.** The Monitoring Officer will keep and maintain the Register of Members Interests and ensure its availability to the public.

References:

(Section 5), Local Government and Housing Act 1989

Sections 60, 64-66, Local Government Act 2000

Chapters 8 and 9, DETR Guidance

Part 10, sections 183 to 203 of the Local Government and Public Involvement in Health Act 2007

Section 29(1), Localism Act 2011

9.04 Functions of the Chief Finance 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) **Contributing to corporate management.** The Chief Finance Officer will contribute to the corporate management of the council, in particular through the provision of professional financial advice.
- (e) **Providing 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.
- (f) **Give financial information.** The Chief Finance Officer will provide financial information to the media, members of the public and the community.

9.05 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 Commissioning 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.

9.06 Functions of the Director of Adult Social Services

- (a) The Commissioning Director, Adults 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 Commissioning Director, Adults 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.

9.07 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.

9.08 Other Chief Officers

The other Chief Officers as referred to in 9.01 (d) will discharge the statutory functions detailed in Responsibility for Functions, Annex B (Scheme of Delegated Authority to Officers).

9.09 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 opinion sufficient to allow their duties to be performed.

9.10 Conduct

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

9.11 Employment

The recruitment, selection and dismissal of officers will comply with the Human Resources (HR) Regulations as set out in this Constitution.

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Responsibility for Functions

PREFACE

This part of the Constitution explains who is responsible for the various functions of the Council.

The Council is the supreme decision making body and may, with some exceptions, exercise any of the functions vested in the Council by law. It may also delegate many of those functions to a Committee, a Sub-committee or Officer. In this Part, the term “full Council” refers to the Council exercising functions itself, as opposed to acting through Committees, Sub-committees or Officers.

1. FUNCTIONS OF FULL COUNCIL

Only the full Council will exercise the following functions:

- 1.1 Approving the strategic financing of the Council, upon recommendations of the Policy and Resources Committee, including:
 - 1.1.1 Determination of the financial strategy;
 - 1.1.2 Approval of the Budget;
 - 1.1.3 Approval of the capital programme;
 - 1.1.4 Setting the Council Tax;
 - 1.1.5 Determination of fees and charges where authority to set these has not been delegated; and
 - 1.1.6 Determination of borrowing limits.
- 1.2 Adopting and changing the Constitution, except where otherwise provided in the Constitution or by resolution of the Council.
- 1.3 Approving and adopting the Policy Framework (as described in Article 4).
- 1.4 Approving matters which require a decision that represents a significant departure from any existing strategy, policy or budget previously agreed by the Council.
- 1.5 Receiving reports and recommendations from the Health Overview and Scrutiny Committee and any other Committee.
- 1.6 All policy matters and new proposals relating to significant partnerships with external agencies and local authority companies.
- 1.7 Agreeing and amending the terms of reference of Committees, deciding on their composition and making appointments to them.
- 1.8 Appointing representatives to outside bodies (including school governing bodies) where an urgent decision is required before the next scheduled General

Functions Committee, unless that appointment has been delegated by the Council.

- 1.9 Delegating significant functions to other local authorities or their executives and deciding whether or not to accept such a delegation from another local authority.
- 1.10 Adopting a Members Allowance Scheme.
- 1.11 Changing the name of the Borough.
- 1.12 Electing Chairmen and Vice-Chairmen of Committees.
- 1.13 Conferring the title of Freeman of the Borough.
- 1.14 Confirming the appointment or dismissal of the Head of Paid Service.
- 1.15 Determining any delegation to Officers which does not fall within the scope or terms of reference of any Committee.
- 1.16 Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation or personal bills.
- 1.17 All other matters which, by law, must be reserved to the Council.
- 1.18 Electing the Leader of the Council; and electing the Mayor.
- 1.19 Appointing the Lead Member for Children's Services, who will have the responsibilities as set out in the Role Profile for the Lead Member for Children's Services published on the Council's website which will reflect out from time to time ~~in~~ relevant Regulations and Government guidance.
- 1.20 Approval of annual pay policy statement.

2. **FUNCTIONS DELEGATED TO COMMITTEES**

Other functions of the Council are delegated to Committees in accordance with the Terms of Reference set out in Annex A.

3. **OFFICER DELEGATIONS**

The functions delegated to Officers are set out in Annex B. Where a function has been delegated to an officer(s) ("delegated officers"), the decision may be taken in the name of (but not necessarily personally by) such delegated officer(s) by another officer(s) in accordance with arrangements made from time to time by such delegated officer(s) for this purpose.

4. **INTERPRETATION**

In this part of the Constitution:

"the 2000 Act" means the Local Government Act, 2000;

“the 2000 Regulations” means the Local Authorities (Functions and Responsibilities) (England) Regulations, 2000;

“the 2007 Act” means the Local Government and Public Involvement in Health Act, 2007;

“the 1972 Act” means the Local Government Act, 1972.

5 LIMITATIONS ON DELEGATION TO COUNCIL COMMITTEES AND SUB-COMMITTEES

5.1 Committees and Sub-Committees of the Council (or the Council acting as Licensing Authority) are authorised to discharge all functions within their terms of reference with the exception of:

- Those matters referred to in the above list
- Decisions reserved to the Council meeting in Article 4 of the Constitution

5.2 The Area Planning Committees can take decisions within their terms of reference provided they are not within the list of matters reserved to the Planning Committee, or contrary to Council policy or outside budget.

5.3 Area Committees may take decisions within their terms of reference provided they are not matters which are the responsibility of the Licensing Committee or Licensing Sub-Committee, or contrary to Council policy (or contrary to the Statement of Licensing Policy) or outside budget.

6 MEMBERS’ RIGHTS TO REFER MATTERS TO PARENT BODY

6.1 Any Committee listed in the following schedule may decide to report on any matter to Council and any Sub-Committee may report to its parent committee. In such cases the decision is reached by the usual process, such as a majority vote. The report may make recommendations or seek instructions.

6.2 A Chairman of an Area and/or Area Planning Committee may refer any item that it considers with a recommendation to the relevant committee within whose Terms of reference it falls, by indicating immediately after the decision is taken that they require the decision to be referred up. The report on the referral to Full Council or the relevant Committee to which the Committee or Sub-Committee reports shall set out the reasons given for the referral.

6.3 A Chairman of an Area Committee may refer applications to the Area Committee Budget to the relevant Theme Committee (Environment Committee for environment related schemes or Community Leadership Committee for community related projects). The report to the relevant Committee to which the Area Committee refers the application shall set out the reasons given for the referral.

6.4 Subject to the exceptions set out below, a specified number of Members of a Committee or Sub-Committee (see the table below) may require that any decision of the Committee or Sub-Committee is referred up to the next practicable meeting of Full Council or the relevant Committee to which the Committee or Sub-

Committee reports, by indicating immediately after the decision is taken that they require the decision to be referred up. The report to Full Council or the relevant Committee to which the Committee or Sub-Committee reports on the referral shall set out the reasons given for the referral.

Committee/Sub-Committee	No. of members required to support a referral	Council / reporting committee
Planning	3	Council
Area Planning Committees	2	Planning Committee (if within the Terms of Reference of the Planning Committee)
Area Committees	2	Environment or relevant Committee
General Functions Committee	3	The Council
All Other Committees	3 (where the Membership is less than 9) and 4 (where the Membership 9 or more)	Council

6.4 In such a case:-

6.4.1 for committees, the action the committee had proposed to take will be recommended to the Council;

6.4.2 for sub-committees, the action the sub-committee had proposed to take will be recommended to the committee;

6.4.3 no action shall be taken on the matter in the meantime.

Exceptions

6.5 The first exception is that a report may not be referred up unless it is key. A key decision is one which:

- will result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- is significant in terms of its effects on communities living or working in an area comprising two or more wards

This exception does not apply to referrals from Area Planning Committees to the Planning Committee.

6.6 The second exception is that no matter that has been the subject of a decision by the Council or, in the case of Sub-Committees, the parent Committee in the previous six months may be referred up.

- 6.7 The third exception is Area Planning Committees, where no matter relating to the regulatory and enforcement functions of the Council relating to town and country planning and the control of buildings and new streets may be referred to the Planning Committee unless it falls within the terms of reference of the Planning Committee.
- 6.8 The fourth exception is the Planning Committee, where no matter relating to town and country planning may be referred up to the Council meeting except where required by law. The Planning Committee may only refer up non-planning matters.
- 6.9 The fifth exception is the Pension Fund Committee.
- 6.10 The sixth exception is that a report may not be referred up if it is urgent. An urgent report is one which sets out why a decision is required before the next meeting of the Council, and which the Chairman of the Committee and the Chief Executive have agreed is urgent.
- 6.11 Section 6 shall not apply to the Licensing Committee, the Licensing Sub-Committee, the Appeals Committee and Chief Officer Appointment Panel.

7. URGENCY PROVISIONS

- 7.1 If a decision on an issue is required as a matter of urgency and if time allows under the provisions of the Access to Information Rules then a Committee comprising of the Leader, the Deputy Leader, and the Leader of the Opposition will be called. The decision may be within the terms of reference of another committee, but this will not invalidate the decision as the arrangements to discharge the function in cases of urgency is through a committee comprising the three specified members. The Committee must consult with the Chairman of the relevant Committee.
- 7.2 In cases where a decision on the issue is so urgent that there is insufficient time to call a committee, then arrangements can be made to discharge the function through the Chief Executive in consultation with the Leader or the Chairman of the relevant Committee. The decision must be reported back to the parent committee at its next meeting or if it is a general Council matter then it should be reported to the next meeting of full Council.

8 JOINT ARRANGEMENTS

- 8.1 The following are the joint arrangements for the discharge of functions which are the responsibility of the Council:
- London Boroughs Grants Scheme under Section 48 Local Government Act 1985.
 - London Councils Transport and Environment Committee Agreement dated 13 December 2001.
 - Association of London Government agreement dated 1 April 2000.

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ANNEX A TO RESPONSIBILITY FOR FUNCTIONS - Membership and Terms of Reference of Committees, Sub-Committees and Partnership Boards

Body responsible	Functions	Membership												
<p>Policy and Resources Committee</p>	<p>(1) To be the principal means by which advice on strategic policy and plans is given and co-ordinated and to recommend to Full Council, as necessary, on strategic issues. This is to include:</p> <ul style="list-style-type: none"> • Approval of the Corporate Plan • Council's Capital and Revenue Budget setting (subject to Full Council) and Medium Term Financial Strategy • Ensuring effective Use of Resources and Value for Money <p>(2) To be responsible for the overall strategic direction of the Council including the following specific functions/activities:</p> <table border="1" data-bbox="418 981 1050 2072"> <tbody> <tr> <td data-bbox="418 981 743 1144"> <ul style="list-style-type: none"> • Customer Care, Communications and Resident Engagement </td> <td data-bbox="750 981 1050 1144"> <ul style="list-style-type: none"> • Strategic Partnerships </td> </tr> <tr> <td data-bbox="418 1153 743 1532"> <ul style="list-style-type: none"> • Equalities, Diversity and Community Cohesion </td> <td data-bbox="750 1153 1050 1532"> <ul style="list-style-type: none"> • Approve development of statutory Local Plan and related documents and Neighbourhood Plans (for adoption by Full Council) </td> </tr> <tr> <td data-bbox="418 1541 743 1695"> <ul style="list-style-type: none"> • Internal Transformation programmes </td> <td data-bbox="750 1541 1050 1695"> <ul style="list-style-type: none"> • Local Taxation-Billing, Collection and Recovery </td> </tr> <tr> <td data-bbox="418 1704 743 1756"> <ul style="list-style-type: none"> • Write off of debt </td> <td data-bbox="750 1704 1050 1756"> <ul style="list-style-type: none"> • Insurance </td> </tr> <tr> <td data-bbox="418 1765 743 1883"> <ul style="list-style-type: none"> • Treasury Management Strategy </td> <td data-bbox="750 1765 1050 1883"> <ul style="list-style-type: none"> • Information Technology provision </td> </tr> <tr> <td data-bbox="418 1892 743 2072"> <ul style="list-style-type: none"> • Housing Benefit, Council Tax Support and Welfare programmes </td> <td data-bbox="750 1892 1050 2072"> <ul style="list-style-type: none"> • Mayoralty budget </td> </tr> </tbody> </table>	<ul style="list-style-type: none"> • Customer Care, Communications and Resident Engagement 	<ul style="list-style-type: none"> • Strategic Partnerships 	<ul style="list-style-type: none"> • Equalities, Diversity and Community Cohesion 	<ul style="list-style-type: none"> • Approve development of statutory Local Plan and related documents and Neighbourhood Plans (for adoption by Full Council) 	<ul style="list-style-type: none"> • Internal Transformation programmes 	<ul style="list-style-type: none"> • Local Taxation-Billing, Collection and Recovery 	<ul style="list-style-type: none"> • Write off of debt 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • Treasury Management Strategy 	<ul style="list-style-type: none"> • Information Technology provision 	<ul style="list-style-type: none"> • Housing Benefit, Council Tax Support and Welfare programmes 	<ul style="list-style-type: none"> • Mayoralty budget 	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>Committee to be made up in accordance with proportionality.</p>
<ul style="list-style-type: none"> • Customer Care, Communications and Resident Engagement 	<ul style="list-style-type: none"> • Strategic Partnerships 													
<ul style="list-style-type: none"> • Equalities, Diversity and Community Cohesion 	<ul style="list-style-type: none"> • Approve development of statutory Local Plan and related documents and Neighbourhood Plans (for adoption by Full Council) 													
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<ul style="list-style-type: none"> • Treasury Management Strategy 	<ul style="list-style-type: none"> • Information Technology provision 													
<ul style="list-style-type: none"> • Housing Benefit, Council Tax Support and Welfare programmes 	<ul style="list-style-type: none"> • Mayoralty budget 													

<ul style="list-style-type: none"> • Corporate Procurement (including agreement of the Procurement Forward Plan and agreeing exceptions to CPRs) 	

(3) To submit recommendations to the Council in the event of a difference of opinion arising between committees upon a matter which falls within the terms of reference of more than one committee.

(4) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.

(5) To consider and take any necessary action upon proposals for new legislation, Bills before Parliament, Acts of Parliament and other proceedings before Parliament affecting or likely to affect the interests of the Borough or its inhabitants generally where not the specific concern of any other committee(s). The promotion of Bills and Provisional and Statutory Orders in Parliament shall be dealt with by the Council.

(6) Approve budget and business plan of the Barnet Group Ltd.

(7) To allocate a budget, as appropriate, for Area Committees and agree a framework for governing how that budget may be spent.

(8) To represent Barnet's strategic interests in dealings with sub-regional, regional and national Government and influence relevant tiers of Government

(9) To consider petitions within the remit of the Committee that contain between 2,000 and 6,999 signatures in accordance with Public Participation and Engagement Procedure Rules.

(10) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in

	<p>accordance with the responsibilities and thresholds set out in Contract Procedure Rules.</p> <p>(11) To receive reports on the issuance of grants below £5000 by Officers in accordance with their delegated authority.</p> <p>(12) To note decisions taken by theme committees, the Planning Committee and Licensing Committee on fees and charges within the remit of those committees.</p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	
<p>Performance and Contract Management Committee</p>	<p>(1) Overall responsibility for quarterly budget monitoring, including monitoring trading position and financial strategy of Council Delivery Units.</p> <p>(2) Monitoring of Performance <u>including, but not limited to, targets against targets by of</u> Delivery Units and Support Groups including Customer Support Group; Re; the Barnet Group Ltd (including Barnet Homes and Your Choice Barnet); HB Public Law; NSL; Adults and Communities; Family Services; Education and Skills; Street Scene; Public Health; Commissioning Group; and Assurance.</p> <p>(3) Receive and scrutinise contract variations and change requests in respect of external delivery units.</p> <p>(4) To make recommendations to Policy and Resources and Theme Committees on relevant policy and commissioning implications arising from the scrutiny of performance of Delivery Units and External Providers.</p>	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>Committee to be made up in accordance with proportionality</p>

	<p>(5) Specific responsibility for the following functions within the Council:</p> <table border="1" data-bbox="418 230 1043 360"> <tr> <td data-bbox="418 230 732 360"> <ul style="list-style-type: none"> • Risk Management </td> <td data-bbox="732 230 1043 360"> <ul style="list-style-type: none"> • Treasury Management Performance </td> </tr> </table> <p>(6) Note the Annual Report of the Barnet Group Ltd.</p> <p>(7) To consider reserved matters of the Joint Venture Company (JVCO).</p> <p>(8) To consider petitions within the remit of the Committee that contain between 2,000 and 6,999 signatures in accordance with Public Participation and Engagement Procedure Rules.</p> <p>(9) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out in Contract Procedure Rules.</p> <p>(10) To consider any decisions of the West London Economic Prosperity Board which have been called in, in accordance with Meeting Procedure Rules.</p> <p><u>(11) To receive reports on relevant performance information on Delivery Units providing services under the remit of the Committee.</u></p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	<ul style="list-style-type: none"> • Risk Management 	<ul style="list-style-type: none"> • Treasury Management Performance 	
<ul style="list-style-type: none"> • Risk Management 	<ul style="list-style-type: none"> • Treasury Management Performance 			
<p>Children, Education, Libraries and Safeguarding Committee</p>	<p>1) Specific responsibilities include:</p> <ul style="list-style-type: none"> • Planning the adequate provision of school places in the Borough • Investment in educational infrastructure to meet the needs of the Borough's learners • Development and enhancement of the 	<p>9</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council. Requirement to have a Lead Member for</p>		

	<p>Library Service</p> <ul style="list-style-type: none"> • Development of cultural activities • To be responsible for those powers, duties and functions of the Council in relation to Children's Services (including schools) <p>(2) Lead the Council's responsibilities under the Children Act 2004 and Education and inspection Act 2007</p> <ul style="list-style-type: none"> • Oversee effective support for young people in care; and enhance the Council's corporate parenting role • Oversee the multi-agency Youth Offending Team • Oversee the effective provision of support across partners for the wellbeing of vulnerable families - including the Troubled Families programme <p>(3) Approve the Children and Young People Plan and associated sub strategies promoting the following areas:</p> <ul style="list-style-type: none"> • Education • Inclusion • Child Poverty • Early Intervention and Prevention <p>(4) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>(5) To ensure that the Council's safeguarding responsibilities are taken into account.</p> <p>(6) To receive and consider reports as appropriate from the Children's Trust Board.</p> <p>(7) To approve Fees and Charges for those areas under the remit of the Committee.</p> <p>(8) Discussion of transformation schemes not in service plans but not outside the Council's budget or policy framework</p> <p>(9) To consider petitions within the remit of the Committee that contain between 2,000 and 6,999 signatures in accordance with Public Participation and Engagement Procedure Rules.</p>	<p>Children's Services. Committee to be made up in accordance with proportionality</p> <p><u>Co-Opted Members</u></p> <p>The following co-opted members will be appointed. They may speak on all matters but cannot vote.</p> <p>Three Voluntary Aided School Representatives - to provide a faith perspective on education matters (Church of England; Roman Catholic; and Jewish Voluntary Aided representatives).</p> <p>One representative from the Standing Advisory Committee on Religious Education</p> <p>Two Parent governor representatives (PGRs) elected by other parent governors to represent the views of all parents and hold the authority to account by consulting with and feeding back to parents on discussions and decisions relating to education.</p>
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	<p>(10) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out in Contract Procedure Rules.</p> <p>(11) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</p> <p>(12) 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><u>(13) To receive reports on relevant performance information on Delivery Units providing services under the remit of the Committee.</u></p> <p><u>(14) To receive and consider reports as appropriate from the Corporate Parenting Advisory Panel.</u></p> <p><u>(15) Receive an annual report from the Lead Member for Children's Services (Chairman of Children Education Libraries and Safeguarding Committee) covering key matters.</u></p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	
Adults and Safeguarding Committee	<p>(1) Specific responsibilities include: To be responsible for those powers, duties and functions of the Council in relation to Adults and Communities including the following specific functions:</p> <ul style="list-style-type: none"> • Promoting the best possible Adult Social Care services 	<p>9 Chairman, Vice Chairman, Members and substitutes appointed by Council. Committee to be made up in accordance with</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 approve fees and charges for those areas under the remit of the Committee</p> <p>(4) Specific responsibilities to include:</p> <div data-bbox="395 577 1050 663" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Leisure Services. </div> <p>(5) To ensure that the Council’s safeguarding responsibilities are taken into account.</p> <p>(6) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>(7) Discussion of transformation schemes not in service plans but not outside the Council’s budget or policy framework</p> <p>(8) To consider petitions within the remit of the Committee that contain between 2,000 and 6,999 signatures in accordance with Public Participation and Engagement Procedure Rules.</p> <p>(9) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out in Contract Procedure Rules.</p> <p>(10) To submit to the Policy and Resources Committee proposals relating to the Committee’s budget for the following year in accordance with the budget timetable.</p> <p>(11) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, 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</p>	<p>proportionality</p>
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	<p>has been agreed by Policy and Resources Committee.</p> <p><u>(12) To receive reports on relevant performance information on Delivery Units providing services under the remit of the Committee.</u></p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	
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<p>Environment Committee</p>	<p>(1) To include specific responsibilities for commissioning the following:</p> <table border="1" data-bbox="437 264 1050 1774"> <tr> <td data-bbox="437 264 740 472"> <ul style="list-style-type: none"> Street Scene including pavements and all classes of roads </td> <td data-bbox="745 264 1050 472"> <ul style="list-style-type: none"> Parking provision and enforcement </td> </tr> <tr> <td data-bbox="437 479 740 528"> <ul style="list-style-type: none"> Road Safety </td> <td data-bbox="745 479 1050 528"> <ul style="list-style-type: none"> Street Lighting </td> </tr> <tr> <td data-bbox="437 535 740 913"> <ul style="list-style-type: none"> Transport and traffic management-including agreement of London Transport Strategy-Local Implementation Plan </td> <td data-bbox="745 535 1050 913"> <ul style="list-style-type: none"> Refuse and recycling </td> </tr> <tr> <td data-bbox="437 920 740 1010"> <ul style="list-style-type: none"> Street Cleaning </td> <td data-bbox="745 920 1050 1010"> <ul style="list-style-type: none"> Waste Minimisation </td> </tr> <tr> <td data-bbox="437 1016 740 1106"> <ul style="list-style-type: none"> Waterways </td> <td data-bbox="745 1016 1050 1106"> <ul style="list-style-type: none"> Allotments </td> </tr> <tr> <td data-bbox="437 1113 740 1256"> <ul style="list-style-type: none"> Parks and Open Spaces </td> <td data-bbox="745 1113 1050 1256"> <ul style="list-style-type: none"> Fleet Management </td> </tr> <tr> <td data-bbox="437 1263 740 1391"> <ul style="list-style-type: none"> Trees </td> <td data-bbox="745 1263 1050 1391"> <ul style="list-style-type: none"> Cemetery and crematorium and Mortuary </td> </tr> <tr> <td data-bbox="437 1397 740 1608"> <ul style="list-style-type: none"> Trading Standards </td> <td data-bbox="745 1397 1050 1608"> <ul style="list-style-type: none"> Contaminated land and all statutory nuisances. </td> </tr> <tr> <td data-bbox="437 1615 740 1774"> <ul style="list-style-type: none"> Flood Risk Management (scrutiny aspect) </td> <td data-bbox="745 1615 1050 1774"></td> </tr> </table> <p>(2) Council highways functions (including highways use and regulation, access to the countryside, arrangements and extinguishment of public rights of way) which are limited to:</p> <ul style="list-style-type: none"> approving the annual programme of highways and footways works 	<ul style="list-style-type: none"> Street Scene including pavements and all classes of roads 	<ul style="list-style-type: none"> Parking provision and enforcement 	<ul style="list-style-type: none"> Road Safety 	<ul style="list-style-type: none"> Street Lighting 	<ul style="list-style-type: none"> Transport and traffic management-including agreement of London Transport Strategy-Local Implementation Plan 	<ul style="list-style-type: none"> Refuse and recycling 	<ul style="list-style-type: none"> Street Cleaning 	<ul style="list-style-type: none"> Waste Minimisation 	<ul style="list-style-type: none"> Waterways 	<ul style="list-style-type: none"> Allotments 	<ul style="list-style-type: none"> Parks and Open Spaces 	<ul style="list-style-type: none"> Fleet Management 	<ul style="list-style-type: none"> Trees 	<ul style="list-style-type: none"> Cemetery and crematorium and Mortuary 	<ul style="list-style-type: none"> Trading Standards 	<ul style="list-style-type: none"> Contaminated land and all statutory nuisances. 	<ul style="list-style-type: none"> Flood Risk Management (scrutiny aspect) 		<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council. Committee to be made up in accordance with proportionality</p>
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- creating, stopping up and diverting footpaths and bridleways
- asserting and protecting public rights to use highways
- removing things deposited on highways which cause nuisance

(3) Gaming, entertainment, food and miscellaneous licensing in so far as not otherwise the responsibility of the Licensing Committee or the Licensing Sub-Committee, and Health and Safety regulation (otherwise than as an employer).

(4) To approve fees and charges for those areas under the remit of the Committee

(5) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.

(6) Discussion of transformation schemes not in service plans but not outside the Council's budget or policy framework.

(7) To consider petitions within the remit of the Committee that contain between 2000 and 6999 signatures in accordance with Public Participation and Engagement Procedure Rules.

(8) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out in Contract Procedure Rules.

(9) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.

(10) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including and 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><u>(11) To receive reports on relevant performance information on Delivery Units providing services under the remit of the Committee.</u></p> <p><u>(12) Determining applications to the Area Committee Budget referred by Area Committees.</u></p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	
<p>Assets, Regeneration and Growth Committee</p>	<p>(1) Specific responsibilities include:</p> <ul style="list-style-type: none"> • Develop and oversee a Regeneration Strategy • Develop strategies which maximise the financial opportunities of growth- e.g. New Homes Bonus, localisation of business rates • Promote skills and enterprise and approve a Skills Enterprise and Employment Strategy (having regard to the views of the Lead Member for Children’s Services on relevant matters) • Engagement with the business community and measures to support local business • Oversee major regeneration schemes- including those of key social housing estates • Town Centre regeneration programmes • Asset Management – all matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council <p>(2) To approve fees and charges for those areas under the remit of the Committee.</p> <p>(3) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>(4) Discussion of transformation schemes not</p>	<p>9</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council. Committee to be made up in accordance with proportionality</p>

	<p>in service plans but not outside the Council's budget or policy framework.</p> <p>(5) To consider petitions within the remit of the Committee that contain between 2000 and 6999 signatures in accordance with Public Participation and Engagement Procedure Rules.</p> <p>(6) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out in Contract Procedure Rules.</p> <p>(7) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</p> <p>(8) 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><u>(9) To receive reports on relevant performance information on Delivery Units providing services under the remit of the Committee.</u></p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	
Housing Committee	<p>(1) Specific responsibilities include:</p> <ul style="list-style-type: none"> • Housing Strategy (incorporating Homelessness Strategy) • Work with Barnet Homes, RSLs and social housing providers to ensure the optimum provision of housing and associated facilities for those who require social housing • Commissioning of Environmental 	<p>9</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council. Committee to be made up in accordance with proportionality</p>

	<p>Health</p> <ul style="list-style-type: none"> • Promote the better integration of privately rented properties into the Borough's framework; • All matters related to Private sector Housing including Disabled Facility Grants • Housing licensing and housing enforcement. <p>(2) To approve fees and charges for those areas under the remit of the Committee</p> <p>(3) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>(4) Discussion of transformation schemes not in service plans but not outside the Council's budget or policy framework.</p> <p>(5) To consider petitions within the remit of the Committee that contain between 2000 and 6999 signatures in accordance with Public Participation and Engagement Procedure Rules.</p> <p>(6) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out in Contract Procedure Rules.</p> <p>(7) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</p> <p>(8) 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><u>(9) To receive reports on relevant performance information on Delivery Units providing services under the remit of the</u></p>	
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	<p><u>Committee.</u></p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	
Community Leadership Committee	<p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Grants to Voluntary Sector • Registration and Nationality Service • Emergency Planning • Civic events <p>(1) To oversee arrangements for cross partner co-operation including any pooling of budgets (other than those within the remit of the Health and Well Being Board) e.g. Community Budgets.</p> <p>(2) To maintain good community relations with Barnet's diverse communities ensuring that all communities have the opportunity to participate fully in the Borough's affairs.</p> <p>(3) To contribute to achieving better outcomes in the Safer Communities Strategy through CCTV, fighting crime and anti-social behaviour, combating graffiti flytipping and other environmental crime, action against Domestic Violence and any other relevant Council activity.</p> <p>(4) To work together with partners on the Barnet Safer Communities Partnership including Police, Fire and Criminal Justice Agencies to help make Barnet a safer place.</p> <p>(5) Provide scrutiny aspect of Community Safety.</p> <p>(6) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>(7) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p>	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council. Committee to be made up in accordance with proportionality.</p>

	<p>(8) Discussion of transformation schemes not in service plans but not outside the Council's budget or policy framework.</p> <p>(9) To consider petitions within the remit of the Committee that contain between 2000 and 6999 signatures in accordance with Public Participation and Engagement Procedure Rules.</p> <p>(10) Authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out in Contract Procedure Rules.</p> <p>(11) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</p> <p>(12) 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><u>(13) To receive reports on relevant performance information on Delivery Units providing services under the remit of the Committee.</u></p> <p><u>(14) Determining applications to the Area Committee Budget referred by Area Committees.</u></p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	
Community Leadership Sub-Committee	To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community	3 Community Leadership Committee Chairman,

	Right to Bid) when there is no scheduled meeting of the full Committee which falls within the eight week statutory deadline for determining applications	Vice-Chairman and Opposition Spokesperson Membership to be appointed by Community Leadership Committee
Area Committees	<p>In relation to the area covered by the Committee:</p> <p>(1) Consider matters raised at Residents Forums and determine how they are to be taken forward, including whether to request a report for a future meeting, refer to an Officer and/or ward councillors.</p> <p>(2) Discharge any functions, within the budget and policy framework agreed by Policy and Resources, of the theme committees that they agree are more properly delegated to a more local level. These include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Town Centre Regeneration and Management</i> • <i>Sewers, drainage, public conveniences, water courses</i> • <i>Refuse collection, litter, cleansing, waste and recycling</i> • <i>Parks, open spaces, nature reserves, allotments, recreation and leisure facilities</i> • <i>Libraries and Culture</i> • <i>Cemeteries and Crematoria</i> • <i>Day to day environmental issues and management of land on Council Housing estates</i> • <i>Local highways and safety schemes</i> <p>(4) Administer any local budget delegated from Policy and Resources Committee for these committees in accordance with the framework set by the Policy and Resources Committee.</p> <p>(5) Powers to deal with small public works.</p> <p>(6) Consider petitions which receive between 25 and 1,999 signatures.</p> <p>Area committees should not deal with issues that are specifically within the remit of other committees (e.g. Licensing), that should be exercised at a Borough wide level or that are</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>One Member and one Substitute member for each Ward.</p>

	outside the budget and policy framework.	
Council acting as the Licensing Authority	Agreeing and reviewing the Statement of Licensing Policy.	All Members of the Council
Licensing Committee	<p>All functions under the Licensing Act 2003 and the Gambling Act 2005 associated Regulations, not otherwise delegated to the Licensing Sub-Committee.</p> <p>To approve fees and charges for those areas under the remit of the Committee.</p> <p>Applications and appeals and revocations relating to Sex Shops, Sex Cinemas and Sex Encounter Establishments.</p> <p>Applications, appeals and revocations relating to Special Treatment Licenses.</p> <p>Application for film classification for films shown within the Borough.</p> <p>Gaming, entertainment, food and miscellaneous licensing including functions relating to: street trading including the designation of permanent pitches for street trading.</p> <p>Safety at sports ground certification.</p>	<p>11</p> <p>Chairman, Vice Chairman, Members</p>
Licensing Sub-Committee	<p>All functions under the Licensing Act 2003 and the Gambling Act 2005 and associated Regulations, as delegated to it by the Licensing Committee.</p> <p>All functions in relation to other licensing as delegated by the Licensing Committee.</p>	<p>3</p> <p>Chairman appointed at each meeting of a Sub-Committee.</p>
Audit Committee	<p>Statement of Purpose</p> <p>The purpose of an audit committee is 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>Terms of Reference</p> <p><u>Audit Activity</u></p> <ol style="list-style-type: none"> To consider the annual internal audit opinion and plan. - To consider summaries of specific 	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>Committee to be made up in accordance with proportionality. The membership should also include two independent, non-voting Members with a period of appointment of four years.</p> <p>The Chairman should preferably be a member of an opposition party. Additionally, the</p>

	<p>internal audit reports as requested.</p> <ol style="list-style-type: none"> 3. To consider reports dealing with the management and performance of the providers of internal audit services. 4. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale. 5. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance. 6. To consider specific reports as agreed with the external auditor. 7. To comment on the scope and depth of external audit work and to ensure it gives value for money. 8. To liaise with the body responsible over the appointment of the Council's external auditors. 9. To commission work from the internal and external audit, proportionate to risk identified and with agreement from Chief Executive. 10. To approve revisions to the Internal Audit Charter. 11. To approve decisions relating to the appointment and removal of the Chief Audit Executive <u>12. To make recommendations to the relevant Committee for consideration of audit assurance matters of significant concern.</u> <p><u>Anti-Fraud Activity</u></p> <ol style="list-style-type: none"> 12. To monitor the effective development and operation of the Council's Corporate Anti-Fraud Team (CAFT). 13. To consider the anti-fraud strategy, annual anti-fraud work plan and CAFT Annual Report. 14. To consider regular anti-fraud progress reports and summaries of specific fraud issues and investigation outcomes. 15. To monitor the Council's Counter Fraud framework and policies within and recommend their application across the 	<p>Chairman should not be permitted to serve in that role for more than 4 consecutive years.</p>
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	<p>Council.</p> <p><u>Regulatory Framework.</u></p> <p>16. To review any issue referred to it by the Chief Executive or a director, or any Council body.</p> <p>17. To monitor the effective development and operation of risk management and corporate governance in the Council.</p> <p>18. To oversee the production of the authority's Annual Governance Statement and to recommend its adoption.</p> <p><u>Accounts</u></p> <p>19. To review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.</p> <p>20. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><u>Annual Report</u></p> <p>21. The Audit Committee shall prepare a report to Full Council on annual basis on its activity and effectiveness.</p>	
<p>Planning Committee</p>	<p>Take action under Town and Country Planning, and associated legislation including Part 8 of the Anti-Social Behaviour Act 2003 relating to high hedges</p> <p>The following functions are reserved to the Committee and cannot be discharged by an Area Sub-committee or officer.</p> <ul style="list-style-type: none"> • planning applications which involve a significant departure from the statutory development plan; • planning applications on behalf of the Council or where the Council has a significant interest in the development; • planning applications within the categories of development which must be referred to the Mayor of London; and • matters of significance to the entire borough or where major issues extend 	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p>

	<p>across boundaries of committees or across local government boundaries.</p> <p>(Reports on all the matters reserved to the Committee shall be made direct to the Committee and not through an area - committee).</p> <p>Commons registration and town and village greens including powers of protection and enforcement although in practice these specific functions will be discharged by officers.</p> <p>(Which may include 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 and considering Neighbourhood Development Orders.</p> <p>To approve building control and land charges fees and charges for those areas under the remit of the Committee</p> <p>Recommending the creation of Conservation Areas to Full Council</p> <p>Approve Article 4 Directions for consultation</p>	
<p>Area Planning Committees (3)</p>	<p>Determine planning applications within the boundaries of their areas, in accordance with Council policy and within budget, that relate to town and country planning and development control, including tree and hedgerow protection and excluding matters which fall within the terms of reference of the Planning Committee.</p> <p>[For the purposes of this section a planning application is defined as an application for planning permission as defined by the Town and Country Planning Act 1990, as amended, but also includes applications for approval of reserved matters, Listed Building and Conservation Area Consents and consent under Tree Preservation Orders and Hedgerow legislation.]</p> <p>This excludes the functions reserved to the Planning Committee</p> <p>If in cases where the Council has a minor interest in developments where a decision is required by a Committee, the Strategic Director for Growth and Environment will refer</p>	<p>Chipping Barnet Area Planning Committee</p> <p>7 (one councillor representing each of the following Wards:</p> <p>Underhill High Barnet East Barnet Oakleigh Brunswick Park Coppetts Totteridge</p> <hr/> <p>Finchley and Golders Green Area Planning Committee</p> <p>7 (one councillor representing each of the following Wards:</p>

	<p>the matter to the appropriate Area Planning Committee.</p> <p>Relevant Considerations for Area Planning Committees</p> <p>A. consideration of planning applications by Area Planning Committees:</p> <p>The work of the Area Planning Committees consists mostly of determining applications for planning applications. Delays in determining applications will jeopardise the Council's ability to meet national performance criteria and impact adversely on the interests of residents and affected applicants.</p> <p>One potential cause of such delays is the deferral by committees of planning applications for further information or for members to undertake site visits. To minimise this there is a general presumption that:</p> <ul style="list-style-type: none"> • Chairmen of Area Planning Committees should arrange for site visits to be made in advance of the Committee meeting, particularly where the proposals appear to be contentious or they are of major importance to the area; • Committee members who have queries on applications will raise them either at the site visit, or, in any event, as soon as possible before the meeting at which they will be considered. <p>B. In so far as developments where the Council has minor interests in the development, these matters will normally be dealt with by the Assistant Director of Planning and Development Management under delegated powers, unless it proves necessary to refer them to Committee. These are:</p> <ul style="list-style-type: none"> • Minor developments on the public highway or Council owned land – including crossovers, hard standings/ramps, bus shelters, advertisements, satellite dishes, etc. • Minor extensions or ancillary building proposals less than 1000 sq. m to buildings or property, including minor school extensions, housing estate, ancillary buildings, community services, etc. 	<p>East Finchley West Finchley Woodhouse Childs Hill Finchley Church End, Garden Suburb Golders Green</p> <p>Hendon Area Planning Committee</p> <p>7 (One Councillor representing the following wards:</p> <p>Hale Edgware Burnt Oak West Hendon Colindale Hendon Mill Hill</p>
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	Any 'other' or 'minor' developments as defined by the DCLG in PS1/PS2 Planning statistical categories of developments, for example 9 or less dwellings, advertisements, Listed Building and Conservation Area consents.)	
General Functions Committee	<p>All other Council functions that are not reserved to Full Council including</p> <ul style="list-style-type: none"> • Appointing representatives on outside bodies • Nominating local authority representatives to School Governing bodies • Staff matters (i.e. salaries and conditions of service) other than those within the remit of Chief Officer Appointment Panel • Polling Stations • Ward Boundaries • Request a ward boundary review by the Local Government Boundary Commission for England • Elections in general • Health and safety • Carry out functions in relation to approving premises for marriages and the formation of civil partnerships under the Marriage Act 1949, the Civil Partnership Act 2004 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 • Determine Members requests for non-committee information as specified in the Members Information Management Policy • Endorsing the calendar of meetings prior to Annual Council approval • Agreeing mid-year adjustments to the approved Calendar of Meetings • Agreeing the Members Diary and Year Book <p>Where decisions have a significant impact on the Pension Fund and/or Council budget, decisions will be subject to agreement also by the Pension Fund Committee and/or Policy and Resources Committee.</p> <p>Collective Disputes - In accordance with the Council's Trade Union and Employee Engagement Framework, certain disputes may be referred to the</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p>

	<p>General Functions Committee.</p> <p>(a) Only where there has been a failure to agree at People Management Group about the implementation (or proposed implementation) of change affecting working arrangements can the matter be referred to the General Functions Committee at its next scheduled meeting.</p> <p>(b) Issues concerning working arrangements which are submitted to the General Functions Committee will be supported by the minutes of the People Management Group which considered the matter.</p> <p>(c) Where the matter is not resolved at this point, the Collective Disputes Procedure is regarded as exhausted and the Council will advise trade unions and employees of its intentions.</p> <p>(d) When considering the report, a representative of the trade unions may be requested to speak with the consent of the Chairman or be questioned by the Committee before a decision is made.</p> <p>(e) Consider reports on restructure in line with the HR Regulations.</p> <p>In accordance with supplementary guidance issued by the Department for Communities & Local Government in 2012 and February 2013 Council be given the opportunity to vote on Chief Officer salary packages, of salary packages of £100,000 or more and any severance packages at or above £100,000 and in instances where Council has delegated these functions to the General Functions Committee, then the General Functions Committee will:</p> <p>Decide on and report back to Council on</p> <ol style="list-style-type: none"> a. Chief Officer salary packages b. Salary packages to be offered of £100,000 or more c. Severance packages per individual of 	
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£100,000 or more. (Severance package will consist of redundancy pay, pay in lieu of notice, any holiday pay the employee is contractually entitled to and any pension lump sum the employee is entitled to in accordance with the Local Government Pension Scheme).

Responsibilities

The Committee will take account of the Reward and Employment strategies of the Council and ensure that it is fully briefed on the prevailing organisational approach. The following list of responsibilities is not intended to be exhaustive:

- a. To develop the annual pay policy statement for full Council approval and be responsible for the publication of the annual statement, which will include:
 - The level and elements of remuneration for each Chief Officer;
 - Relationship of the remuneration of Chief Officers and other officers;
 - A description of the relationship between decisions made on the lowest paid and top paid employees in the organisation;
 - Remuneration of the lowest paid (with the definition of the lowest paid and the reasons for adopting that definition);
 - Remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments;
 - Transparency arrangements;
 - Reasons for chosen approach to remuneration levels and how this is to be implemented;
 - Differences of approach to groups of employees and the reasons for them;
 - Pay dispersion.
 - Incremental progression factors
 - Use of honoraria and ex-gratia payments
 - Determine remuneration parameters for officers who have returned to work for a local authority
 - Appointment and remuneration terms
- b. To review annually remuneration, as defined above

	<p>c. To keep under review the terms & conditions as they relate to pay for all Council employees and where changes have a significant impact on the Pension Fund and/or Council budget, decisions will be subject to agreement also by the Pension Fund Committee and/or Policy and Resources Committee and/or General Functions Committee.</p> <p>d. To receive information in the context of reward from organisations that have a relationship with the Council or arrangements that may influence decisions when determining pay</p> <ul style="list-style-type: none"> • The employees of Barnet Group • Contractors • Shared management schemes • Outplacements • Agency and other staff <p>e. To have oversight to ensure that remuneration terms of appointments are appropriate.</p> <p>f. To take advice from the Pension Fund Committee with regard to decisions on pay that would impact upon pension arrangements or contributions.</p> <p>g. To set parameters for the remuneration of Chief Officers on recruitment.</p> <p>h. To ensure that sufficient flexibility exists within the pay policy to allow responses to unforeseen circumstances without having recourse to revising the pay policy statement between annual reviews.</p> <p>i. To have oversight of the national pay agenda and consider the implications in the local context.</p> <p>j. To commission relevant research and/or comparative information on salaries in the public and private sectors e.g. from:</p> <ul style="list-style-type: none"> • The Council's own HR function • National and/or Regional employers' organisations • Independent consultancy organisations with relevant experience in pay market 	
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	<p>analysis</p> <ul style="list-style-type: none"> • Submissions made by the Associations on behalf of their members and make recommendations thereon. <p>k. To ensure that the Public Sector Equality Duty, as set out by the Equality Act 2010, is applied throughout the pay and reward structure.</p> <p>l. To take cognisance of the CLG Code of Recommended Practice for Local Authorities on Data Transparency.</p> <p>m. To reference back to previous year's actual remuneration for Chief Officers and senior employees (definition of senior employee is consistent with CLG Code of Recommended Practice for Local Authorities on Data Transparency).</p> <p>n. To obtain assurance that adequate internal and external moderation and benchmarking takes place when senior posts are subject to job evaluation.</p> <p>o. To take account of forward plans and the impact of remuneration on workforce planning, talent management and succession planning.</p> <p>p. To review remuneration arising from performance management and ensure that any performance-related pay mechanisms are fair and transparent.</p> <p>q. To refer such items as necessary to the Council.</p> <p>r. To refer to guidance from the Secretary of State.</p>	
<p>Constitution, Ethics and Probity Committee</p>	<p>To have responsibility for overseeing the Council's governance arrangements.</p> <p>Proactively to review and keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council.</p> <p>To consider and make recommendations to the Council on: (i) how it can satisfy the continuing duty to promote and maintain high standards of conduct for Members; (ii) on the</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p>

	Code of Conduct for Members; and (iii) on ethical standards in general across the authority.	
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.	5 (2 Members each from the Administration and the Opposition, and an Independent Member Chairman) 2 Substitute Members each from the Administration and the Opposition.
Pension Fund Committee	<p>To approve and act in accordance with the following statutory Pension Fund documents:-</p> <ul style="list-style-type: none"> • Statement of Investment Principles • Funding Strategy Statement • Governance Policy Statement • Pension Administration Strategy • Communication Policy Statement <p>To review the above documents at least triennially, or more frequently if advised by the Chief Finance Officer of the need to do so (e.g. change in statutory guidance on what these documents should cover).</p> <p>To meet review and approve the Pension Fund Statement of Accounts, income and expenditure and balance sheet or record of payments and receipts (as the case may be)</p> <p>To receive and approve the Pension Fund Annual Report.</p> <p>To invite a recognised representative from the trades unions and a representative from Middlesex University (the largest scheduled/admitted body) to meetings of the committee. These representatives are appointed to advise the committee on behalf of the interests they represent, but are not to have any voting rights. Further invites to scheduled/admitted bodies to be decided by the chairman of the committee.</p> <p>To appoint independent investment advisors.</p> <p>To appoint Pension Fund investment managers.</p> <p>To appoint Pension Fund actuaries.</p>	7 Chairman, Vice Chairman, Members and substitutes appointed by Council.

	<p>To appoint a performance management company.</p> <p>To appoint custodians.</p> <p>To review and challenge at least quarterly the Pension Fund investment managers' performance against the Statement of Investment Principles in general and investment performance benchmarks and targets in particular. One of these meetings to be the annual review, at which the representative from the council's performance management organisation attends to comment on the relative performance of the fund managers.</p> <p>To consider actuarial valuations and their impact on the Pension Fund.</p> <p>To consider advice given by the Chief Finance Officer, independent advisors, and views expressed by non-voting representatives at Pension Fund Committee meetings.</p> <p>To approve applications from organisations wishing to become admitted bodies into the Pension Fund where legislation provides for discretion, including the requirements for bonds.</p> <p>To determine the appropriate course of action on any matter not specifically listed above that pertains to the leadership and/or strategic management of the Pension Fund, in particular any matter which could materially affect its financial performance or long-term standing.</p> <p>To convene regularly each quarter and additionally at such times outside the regular quarterly cycle as the Chairman deems appropriate</p> <p>To require that all voting members receive adequate training on matters relating to the operation of the Local Government Pension Scheme to enable the committee to fulfil its fiduciary responsibilities in a satisfactory manner.</p>	
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<p>Local Pension Board</p>	<p>The Board is responsible for assisting with:</p> <ul style="list-style-type: none"> ○ securing compliance with Local Government Pension Scheme (LGPS) Government regulations and any other legislation relating to the governance and administration of the LGPS ○ securing compliance with the requirements imposed in relation to the PGPS by the Pensions Regulator. ○ such other matters that the LGPS regulations may specify <p>Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund</p> <p>Ensure the Pension Fund's strategy and policy documents are in place and have been maintained in accordance with the LGPS Regulations. These documents are the: communications policy statement; funding strategy statement; governance compliance statement; pensions administration strategy; Pension Fund annual report and accounts; statement of investment principles</p> <p>Ensure the Pension Fund's internal Risk Register is in place and reviewed at least annually</p> <p>Review the Pension Fund's performance in complying with the requirements of the LGPS Regulations and any other legislation relating to the governance and administration of the LGPS</p> <p>Review the Pension Fund's performance in complying with the requirements of the Pension Regulator</p> <p>Annually submit a proposed work plan for the forthcoming financial year, to the Pension Fund Committee</p> <p>To carry out any other activities relating to the efficient governance and administration of the Pension Fund.</p> <p>The Local Pension Board does not replace the Administering Authority or make decisions or carry out duties other than duties which are the responsibility of the Administering Authority (refer to Pension Fund Committee</p>	<p>5 Members comprising:</p> <p>2 employers side representatives (one councillor and one employer representative from an admitted body</p> <p>2 employee side representatives (one active member and one deferred member)</p> <p>1 independent member/advisor</p>
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	<p>terms of reference)</p> <p>The Administering Authority retains ultimate responsibility for the administration and governance of the scheme. The role of the Board is to support the Administering Authority to fulfil that responsibility and secure compliance with any requirements imposed by the Pensions Regulator.</p>	
Chief Officer Appointment Panel	To deal with Chief Officer Appointments, Discipline and Capability matters.	<p>5</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council. By convention the Members comprise:</p> <p>Chairman – Leader of the Council</p> <p>Deputy Leader of the Council.</p> <p>Chairman of General Functions Committee.</p> <p>Leader of the Opposition</p> <p>Leader of the Minority opposition group</p> <p><i>One substitute from each political group</i></p>
Health and Wellbeing Board	<p>(1) To jointly assess the health and social care needs of the population with NHS commissioners, and apply the findings of a Barnet joint strategic needs assessment (JSNA) to all relevant strategies and policies.</p> <p>(2) To agree a Health and Wellbeing Strategy (HWBS) for Barnet taking into account the findings of the JSNA and performance manage its implementation to ensure that improved 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 population of Barnet (including children), 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</p>	<p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>Three Members of the Council</p> <p>Director of Public Health, Barnet and Harrow</p> <p>Commissioning Director for Children & Young People</p> <p>Commissioning Director for Adults & Health</p> <p>Barnet Clinical Commissioning Group-Board members x 3</p> <p>Barnet Clinical Commissioning Group-Chief OfficerBarnet</p>

	<p>Care Fund; and Section 75 partnership agreements between the NHS and the Council.</p> <p>(4) To consider all relevant commissioning strategies from the CCG and the NHS England and its regional structures to ensure that they are in accordance with the JSNA and the HWBS and refer them back for reconsideration.</p> <p>(5) To receive assurance from all relevant commissioners and providers on matters relating to the quality and safety of services for users and patients.</p> <p>(6) To directly address health inequalities through its strategies and have a specific responsibility for regeneration and development as they relate to health and care. To champion the commissioning of services and activities across the range of responsibilities of all partners in order to achieve this.</p> <p>(7) To promote partnership and, as appropriate, integration, across all necessary areas, including the use of joined-up commissioning plans across the NHS, social care and public health. To explore partnership work across North Central London where appropriate.</p> <p>(8) Receive the Annual Report of the Director of Public Health and commission and oversee further work that will improve public health outcomes.</p> <p>(9) Specific responsibilities for:</p> <ul style="list-style-type: none"> • Overseeing public health • Developing further health and social care integration. 	<p>Healthwatch representative</p> <p>Independent Chair of the Adults and Children's Safeguarding Boards (Non-Voting Member)</p> <p>NHS England</p> <p>NOTE 1: Each member will be able to nominate a substitute member if they are unable to attend.</p> <p>NOTE 2: The flexibilities given in the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny) Regulations 2013(SI 218) to disapply elements of the 1972 Local Government Act have been used to:</p> <p>Waive requirement for proportionality</p> <p>Allow voting rights to members other than Members of the Council.</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 (NHS) and NHS bodies located within the London Borough of Barnet and in other areas.</p> <p>2. To make reports and recommendations to</p>	<p>9</p> <p>Chairman, Vice-Chairman, Members and substitutes to be appointed by Council</p>

	<p>Council, Health and Well Being Board, the Secretary of State for Health and/or other relevant authorities on health issues which affect or may affect the borough and its residents.</p> <p>3. To receive, consider and respond to reports, matters of concern, and consultations from the NHS Barnet, Health and Wellbeing Board, Health Watch and/or other health bodies.</p> <p>4. To scrutinise and review promotion of effective partnerships between health and social care, and other health partnerships in the public, private and voluntary sectors.</p> <p>5. Both Council and the Health Overview and Scrutiny Committee are authorized pursuant to Regulation 30 Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013/218 to establish together with the health overview and scrutiny committees of one or more other local authorities a joint overview and scrutiny committee. Any such joint overview and scrutiny committee shall have such terms of reference and shall exist for so long, as the appointing Overview and Scrutiny Committees may agree.</p> <p>6. Appointment of Members to any such Committees established can only be made by Full Council.</p>	
Urgency Committee	To consider any item of business which needs a decision as a matter of urgency and where a meeting of the relevant Committee is not scheduled to take place within the time period within which the decision is required.	3 Appointed by Council.
Residents Forums <u>Chipping Barnet Residents Forum</u> Underhill, High Barnet, East Barnet, Oakleigh, Brunswick Park, Coppetts and Totteridge Wards.	<p>Residents Forums provide an opportunity for any resident to raise local matters. Local matters are any matters which are relevant to the Council except for matters relating to specific planning or licensing applications.</p> <p>Items and questions must be received by the Governance Service by 10am on the fifth working day prior to the meeting for the item to be discussed at the Forum. Written responses to local matters will be provided by 5pm the working day before the Residents</p>	A Chairman and Vice-Chairman of each appointed by the Council.

<p><u>Hendon Residents Forum</u> Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards</p> <p><u>Finchley and Golders Green Residents Forum</u> Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards</p>	<p>Forums take place.</p> <p>The Forum Chairman has the discretion to accept items and questions with less than five days notice if they deem the matter to be urgent. Responses to urgent matters will be responded to by officers at the Forum meeting.</p> <p>The Six Month Rule shall apply whereby matters dealt with cannot be raised again within this period.</p> <p>The Residents Forum may also be a forum for certain consultations from the Council as decided by the Chairman.</p> <p>The Chairman will determine issues in the following way:</p> <ol style="list-style-type: none"> 1. Residents will have the opportunity to discuss the issue raised 2. Chairman, Chief Officers or other relevant officers may respond to the issues raised 3. Having considered the issues the Chairman can take the following actions: <ul style="list-style-type: none"> - 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 - instruct that Ward Members are notified of the issue. - decide that the issue be referred to the next meeting of an Area Committee for consideration, subject to the issue being within the terms of reference of an Area Committee <p>When determining issues in accordance with the options detailed above, the Chairman must give reasons for their decision.</p>	
<p>Local Strategic Partnership (Barnet Partnership Board)</p>	<p>(a) 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</p>	<p>Leader of the Council Other Council representatives to be appointed by Annual Council Senior representatives</p>

	<p>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.</p> <p>(b) The Barnet Partnership Board is not the ultimate decision maker. All target-setting and consequential financial, commissioning or contractual commitments proposed by it must be formalised through the Council's Decision making structure or through one of the other members of the Board (for example if policing resources are involved). Note; Provisions relating to the Health and Well Being Board are slightly different and reflect Government Regulations on their remit and legal status. Terms of Reference are set out in Responsibility for Functions.</p> <p>(c) The Council will exercise a leadership role in relation to the Barnet Partnership Board and specifically will ensure that it has a formal constitution setting out its terms of reference, membership, organisational and management arrangements and the duties and responsibilities of Partnership members, such duties and responsibilities to be incorporated into a partnership agreement to be signed by all Partnership members.</p> <p>(d) The Council will ensure that the Barnet Partnership Board develops clear and transparent lines of accountability and responsibility between its members.</p> <p>(e) The Council will, on an annual basis (or at more frequent intervals should it deem it appropriate to do so), consider a report on the work and performance of the Barnet Partnership Board and its thematic Boards, Partnerships and sub-Partnerships, such annual report to include, amongst other things, a review of the governance arrangements and the progress made in respect of Sustainable Community Strategy priorities and objectives.</p> <p>(f) The Council will ensure that a Partnership Register is maintained (and regularly reviewed) by the Council's Officers which sets out key information in relation to the governance arrangements of the Barnet Partnership Board, its thematic Boards,</p>	<p>from:</p> <p>Met Police</p> <p>Middlesex University</p> <p>Barnet Clinical Commissioning Group</p> <p>Community Barnet</p> <p>Brent Cross Shopping Centre</p> <p>Barnet and Southgate College</p> <p>Job Centre Plus</p>
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	<p>Partnerships and Sub-Partnerships, to include details on terms of reference, membership, financial arrangements, statutory requirements, accountability, risk assessments and data sharing protocols.</p> <p>(g) The Council will ensure that appropriate arrangements are in place to enable appropriate review of the Barnet Partnership Board, thematic Boards, Partnerships and sub-Partnerships and relevant partner associations in accordance with statutory provision.</p>	
<p>Children's Partnership Trust Board</p>	<p>The Children's Trust is the sum total of co-operation arrangements and partnerships between organisations with a role in improving outcomes for children and young people. The Children's Trust is not a separate organisation. Each partner within the Children's Trust retains its own functions and responsibilities within the wider partnership framework. Section 10 of the Children Act 2004 places a duty on Local Authorities and other specific agencies to co-operate and improve the well-being of children in relation to the five every child matters outcomes:</p> <ul style="list-style-type: none"> • Be healthy • Stay safe • Enjoy and achieve • Make a positive contribution • Achieve economic wellbeing <p>The Children's Trust Board (CTB) provides inter-agency governance to ensure that partners in Barnet are working effectively together to improve the well-being of children and young people.</p> <p>The Children's Trust Board is an essential channel to ensure that a shared set of better outcomes for children and families are delivered by a range of partners. It is leading the development of inter-agency arrangements to support families with complex needs, through the expansion of the Intensive Family Focus Programme. Partners are being asked to invest in the scheme in proportion to the proven cost savings through effective intervention.</p> <p>The Children's Trust Board is responsible for</p>	<p>The Board will be chaired by the Lead Member for Children's Services as appointed by the Council.</p> <p>Members are able to delegate a deputy of suitable authority if they are unable to attend, by agreement with the chairman.</p> <p>Current partners are:</p> <ul style="list-style-type: none"> • LB Barnet • Barnet Clinical Commissioning Group • CommUnity Barnet • Barnet and Southgate College • Metropolitan Police • Primary, Secondary and Special Schools

the following:

- To develop and promote a local vision – set out in the Children and Young People Plan (CYPP) – to drive improved outcomes for local children, young people and their families
- To serve as the strategic forum where agreement can be brokered and agreed. This includes providing a strategic framework within which the partners may commission services in a coordinated way using either joint or aligned budgets
- To serve as the strategic interface for Children's Services with the LSP/ Barnet Partnership Board, neighbouring borough services and organisations and with national bodies and government
- To develop and carry out on-going review of a strategic three to five year vision
- To oversee development, delivery and reviewing of the CYPP
- To monitor progress, including via a report produced on the extent to which the Children's Trust partners act in accordance with the CYPP and a report from the Barnet Safeguarding Children Board.

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.

The Children's Partnership is not a separate organisation. Each partner retains its own functions and responsibilities within the wider partnership framework.

Representatives from member organisations make up the Barnet Children's Partnership Board which keeps a strategic oversight of the Children and Young People's Plan. Each organisation has agreed to be responsible for implementing this plan

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.

Responsibilities and Functions

The Children's Partnership Board is accountable for the following:

- 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.
- Signing off all Plans and Strategies relating to Children and Young People in Barnet prior to presentation to executive groups (eg CELS, HWBB)

This includes shared responsibility for:

- 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.

The Board's remit includes the needs of all children and young people in Barnet under the

	<p><u>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.</u></p> <p><u>The Board will meet as a Annual Children and Young People’s Conference.</u></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. The SCPB operates within the constitutional requirements of Barnet Council, the Metropolitan Police and other partner agencies, who ensure that the Board’s approaches to policy formulation and resource allocation are consistent with those of the agencies concerned. It is a thematic subgroup of the Barnet Partnership Board which has overall strategic responsibility and has delegated to the SCPB the responsibility for delivering the Strong Safe Communities for Everyone theme of the Sustainable Community Strategy.</p> <p>It is taking forward one of the objectives in the strategy to develop an Integrated Offender Management system that brings together the different agencies involved in managing the punishment and rehabilitation of offenders in a much more efficient and joined up way, reducing the risks of reoffending and ensuring far more offenders complete their drug rehabilitation successfully.</p> <p>Barnet Safer Communities Partnership is an unincorporated body and therefore it does not have a legal personality. Its members work collectively within their own individual legal frameworks.</p>	<p>Meetings will be quarterly and a quorum will comprise four members provided this consists of:</p> <p>The Chairman or Vice Chairman</p> <p>At least one 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 for Policing and Crime • Barnet Safer Neighbourhood Board • Middlesex University • North West London Magistrates’ Court • Community Barnet • Victim Support, North London Division • Department for Work and Pensions <p>The Chairman will be an elected Local Authority member to reflect the Council’s role in providing community leadership in this area.</p> <p>The Vice Chairman will be from the Metropolitan</p>

		<p>Police. These chairing arrangements will be reviewed and agreed at the first meeting of the Board in each new municipal year.</p> <p>Members are able to delegate a deputy of suitable authority if they are unable to attend.</p>
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Meetings Procedure Rules

NOTE ON THE CONDUCT OF LICENSING HEARINGS

Notwithstanding the following procedure rules for Council Committees and Sub-Committees, all hearings relating to the Authority's functions under the Licensing Act 2003, will be conducted within the framework and requirements of the Hearings Regulations made by the Secretary of State under that Act.

PROCEDURE RULES FOR COUNCIL COMMITTEES AND SUB-COMMITTEES

1. Membership and Quorum

- 1.1 The following table outlines Committee and Sub-Committee Membership arrangements:

Committee	Membership	Substitute Members	Quorum
Planning Committee	11	6 (3 for each political group)	3
Area Planning Committees:			
Finchley and Golders Green	7	7 (one per ward and one substitute for each ward)	3
Chipping Barnet	7	7 (one per ward and one substitute for each ward)	3
Hendon	7	7 (one per ward and one substitute for each ward)	3
Area Committees			
Finchley and Golders Green	7	7 (one per ward and one substitute for each ward)	3
Chipping Barnet	7	7 (one per ward and one substitute for each ward)	3
Hendon	7	7 (one per ward and one substitute for each ward)	3

Committee	Membership	Substitute Members	Quorum
Licensing Committee	11	Not applicable	3
Constitution, Ethics and Probity Committee	7	6 (3 for each political group)	3
Group Leaders Panel	5	4 (2 for each Political Group)	3
Urgency Committee	3	3 (1 for each Member)	2
Licensing Sub-Committee	3	All other members of the Licensing committee	All three Members must be present for the meeting to proceed
Audit Committee	7	6 (3 for each political group)	3
Chief Officer Appointment Panel	5	2 (1 for each political group)	3
Performance and Contract Management Committee	11	6 (3 for each political group)	3
Children, Education, Libraries and Safeguarding Committee	9		
Adults and Safeguarding Committee	9		
Environment Committee	11		
Assets, Regeneration	9		

and Growth Committee			
Housing Committee	9		
Community Leadership Committee	11		
Health Overview and Scrutiny Committee	9		
Policy and Resources	12	6 (3 for each political group)	3
General Functions Committee	7	6 (3 for each political group)	3
Pension Fund Committee	7	6 (3 for each political group)	3
Health and Well-Being Board	12	3 (1 for each Member)	3 This must include at least one elected Councillor
Community Leadership Committee Sub-Committee	3	3 (1 for each Member)	2

2. Substitute Members – Rules

- 2.1 A substitute Member may only attend, speak or vote at a meeting in place of a member from the same political group who is unable to attend the meeting. In the case of Area Committees and Area Planning Committees, substitutions are made on the basis of ward. If a meeting is adjourned, the substitution will carry forward into any subsequent adjourned meetings to consider the outstanding item(s).
- 2.2 Details of membership substitutions or apologies for absence will be detailed in the formal record of the meeting.

3. Quorum – Rules

- 3.1 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.
- 3.2 If the Chairman finds that a quorum of Members is not present at any time during the meeting, the Chairman must adjourn the meeting until such time as a quorum is returned.

4. Chairman of Meetings

- 4.1 If the Chairman is absent from a meeting the Vice-Chairman will take the Chair. If both are absent, the Head of Governance (or their representative) will open the meeting and he/she will seek nominations for the position of Chairman. A Chairman must be elected for the business of the meeting to be transacted. Where more than two persons are nominated for any position to be filled by the Committee or Sub-Committee 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 of votes is given in favour of one person.
- 4.2 In exceptional circumstances, the Chairman may change the date 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, and consulting with the Chairman of General Functions Committee and Group Leaders.-
- 4.3 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.
- 4.4 The Chairman shall have the power to invite any persons or bodies with a particular expertise on a given agenda item to give evidence to the Committee and answer questions. This power is in addition to the Public Participation Rules elsewhere in the Constitution.

5. Minutes

- 5.1 Apologies for absence, declaration of interests and the confirmation of the minutes of previous meetings are the first items of business at the meeting, except when there is a need to elect a Chairman.

- 5.2 Minutes can only be amended to correct factual inaccuracy in the record, and not to make any retrospective amendment to the decisions made. Any questions upon their accuracy shall be raised by motion and voted on without discussion. The meeting will not proceed further until the minutes are approved, either amended or unamended. Upon approval as a correct record, the Chairman shall sign the minutes.

Members' Rights

6. Members' Items for the Agenda

- 6.1 A Member (including Members appointed as substitutes by Council) will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a Committee or Sub-Committee on which s/he serves. This rule does not apply to the Urgency Committee and Licensing Sub-Committees. A referral from Full Council will not count as a Member's item for the purposes of this rule. The only exceptions to this rule are detailed in 6.4 and 6.5 below.
- 6.2 Members' Items must be relevant to the terms of reference of the body which will consider the item.
- 6.3 The Head of Governance must receive written notice of a Member's item, at least seven clear working days before the meeting. Any item received after 5pm will be recorded as received on the next working day. Items received after that time will only be dealt with at the meeting if the Chairman agrees they are urgent.
- 6.4 The Lead Member for Children's Services is permitted to have one matter only (with no-sub items) on the agenda for a meeting of a Committee, Sub-Committee or Partnership Board on which s/he does not serve when that body is considering an item which relates to children and young people.
- 6.5 Any Member will be permitted to have one matter only (with no sub-items) on the agenda for an Area Committee where the Member is sponsoring an application to an Area Committee Budget. Members' Items sponsoring an application to the Area Committee Budget must be submitted 12 clear working days before the meeting. Items received after that time will only be dealt with at the meeting if the Chairman agrees they are urgent.

7. Urgent Business

- 7.1 There are occasions when an urgent decision is needed, or the matter cannot wait for the next ordinary meeting of a committee.

- 7.2 When an urgent matter has arisen after the publication and despatch of an appropriate agenda the following procedure applies:-

The Chairman has the authority to agree to take urgent items not on the agenda. By convention, the Chair will consult with the Vice-Chairman and Opposition Spokesperson for the committee. The Chairman (with advice from the Monitoring Officer as appropriate) needs to be satisfied as to the need for urgency under the following criteria:-

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

- 7.3 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 at the end of other items of business.

8. Councillors' rights to attend and speak at Committees or Sub-Committees when they are not a Member

- 8.1 Councillors may attend any Council Committee or Sub-Committee, even when they are not appointed to them, but they cannot vote.

- 8.2 Where a Councillor is not a member of the Committee or Sub-Committee, s/he should sit in the public gallery so that it is clear to the public that the Member is not part of the body taking decisions. However if the Committee has excluded the press and public then councillors who are not members of the Committee may in most circumstances remain. There may be occasions when they will be asked to leave by the committee if the exempt item contains personal information which they do not need to know in order to fulfil their role as a councillor.

- 8.3 Except for the committees detailed in section 8.4 below, where a Councillor has a right to attend a Committee or Sub-Committee, s/he may speak at a meeting subject to giving notice to the Chairman of the meeting before the start of the meeting and the Chairman giving his or her consent. Any Councillor wishing to address the Committee or Sub-Committee shall have up to 3 minutes.

8.4 The Lead Member for Children's Services has a right to make a speech at a meeting of Committee, Sub-Committee or Partnership Board which is considering matters which relate children and young people, subject to giving notice to the Chairman of the meeting before the start of the meeting and the Chairman giving his or her consent.

- 8.5 The following arrangements apply in the case of Licensing Committees:

- 8.5.1 Members may only attend and speak at Licensing Sub-Committees (or the Licensing Committee if it is conducting the hearing or review of determinations under the Licensing Act of 2003 or the Gambling Act of 2005) in accordance with the Members Licensing Code of Good Practice.
- 8.6 The following arrangements applies in the case of Planning Committees
- 8.6.1 Members may only address Area Planning Committees on applications which affect their ward. When a Ward Member wishes to address a Committee they should give notice to the Chairman of the meeting before the start of the meeting. Any Ward Member wishing to address the Committee shall have up to 3 minutes.
- 8.5.2 One Ward Member who is not a member of the Planning Committee will have the right to address that Committee when it considers any planning application relating to the ward in question. Where the ward is represented by Members from more than one party group one Member from each party group may address the Committee. When a Ward Member wishes to address a Committee they should give notice to the Chairman of the meeting before the start of the meeting. Any Ward Member wishing to address the Committee shall have up to 3 minutes.

8.5.3 MPs, GLA Members and Members from neighbouring councils may request to address a Planning or Area Planning meeting on a matter which affects their constituency or ward. Any such Member should give notice to the Chairman of the meeting before the start of the meeting. Any such Member would be allowed up to 3 minutes

- 8.5 Where an Area Planning Committee has referred an item up to a relevant committee, the Chairman of the Committee will have a right to attend and speak at the meeting of the Committee where the referral is being considered.

9. Disorderly Conduct

- 9.1 If the Chairman considers that a Member is behaving improperly or offensively they reserve the right to prevent the Member from speaking (but not voting) at the meeting. If the disorderly conduct continues the Chairman may require the Member be removed from the meeting. When a Member is removed, they must leave for the entire remaining part of the meeting.
- 9.2 If a member(s) of the public or press interrupts the proceedings at any meeting, the Mayor or Chairman may warn him/her. If s/he continues the interruption and a warning has previously been given, the Mayor or Chairman may order his/her removal from the meeting place. In the event that the meeting is disrupted the Mayor or the Chairman may adjourn the meeting and if required clear the public gallery. The meeting will then reconvene to consider the remaining business without the public.

Motions and Amendments

10. Validity of Motions and Amendments

- 10.1 Every motion, amendment or question shall be relevant to matters within the Committee, Sub-Committee or panel's terms of reference and to the agenda for the meeting. The Chairman of the meeting shall, if need be, give a ruling as to whether the motion is relevant.
- 10.2 An amendment must be relevant to the motion and shall be to either:-
- 10.2.1 refer a subject of debate to another Committee for consideration or re-consideration; or
 - 10.2.2 change the words (including leaving out words or adding words);
- but such changes must not merely have the effect of negating the motion before the Committee.
- 10.3 No Member may personally move more than one amendment to a motion. However, amendments may be discussed together.
- 10.4 If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved. This is known as the substantive motion.
- 10.5 If the amendment is lost further amendments may be proposed on the original motion.
- 10.6 Once all amendments are dealt with in this way, the motion or the motion as amended is then put to the final vote.
- 10.7 All motions which are moved and voted on will be recorded in the decisions of the Committee or Sub-Committee.

11. Motions which may be moved during debate

When a motion is under debate no other motion shall be moved except motions:-

- 11.1 to amend the motion;
- 11.2 to adjourn the meeting;
- 11.3 to adjourn the debate;

- 11.4 that the question be now put;
- 11.5 by the Chairman
- that a Member be prevented from speaking;
 - that a Member must leave the meeting;
- 11.6 to exclude the press and public under Section 100A (4) of the Local Government Act 1972.

Decisions

12. After each meeting decisions made under the Committee or Sub-Committee's delegated powers will be produced and published on the Council's website and will be made available in paper format on request.
- 13. Reports of Committees to Council or parent body**
- 13.1 There are a number of ways Committees and Sub-Committees may refer reports to their parent bodies, other Committees or Council which are set out in Paragraph 6 of the Responsibility for Functions section of the Constitution. Where a referral is made under that paragraph, the Officer's report to the Committee and any recommendations of the Committee or Sub-Committee will be submitted to the next meeting of the Council or the Committee concerned.
- 14. Reports of Sub-Committees and Panels**
- 14.1 A report of a Sub-Committee or panel will be submitted to the next meeting of the parent committee where:-
- 14.1.1 the Sub-Committee or panel has made recommendations on a matter within its terms of reference but outside its delegated powers; or
 - 14.1.2 any Sub-Committee or panel by agreement or majority vote has agreed to suspend a decision on a particular item until the parent Committee has considered the matter.
 - 14.1.3 a Chairman of an Area Committee has referred the decision up under paragraph 12.1(2), in which case the Sub-Committee's recommendation will be referred up to the parent committee.
 - 14.1.4 any Area Committee considering a proposal for discharging a function for a location that crosses their boundaries do not approve recommendations submitted to them.

14.2 Any report from a Sub-Committee or panel on its proceedings shall be submitted to the parent Committee and not direct to the Council.

15. Performance and Contract Management Committee / Sub-Committee – Call-in Procedure

15.1 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).

15.2 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.”

15.3 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.

15.4 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.

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

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

15.6 A meeting of the Performance and Contract Management 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.

If such a meeting is called the decision of the West London Economic Prosperity Board may not be implemented until the decisions of the sub-committee meeting are known.

15.7 The Performance and Contract Management Committee or Sub-Committee may:

- (a) Take no action,
- (b) Refer the matter back to the West London Economic Prosperity Board for reconsideration

The Performance and Contract Management Committee or Sub-Committee may not refer the call-in to Council.

15.8 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.

15.9 The Chairman of the Performance and Contract Management Committee must agree that the decision proposed should be treated as a matter of urgency

15.10 In the absence of the Chairman of the Performance and Contract Management Committee the consent of the Mayor is required.

15.11 The Performance and Contract Management Committee when considering a call-in shall consider the following business:

- (a) Minutes of the last meeting;
- (b) Declarations of interest;
- (c) The call-in request for which the meeting is convened.

15.12 Decisions taken as a matter of urgency must be reported by the Monitoring Officer to the next available meeting of the Performance and Contract Management Committee, together with the reasons.

16. Suspension of business at Committee and Sub-Committee meetings

16.1 No business at any meeting of a Committee or Sub-Committee shall be transacted after 10 pm and any business transacted after that time shall be null and void. At 10 pm and without further debate the Chairman shall immediately put to the vote any motion or amendment, which has been formally moved and seconded.

16.2 At any meeting of the Council, Planning Committee and Area Planning Committees, the Chairman at their sole discretion may extend the period for the

- transaction of business to 10.30pm. This will be recorded in the Committee's decisions.
- 16.3 Residents Forums will meet at 6.30pm and will conclude their business by 8.30pm at the latest, followed by the Area Committee on the same night and same venue at 7.00pm or on the conclusion of the Residents' Forum, whichever is later.
- 16.4 If any items remain on the agenda to be dealt with, the Committee or Sub-Committee may decide to call a special meeting or refer the remaining items to the next ordinary meeting.

Voting and recording of votes

17. Voting at meetings

- 17.1 The mode of voting at all meetings of the Council, its Committees, Sub-Committees or panels shall be determined by a show of hands except where otherwise provided by law or in these standing orders.
- 17.2 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.
- 17.3 The Chairman will always have the right to exercise a casting vote in the event of equality of voting on a motion or amendment, in accordance with the provisions of the Local Government Act 1972, provided s/he has voted when the motion or amendment was first put to the vote.

18. Vote to be recorded

- 18.1 A member of the body can request that his/her vote to be recorded in the minutes.

19. Filming and Recording of Meetings

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

HR Regulations

Except for the powers reserved to General Functions Committee, the offer, appointment, varying and ending of contracts of employment is a matter for the Head of Paid Service. The Head of Paid Service will discharge their responsibilities at an operational level through the Human Resources Director, save as to where such functions may not be discharged by Third Parties. Where a matter sits outside these Regulations then it must be referred to the Head of Paid Service for decision in consultation with the Council's Monitoring Officer.

Where the following issues arise from an organisational restructure, the restructure will be considered to have major implications and a report must be submitted to General Functions Committee for approval:

- The anticipated outcome of statutory consultation will mean that 20 or more employees are put at risk of redundancy/TUPE transferred
- Terms and conditions of employment are to be introduced (this excludes compliance with statutory requirements) or replaced (this means a new term or condition).

1. The Council Establishment

Directors, Assistant Directors, Commissioning Directors and Heads of Service are responsible for the provision of timely and accurate information about Establishment changes so that accurate lists are maintained and to ensure that establishment costs are within budget. Any changes to establishment must be recorded through a delegated powers report.

2. Offer, Appointment, Varying and Ending Contracts of Employment

2.1 Officer Employment Procedure Rules.

The Local Government Act 2000, the Local Authorities (Standing Orders) Regulations 2001 and the Local Authorities (Standing Orders) (Amendment) Regulations 2015 require the Council to have rules relating to the recruitment, appointment and dismissal of officers. These are set out below in Section 2.1.

Sections 2.1.3 to 2.1.5 are subject to the following restriction:

*No vacant posts at Assistant Director level or above shall be advertised or recruited to without prior Committee approval and all new posts at Assistant Director level or above shall be created by committee decision and not by delegated powers.

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2.1.1 Recruitment and appointment

(a) Declarations

Rule	Action
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(i) The council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the council; or of the partner of such persons.	All candidates must complete a code of conduct declaration of interests statement as part of the appointment process.
(ii) No candidate so related to a councillor or an officer will be appointed without the authority of the relevant chief officer or an officer nominated by him/her.	The application will be passed to the Human Resources Director for the relevant Chief Officer decision.

(b) Seeking support for appointment

(i) The council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the council. The content of this paragraph will be included in any recruitment information.	This forms part of the application process.
(ii) No councillor will seek support for any person for any appointment with the council.	Forms part of the application process.

2.1.2 ***Recruitment of Head of Paid Service and Chief Officers**

Where the council proposes to appoint a chief officer (including any appointment that may be made exclusively from among their existing officers), the council will:

<p>(a) draw up a statement specifying:</p> <ul style="list-style-type: none"> (i) the duties of the officer concerned; and (ii) any qualifications or qualities to be sought in the person to be appointed; <p>(b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;</p> <p>(c) make arrangements for a copy of the statement mentioned in paragraphs (1) and 2(a) to be sent to any person on request; and</p> <p>(d) Agree the minimum criteria by which objective selection may be made.</p>	<p>Appointment of Chief Officers is a function reserved to the Chief Officer Appointment Panel and may include an external appointment process</p>
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2.1.3. ***Appointment of Head of Paid Service**

(a) The full council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a committee of the council. Full Council must also approve the dismissal of the Head of Paid Service	The Chief Officer Appointments Panel will make a recommendation on the appointment of the Head of Paid Service for approval by Full Council.
(b) The full Council may only make or approve the appointment of the Head of Paid Service.	

2.1.4. ***Appointment of Chief Officers**

(a) A Committee of the council will appoint Chief Officers.	Appointment of Chief Officers is a functions reserved to the Chief Officer Appointments Panel.
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2.1.5. ***Other appointments**

(a) Officers below Chief Officer.

Appointment of officers below Chief Officer (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee and may not be made by Councillors.	The Head of Paid Service will ensure that all appointments shall be made in accordance with the Council's contractual terms and conditions.
The Head of Paid Service will consult the Chair of the Chief Officers Appointments Panel before making an appointment of deputy Chief Officers.	The Head of Paid Service will consult the chairman of the Chief Officer Appointments Panel. Appointment of Deputy Chief Officers will be reported to General Functions Committee for information.

(b) Appointment of political assistants

(i) The council may appoint up to three posts to provide assistance to the members of any political group to which members of the council belong to discharge any of their functions as members of the council.	The Monitoring Officer will be responsible for the allocation of posts.
(ii) Each post shall first be allocated to a political group in accordance with Section 9 of the Local Government and Housing Act 1989, and will then fall to be filled from time to time in accordance with the wishes of	The Head of Paid Service will ensure that all appointments shall be made in accordance with the Council's contractual terms and conditions.

<p>that group. No post shall be allocated to a political group that does not qualify for one.</p> <p>(iii) No appointment shall be made to any such post until the council has allocated a post to each political group that qualifies for one. No more than one post shall be allocated to any one political group.</p>	
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2.1.6. *Disciplinary action*

<p>(a) Suspension: The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.</p>	<p>The Head of Paid Service will be responsible to ensure that the correct processes are followed. Where the process involves the Head of Paid Service, the Council's Monitoring Officer will be responsible.</p> <p>The Head of Paid Service has the power to appoint a Designated Independent Person. Where the process involves the Head of Paid Service the Monitoring Officer shall have this power</p>
<p>(b) Independent person: No other disciplinary action may be taken in respect of any of those officers except in accordance with a recommendation in a report made by a designated independent person.</p>	<p>The Head of Paid Service will be responsible to ensure that the correct processes are followed. Where the process involves the Head of Paid Service, the Council's Monitoring Officer will be responsible.</p>
<p>(c) Councillors will not be involved in the disciplinary action against any officer below chief officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.</p>	<p>The Head of Paid Service will be responsible to ensure that the correct processes within the Council's contractual Terms and Conditions are followed.</p>

2.1.7. *Dismissal*

<p>(a) Councillors will not be involved in the dismissal of any officer below chief officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the council's disciplinary, capability and related</p>	<p>The Head of Paid Service will be responsible to ensure that the correct processes as allowed for within the Council's contractual Terms and Conditions are followed.</p>
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procedures, as adopted from time to time may allow a right of appeal to members in respect of dismissals.	
(b) Any decision to dismiss the Head of Paid Service, Chief Finance Officer and Monitoring Officer must be taken by full Council	<p>Prior to Full Council considering the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer, the council must set up a panel to give views, advise and make recommendations to Full Council.</p> <p>The council must invite at least two independent persons to sit on this panel.</p> <p>The panel must be appointed at least 20 working days before the relevant meeting of Full Council.</p> <p>Before the taking of a vote at the relevant meeting of Full Council, the authority must take into account: a) any advice, views or recommendations of the Panel; b) the conclusions of the investigation into the proposed dismissal; and c) any representations from the relevant officer.</p>
(c) Decisions to dismiss a Chief Officer shall be taken by the General Functions Committee	

2.2 Varying Terms and Conditions of employment

With the exception of chief officers, terms and conditions for employees will be determined by the Head of Paid Service within the agreed negotiating mechanisms. Where an Individual Market Factor Supplement is to be included for a position on grades LBB1 to LBB7, the Head of Paid Service, Directors or Assistant Directors must consult with the Chairman of the General Functions Committee and record the results of that consultation through a Delegated Powers Report.

Directors, Assistant Directors, Heads of Service and Commissioning Directors are responsible for the provision of timely and accurate information about changes to individual's Terms and Conditions of employment e.g. work place adjustments and flexible working request.

The Human Resources Director will ensure that contractual variations are properly authorised and allowed for within the Council's contractual Terms and Conditions and are made on an accurate and timely basis.

2.3 Leavers

The Head of Paid Service through the Human Resources Director will ensure that Leavers are managed in accordance with the Council's contractual Terms and Conditions and changes are made on an accurate and timely basis.

3 Employee Records

Directors, Assistant Directors and Commissioning Directors and Heads of Service are responsible for the provision of timely and accurate information about changes to employee Records e.g. absence information and input of Performance Reviews.

4. Salaries & allowances payable to Council employees and Pensioners

The Human Resources Director will ensure that properly authorised payments for Salaries and Allowances shall be made in accordance with the Council's contractual terms and conditions and these will be made on an accurate and timely basis.

5. Members Allowances

5.1 The Chief Finance Officer shall make payments of allowances to Members of the Council, co-opted members and members of the public who attend other Council bodies who are entitled to make such claims on submission of the approved form.

5.2 The Human Resources Director will ensure that these payments are made on an accurate and timely basis.

5.3 The Monitoring Officer will be responsible for notifying the Human Resources Director of any changes to Members' Allowances.

6 Pensions Administration

6.1 The Head of Paid Service through the Human Resources Director will ensure that on an annual basis that each pensioner residing overseas provides a life certificate.

6.2 The Human Resources Director will ensure that on an annual basis that the Council's discretions under Regulation 66 of LGPS (administration) regulations 2008 and LGPS (Miscellaneous) Regulations 2012 are provided to the Chief Finance Officer for agreement.

6.3 The Human Resources Director will ensure that properly authorised payments for Pensions shall be made in accordance with the Council's contractual terms and conditions and these will be made on an accurate and timely basis.

Public Participation and Engagement

1. Introduction

- 1.1 This section relates to how members of the public can participate in the formal decision making process of the Council. There are other less formal ways that the public can engage with the Council (such as Residents Forums, consultations and other working groups) all of which form part of the governance and accountability framework.
- 1.2 There are three ways in which members of the public can participate in Committee meetings. These are:
 - By asking a public question
 - By making a public comment
 - By submitting a petition
- 1.3 The following sections outline the process by which members of the public can exercise their right to participate in formal committee meetings, as well as giving details of the rules governing the exercise of these powers.

2. Public Questions

- 2.1 Questions must relate to an item being considered on a committee agenda and be addressed to the Committee Chairman. Questions must detail which agenda item they are in connection with. Committee agendas are published on the Council's website five working days prior to the meeting. Members of the Public should state their current/business address or organisation when submitting questions.
- 2.2 Questions should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting (for example for a committee meeting on a Thursday the deadline would be 10am on the preceding Monday; for a committee meeting on a Tuesday the deadline would be 10am on the preceding Thursday). Any questions submitted after this time will not be considered.
- 2.3 At the meeting, a time period of up to 30 minutes, is available for public questions and comments in total.
- 2.4 Written responses to public questions will be circulated to the questioner in advance, or at the meeting. If they wish, members of the public can ask the Committee Chairman one supplementary question at the Committee

meeting, which will be answered without discussion. The supplementary question must be relevant to the original question put to the Chairman.

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

3. Public Comments

- 3.1 Comments must relate to an item being considered on a Committee agenda and provide members of the public with an opportunity to address Committee Members. Committee agendas are published on the Council's website five clear working days prior to the meeting.
- 3.2 Requests to speak should be submitted to the relevant Governance Officer named on the front page of the agenda and received by 10am on the third working day prior to the meeting ~~10am on the second clear working day prior to the meeting~~. Any requests to make comments after this time will not be considered.
- 3.3 At the meeting, each speaker will have a time period of up to three minutes to address the Committee. Committee Members will then have the opportunity to question each speaker on the representation that they have made.
- 3.4 Comments may also be made in writing within the same deadlines as paragraph 3.2 and these will be published as an addendum to a report

4. Requests to speak at Planning Committees, Area Planning Committees and Area Committees

- 4.1 Requests to speak should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting.
- 4.2 A maximum of three speakers are able to address the committee on each application or item.
- 4.3 In respect of planning committees only, there can be a maximum of two speakers in favour or against an application. The third speaker slot is reserved for the applicant or their representative irrespective of whether the application is recommended for approval or refusal. The applicant's representation will be taken as the last speaker on an item.

- 4.4 Where more than three requests to speak have been received, the public shall decide amongst themselves who is to address the Committee. If this does not take place, the Chairman shall use their discretion to determine who is able to speak.
- 4.5 When registering to speak, members of the public will be asked by the Council if they consent to having their details passed on to other supporters or objectors, thus enabling them to put forward views of others who have an interest in and wish to make representations on the application or item. If a member of the public is representing the views of others, they must inform the Committee who else they are representing when making their presentation. .
- 4.6 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.
- 4.7 Members of the public making comments to Committees are able to send a substitute if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of the substitution prior to the meeting commencing.
- 4.8 Where an application or item being considered by a Committee is referred to its parent committee for approval, the speaking rights of members of the public who have registered to speak on the application or item will automatically transfer to the parent committee.

5. Items and Questions to Resident Forums

- 5.1 Items and questions must be received by the Governance Service by 10am on the fifth working day prior to the meeting for the item to be discussed at the Forum. Written responses to local matters will be provided by 5pm the working day before the Residents Forums take place.
- 5.2 The Forum Chairman has the discretion to accept items and questions with less than five days' notice if they deem the matter to be urgent. Responses to urgent matters will be responded to by officers at the Forum meeting.
- 5.3 The Six Month Rule shall apply whereby matters dealt with cannot be raised again within this period.
- 5.4 The Residents Forum may also be a forum for certain consultations from the Council as decided by the Chairman.

The Chairman will determine issues in the following way:

1. Residents will have the opportunity to discuss the issue raised

2. Chairman, Chief Officers or other relevant officers may respond to the issues raised
3. Having considered the issues the Chairman 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
 - instruct that Ward Members are notified of the issue.
 - decide that the issue be referred to the next meeting of an Area Committee for consideration, subject to the issue being within the terms of reference of an Area Committee

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

6. Restrictions and Exceptions for Public Questions and Comments

6.1 Public questions and comments are not permitted:

- If they are requests from or in connection with the aims and activities of a political party
- If they would result in the release of confidential information, or which may prejudice enforcement
- If they relate to a matter where this is a right of appeal against any decision of the Council
- 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 General Functions Committee
- 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 Chairman of the relevant Committee or Sub-Committee, in consultation with the Head of Governance shall decide whether any particular comment or questions will be permitted.

6.2 Public questions and comments are not permitted at the following meetings:

- Council (other than the written questions to the Leader)
- Informal meetings
- Licensing sub-Committees – the procedure for making representations on licensing applications is prescribed by the Licensing Act 2003

7. Petitions

7.1 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 the relevant Committee Chairman.

7.2 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. An e-petition will only be accepted if it complies with the terms and conditions set out in the Council's e-petitions facility.

7.3 Petitions will not be accepted if they are:
- vexatious or abusive
- relate to any enactment or statutory provision

7.4 Petitions relating to planning or licensing applications, appeals or reviews will be dealt with by the relevant service area and will be taken into consideration in dealing with the relevant application, appeal or review. Petitions that are submitted to the Council that do relate to Planning or Licensing matters will be taken into account by the relevant service during the consideration of an application.

7.5 Petitions will be acknowledged within 10 working days. The acknowledgement will include information on possible action to be taken by the Council and detail of how and when the petition will be reported to a Council decision making body.

7.6 Petitions will be reported to the following decision making bodies.

25 – 1,999 Signatures	The Relevant Area Committee
2,000 – 6,999 Signatures	The Relevant Theme Committee
7,000 plus Signatures	Full Council

- Petitions that are reported to Area Committees will be considered at the appropriate meeting in one of the following ways. Note the petition
 - Ask officers to present a report to a future meeting of the Area Committee
 - Formally refer to a relevant Committee
 - Formally instruct an officer (within their powers) to take action
 - To bring the matter to the attention of the Ward Councillors (who will consider and respond to the issue individually)
- 7.7 Petitions that are reported to Theme Committees will be considered at the appropriate meeting in one of the following ways:
- Take no action
 - Note the petition
 - Agree a recommended course of action
 - Instruct an officer to prepare a report for a future meeting of the Committee on the issue(s) raised
- 7.8 Petitions are required to be received 15 days before the Committee meeting and only one petition will normally be heard per meeting with the exception of Area Committees. The Chairman of the Committee may request that the relevant Chief Officer to attend the meeting to be called to give account with regard to the issue raised.
- 7.9 Details of the procedure to be followed at the meeting and the actions available to the Committee are set out below:
- i) Lead Petitioner is given five minutes to present the petition;
 - ii) Committee Members have an opportunity to ask questions of the Lead Petitioner;
 - iii) Chief Officer and Chairman of the relevant Committee respond to the issues raised in the petition;
 - iv) Committee Members ask questions of the Chief Officer and Committee Chairman;

- v) Committee will then consider the issues raised and the responses received and take action as outlined in section 7.6.
- 7.10 Petitions reported at Full Council meetings are required to be received 15 days before the Council meeting, and only one petition will be heard per meeting. Details of the procedure to be followed at the meeting are set below:
- i) Lead Petitioner is given five minutes to present the petition;
 - ii) Council Members have an opportunity to ask questions of the Lead Petitioner then debate the item.
 - iii) The relevant Committee Chairman will respond to the issues raised in the petition and outline the decision route (if any) he/she proposes to take
- 7.11 Any received hard copy petition 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.

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LONDON BOROUGH OF BARNET
MEMBERS' ALLOWANCES SCHEME
2016/17

1. The Scheme

This scheme is made by Barnet London Borough Council under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) and the Local Government Pension Scheme and Discretionary Compensation (Local Authority (Members in England) Regulations 2003 ("the Regulations").

1.1 The scheme may be cited as the Barnet London Borough Council Members' Allowances Scheme and replaces all former Schemes.

1.2 It has effect for the period 1 April 2016 to 31 March 2017.

1.3 In this scheme,

1.3.1 "Councillor" means an elected member of the Council of the London Borough of Barnet.

1.3.2 This scheme will cover a period from 1 April 2016 to 31 March 2017;

1.3.3 "Co-optee" and "co-opted member" means a person not a councillor who is appointed by the Council to a committee discharging a statutory local authority function.

2. Basic Allowance

2.1 A basic allowance of £10,597 shall be paid to each councillor.

2.2 Payment of the basic allowance is subject to the conditions set out in sections 9, 10, 12 and 13.

3. Special Responsibility Allowance

3.1 Allowances are payable to recognise the special responsibilities attached to certain positions to which councillors may be appointed. The allowances are graded in 5 bands.

3.2 The bands, the positions concerned and the sums payable are set out in Schedule 1.

3.3 No Member may receive more than one Special Responsibility Allowance in respect of the same period of time, but the Member will receive whichever is the highest of the Special Responsibility Allowances for which they qualify.

3.4 Other conditions attached to the payment of special responsibility allowance are set out in sections 9, 11 and 12.

4. Childcare and Dependent Carers' Allowance

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

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

4.2 Dependent relatives and children are defined as:-

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

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

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

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

5. Travel and Subsistence Allowance

5.1 Members do not receive a travel allowance for the cost of travel within the borough.

5.2 The duties which qualify for the payment of travel outside the Borough are set out in Schedule 2 with the amounts payable set out in Schedule 3.

5.3 The duties which qualify for the payment of travel allowance to a co-opted member or member of an appeals committee established under the Education Act 1996 are set out in Schedule 2 with the amounts payable set out in Schedule 3.

5.3 The duties which qualify for the payment of subsistence allowances to a councillor, co-opted member or member of an appeals committee established under the Education Act 1996 are set out in Schedule 2 with the amounts payable set out in Schedule 3.

5.4 The payment of allowance is subject to the conditions set out in section 9.

6. Independent Members, Independent Persons and Co-optees' Allowance

6.1 An allowance of £127 shall be paid to the Independent and co-opted Members of Council Committees for each meeting that they attend.

6.2 Payments to Independent Persons (Standards Committee) as follows:

- A fee of £127 where the views of the Independent Person have been sought but the case is not progressed to Committee;
- A fee of £200 where the views are sought and the case is referred to Standards Committee;
- A fee of £250 where the Independent Person has to sit as Chairman of a Standards Committee meeting

6.2-3 Payment of the allowance is subject to the conditions set out in sections 8 and 9.

7. Pensions

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

8. Financial Limits

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

9. Renunciation

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

10. Part-year Entitlements

10.1 This section regulates councillors' entitlement to allowances if during the year

- the scheme is amended
- the councillor is newly elected
- the councillor ceases to be a councillor
- the councillor accepts or gives up a position eligible for a special responsibility allowance.

10.2 If the scheme is amended so as to change the basic allowance or the special responsibility allowance then the annual amount to be paid to each councillor shall be re-calculated. The councillor will be paid a proportion of the old allowance and a proportion of the new allowance. The proportions will reflect the

number of days in the year before and after (starting with the day on which the change takes effect) the change. Further amendments will be treated in the same way.

10.3 If during the year

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

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

11. Claims, Payments, Repayments, Restriction to entitlement

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

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

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

;

(a) ceases to be a councillor; or

(b) is otherwise not entitled to receive the allowance for that period,

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

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

Special Responsibility Allowances 1 April 2016 to 31 March 2017

BAND	SRA (£)	POSTS COVERED
5	34,000	Leader of the Council
4	27,000	Deputy Leader of the Council
3	15,333	<p><u>Chairmen of:</u></p> <p>Policy and Resources Committee</p> <p>Children, Education, Libraries and Safeguarding Committee</p> <p>Adults and Safeguarding Committee</p> <p>Housing Committee</p> <p>Community Leadership Committee</p> <p>Environment Committee</p> <p>Performance and Contract Management Committee</p> <p>Assets Regeneration and Growth Committee</p> <p>Planning Committee</p> <p>Hendon Area Planning Committee</p> <p>Chipping Barnet Area Planning Committee</p> <p>Finchley and Golders Green Area Planning Committee</p> <p>Audit Committee</p> <p>Health and Well-Being Board</p> <p>General Functions Committee</p> <p>Pension Fund Committee</p> <p>Health Overview and Scrutiny Committee</p>

		Leader of: Major Opposition Group
2	8,852	<u>Chairmen of:</u> Constitution, Ethics and Probity Committee Licensing Committee Finchley and Golders Green Area Committee Chipping Barnet Area Committee Hendon Area Committee
1	2,368	<u>Chairmen of:</u> Finchley and Golders Green Residents Forum Hendon Residents Forum Chipping Barnet Residents Forum <u>Vice-Chairmen of:</u> Policy and Resources Committee Children, Education, Libraries and Safeguarding Committee Adults and Safeguarding Committee Housing Committee Community Leadership Committee Environment Committee Performance and Contract Management Committee Assets Regeneration and Growth Committee

Approved Duties

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

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

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

(The following bodies or their committees or sub-committees are specifically included in the above definition:

Welsh Harp Joint Consultative Committee
 Hampstead Heath Management Committee
 London government statutory bodies, joint committees, forums,
 consortiums, employers' associations, etc
 Standing Advisory Council for Religious Education (SACRE)
 Local Government Association
 London Councils
 Joint Negotiating Councils for Council employees

2. Subject to the Base Budget not being exceeded, duties undertaken by Members, provided that they are undertaken outside the borough of Barnet and that the Chief Executive is satisfied that the duties are for the purposes of, or connected with, the discharge of the functions of the Council.
3. Attendance as the council's duly authorised representative at meetings of the following bodies.
 - (a) School admission, exclusion and reinstatement appeals panels
 - (b) Statutory complaints boards or panels relating to the council's education or social services functions
4. Conferences and meetings convened by a person or body whose objects are neither wholly nor partly political, and otherwise than in the course of a trade or business, for the purpose of discussing matters which in the council's opinion will relate to the interests of Barnet or its inhabitants or of part of Barnet or the inhabitants of part of it are approved for the purposes of payment of travel and subsistence allowance. They are those conferences and meetings convened by outside bodies being conferences where it is considered that there is a direct connection with a function of this council.

Travel and Subsistence Allowances

Travel

1. Members do not receive a travel allowance for the cost of travel within the borough.
2. Other travel allowance shall be paid at the same rates as those applying at the time to council staff for motorcar, motorcycle and bicycle use. For public transport actual expenditure shall be reimbursed.

Subsistence

3. For a councillor attending an approved duty that takes place inside the borough of Barnet the rate of subsistence and travel allowance shall be nil.

Other subsistence allowance for meals taken on duty shall be paid at the same rates as those applying at the time to council staff.
For overnight costs reasonable approved expenses shall be paid.

Other Reimbursements allowed:

1. Not more than the amount of any expenditure incurred on tolls, ferries or parking fees.
2. Where day subsistence is payable, the reasonable cost of meals taken on trains, subject to a reduction of subsistence allowance of four hours for each meal taken, and a maximum of one main meal during an absence of more than four hours, two for more than eight hours' absence and three for more than twelve hours' absence.
3. The actual cost of overnight garaging of a car or other vehicle.

Payment

4. Evidence of expenditure incurred shall be required when claims are made and any unreasonable claim shall be referred to the Chief Executive.

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	<p>Council 4 April 2016</p>
<p style="text-align: center;">Title</p>	<p>Referral to Council from Assets Regeneration and Growth Committee– West Hendon Compulsory Purchase Order 2 & 2a (CPO2 and CPO2a)</p>
<p style="text-align: center;">Report of</p>	<p>Head of Governance</p>
<p style="text-align: center;">Wards</p>	<p>All</p>
<p style="text-align: center;">Status</p>	<p>Public</p>
<p style="text-align: center;">Enclosures</p>	<p>Annex 1 – Report to Assets Regeneration and Growth Committee, 17th March 2016. Appendix A – CPO 2 and 2a Plan</p>
<p style="text-align: center;">Officer Contact Details</p>	<p>Andrew Charlwood, Head of Governance andrew.charlwood@barnet.gov.uk 020 8359 2014</p>

Summary

Agenda item 9 West Hendon Compulsory Purchase Order 2 & 2a (CPO2 and CPO2a) was referred up to Full Council by the requisite number of members of the Assets Regeneration and Growth Committee on 17 March 2016, as outlined in the Constitution. Council is therefore requested to consider the recommendations and take a decision on them.

Recommendations

That Council consider and vote on the recommendations contained in agenda item 9 of the Assets Regeneration and Growth Committee of 17 March 2016.

1. WHY THIS REPORT IS NEEDED

1.1 The Constitution allows a certain number of Members to refer a matter on which a Committee has taken a decision to its parent body. At the meeting on

17th March 2016, the Assets Regeneration and Growth Committee considered agenda item 9 (West Hendon Compulsory Purchase Order 2 & 2a (CPO2 and CPO2a)). Following discussion of agenda item 9, the Chairman moved to a vote. Votes on the report was recorded as follows:

For: 4
Against: 4
Abstain: 0

The Chairman used his casting vote in favour.

Immediately following the vote Councillor Coakley-Webb, moved to refer the item to the next practicable meeting of Full Council. The referral was supported by:

- Councillor Geof Cooke
- Councillor Nagus Narenthira

Context for referral following officer presentation and debate:

- Concerns expressed regarding the process of valuations and offers made to residents
- Although officers had maintained that lessons had been learnt through the CPO1 process some Members still had concerns (e.g. the level of affordable housing provision)
- Discussions regarding the interests of local residents

The reasons given for the request to refer the item were:

- Members expressed a view that the project could have an effect of social cleansing
- Members want to ensure that the interests of residents will be protected

- 1.2 As the required number of Members of the Assets Regeneration and Growth Committee indicated immediately after the decision had been taken that they required the decision to be referred up, the procedures to be followed will be those set out in Paragraph 20 of Full Council Procedure Rules (Rules of Debate). For reports of Committees (including Overview and Scrutiny Committees), the Chairman of the relevant committee, or the Vice-Chairman 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.

2. REASONS FOR RECOMMENDATIONS

- 2.1 As set out in the substantive report.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 As set out in the substantive report.

4. POST DECISION IMPLEMENTATION

4.1 As set out in the substantive report.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 As set out in the substantive report.

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

5.2.1 As set out in the substantive report.

5.3 Legal and Constitutional References

5.3.1 Constitution, Responsibility for Functions, Paragraph 6, Members Rights to Refer Matters to Parent Body – states that “A specified number of Members of a Committee or Sub-Committee may require that any decision of the Committee or Sub-Committee is referred up to the next practicable meeting of Full Council or the relevant Committee to which the Committee or Sub-Committee reports, by indicating immediately after the decision is taken that they require the decision to be referred up. The report to Full Council or the relevant Committee to which the Committee or Sub-Committee reports on the referral shall set out the reasons given for the referral.”

5.3.2 Constitution, Full Council Procedure Rules, Paragraphs 20 and 21 – Rules of Debate and Time for Debate

5.4 Risk Management

5.4.1 As set out in the substantive report.

5.5 Equalities and Diversity

5.5.1 As set out in the substantive report.

5.6 Consultation and Engagement

5.6.1 None

6. BACKGROUND PAPERS

6.1 None.

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	<h2>ASSETS, REGENERATION & GROWTH COMMITTEE</h2> <h3>17 March 2016</h3>
<p style="text-align: right;">Title</p>	<p>WEST HENDON COMPULSORY PURCHASE ORDER 2 & 2a (CPO2 and CPO2a)</p>
<p style="text-align: right;">Report of</p>	<p>Commissioning Director, Growth and Development</p>
<p style="text-align: right;">Wards</p>	<p>West Hendon</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>Yes</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix 1 – CPO2 and CPO2a Plan</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Simon Bailey, Regeneration Manager (RE) Simon.Bailey@barnet.gov.uk, 0208 359 7671</p>

<h3>Summary</h3>
<p>This report seeks authority to make two Compulsory Purchase Orders – CPO2 & CPO2a – at West Hendon. The use of Compulsory Purchase Orders will be an option of last resort and will only be utilised where third party interests cannot be acquired through private treaty negotiations.</p>
<p>CPO2 will apply to residential properties at 33-125 Tyrell Way and 11-72 Warner Close and will be promoted using statutory powers under the Town and Country Planning Act 1990. CPO2a is required to deliver the major highways works required as part of the West Hendon Regeneration Scheme. In accordance with the Section 106 Agreement for West Hendon Barratt Metropolitan LLP (BMLLP) are required to deliver the highway works as part of Phase 4 of the Regeneration Scheme.</p>

<h3>Recommendations</h3>
<p>That the Asset, Regeneration & Growth Committee agrees:</p>
<p>1.1 to authorise the making of CPO2 and CPO2a;</p> <p>1.2 that the appropriate Chief Officer be authorised to issue and sign the order,</p>

notices and certificates in connection with the making, confirmation and implementation of CPO2 and CPO2a;

- 1.3 that the appropriate Chief Officer be authorised to make General Vesting Declarations (GVDs) under the Compulsory Purchase (Vesting Declarations) Act 1981 and/or to serve notices to treat and notices of entry (if required) following confirmation of CPO2 and CPO2a;
- 1.4 that the appropriate Chief Officer be authorised to issue and serve any warrants to obtain possession of property acquired by the Council following the execution of a GVD or service of a notice of entry relating to CPO2 and/or CPO2a if it was considered appropriate to do so;
- 1.5 that the appropriate Chief Officer be authorised to transfer all properties and proprietary interests acquired pursuant to CPO2 and CPO2a to the relevant development partners in accordance with the terms of the restated Principal Development Agreement dated 5 February 2014;
- 1.6 that the appropriate Chief Officer be authorised to take any further necessary actions to secure the making, confirmation and implementation of CPO2 and CPO2a;
- 1.7 that the appropriate Chief Officer be authorised to appropriate to planning purposes any parcel of land within the red line planning application boundary for the scheme and/or the CPO Plan (attached – Appendix 1) which is held by the Council for another purpose subject to obtaining any necessary statutory consents required and/or compliance with any statutory procedures for such appropriation.

1. WHY THIS REPORT IS NEEDED

- 1.1.1 The regeneration Scheme will replace existing properties within the West Hendon estate which are sub-standard, with new mixed tenure housing constructed to modern standards. The Scheme will deliver 2,194 new residential units - a net gain of 1,545 on the existing site. These will be delivered over a 17 year period, with all new homes expected to complete by 2028/29. The scheme includes improved transport links, an enhanced Town Centre, a new primary school and a new community hub and is delivered by the Barratt Metropolitan Limited Liability Partnership (BMLLP) – a Joint Venture between Barratt Homes and Metropolitan Housing Trust.
- 1.1.2 In consultation with the Council, BMLLP submitted a hybrid planning application for the regeneration of the West Hendon estate on 15 March 2013 (REF H/01054/13). This comprised detailed planning application for Phase 3a and an outline element of the planning application for the remainder of the West Hendon Estate Regeneration. On 20 November 2013, the Council granted planning permission for the Scheme following the completion of an agreement under section 106 of the Town and Country Planning Act 1990.

- 1.1.3 The Scheme will deliver a provision of 25% affordable housing comprising a minimum floorspace of 28,446 sq m and 543 affordable units. Of this 47% will be social rented enabling the re-housing of all secure tenants on site. The remainder of the affordable units will be intermediate/ shared equity accommodation.
- 1.1.4 A new strategic network of open green spaces will be provided within the area strengthening links to the Welsh Harp open space and West Hendon recreation ground accessed via two new pedestrian bridges. The site will benefit from extensive investment in public realm and open space including a renewed York Park with two equipped play areas and a civic space connecting the Broadway to the Welsh Harp. The Scheme provides land for a new 2 form entry primary school and nursery and includes a planning obligation for an associated community centre. Additional community and commercial facilities will be provided on the Broadway.
- 1.1.5 An enhanced public realm and significant highways infrastructure improvements will be delivered in association with the development resulting in the removal of the Perryfields Way Gyratory and safeguarding the freeflow of traffic on key arterial routes whilst improving local pedestrian and cyclist connectivity.
- 1.1.6 The development is split into four strategic phases identified as Phases 3, 4, 5 and 6. Currently only Phase 3 has been divided into three sub phases: 3a, 3b and 3c. Reserved Matters Planning approval was given in respect of Phases 3b and 3c (ref: 14/07964/RMA) on the 25 March 2015.
- 1.1.7 Cabinet Resources Committee 16 December 2013 authorised the making of up to four separate Compulsory Purchase Orders (CPOs). It was agreed that each individual CPO Phase would be approved as the scheme progressed. The Council uses CPO powers only as a last resort, where private negotiations to acquire properties prove unsuccessful.
- 1.1.8 The Council achieved vacant possession of the land required to deliver Phase 3a of the Scheme without the need to exercise compulsory purchase powers and it is envisaged that works in respect of that phase will be completed by July 2016.
- 1.1.9 Following the submission of CPO1 (required for the delivery of Phases 3b & 3c) to the Secretary of State, an eight day public inquiry was held in January 2015. The Secretary of State subsequently confirmed CPO1 on 12 November 2015. The relevant statutory notices regarding the confirmation of CPO1 were served on third party interests within the CPO1 order land. Negotiations to acquire those leasehold properties required for the delivery of Phase 3b (i.e. 11-98 Marriotts Close, 1-76 Franklin House and 1-32 Tyrell Way) progressed significantly over the last six months. This enabled the Council to achieve vacant possession of all properties within CPO1, with the exception of one unoccupied property that is likely to vest.
- 1.1.10 Nine estate resident leaseholders within CPO1 have moved into homes within the new development under shared equity arrangements.

- 1.1.11 69 of 71 secure tenants previously occupying units required for Phase 3b were rehoused in the new properties delivered as part of Phase 3a, using the Ground 10A process. With regard to non-secure tenants, 69 were rehoused within the borough, with 39 given secure tenancies.
- 1.1.12 It is anticipated that works to commence the delivery of Phase 3b will start in Spring 2016 with an anticipated completion by Summer 2018.
- 1.1.13 Negotiations to acquire the remaining CPO1 properties – required for the delivery of Phase 3c are ongoing. It is hoped that the Council will be able to achieve vacant possession of the land required to deliver Phase 3c by September 2016.
- 1.1.14 The properties likely to be affected by CPO2 are 3-125 Tyrell Way and 11-72 Warner Close. Initial land referencing indicates that there are approximately 34 ‘independent’ leaseholders whose properties fall within the CPO2 Order Land. Metropolitan Housing Trust also has 13 leaseholder properties. The Council and the Developer remain committed to acquiring third party interests voluntarily. Offers to acquire through private treaty negotiations will be based on market values and valuations will be subject to regular, independent review.
- 1.1.15 CPO2a is required to deliver the major highways works of the West Hendon Regeneration Scheme. The Developer is obliged under the section 106 agreement to deliver the highway works as part of Phase 4 of the Scheme, and the works are integral to completing the regeneration scheme. The Developer is committed to completing the scheme and will deliver these works. It is proposed that these works are handled under a separate CPO - meaning that CPO2a will not incorporate any of the social/former social housing within the West Hendon Estate. In choosing to promote a separate CPO for the highway works the Council is using the most appropriate power to secure the delivery of the Major Highway Works.
- 1.1.16 The current estimate for the commencement of Phase 4 is early 2019. This is subject to the Council being able to obtain vacant possession of the land required to secure its delivery. It is currently proposed that the Major Highway Works will commence in early 2018.
- 1.1.17 The West Hendon Partnership Board will continue to receive briefings on CPO2 as the process unfolds. Where possible their views will be taken into account in developing the wider consultation process. Beyond the Partnership Board, stakeholders and residents will be informed with regard to the progress of CPO2 and the implications for them through, for example, updates in newsletters, presentations at West Hendon Partnership Board Open Meetings and CPO workshops targeted at different tenure groups. A Communications Plan will be prepared to ensure that messages to residents are provided in a clear and timely manner.

2. REASONS FOR RECOMMENDATIONS

- 2.1 CPO2 and CPO2a are required to provide certainty with regard to site assembly in order to deliver the benefits of the regeneration to the estate and the wider area. Without a Compulsory Purchase Order as a 'backstop', it would be very hard to assemble the site through private treaty negotiations.
- 2.2 The Council is obliged under the terms of its Development Agreement with Barratt Metropolitan Limited to progress the CPO for West Hendon.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The only alternative to seeking Compulsory Purchase powers would be to try to acquire the properties and interests required to progress the scheme by private treaty. Without a Compulsory Purchase Order as a 'backstop', it would be very difficult to assemble the site through private treaty negotiations.

4. POST DECISION IMPLEMENTATION

- 4.1 Post ARG, delegated authorities will be sought for the final CPO2 and CPO2a proposals and separate applications for each CPO will be made to the Secretary of State. It is likely that CPO Enquiries will be necessary for both CPO applications. Once formal decisions are received, vesting dates will be agreed and the appropriate legal notices issued.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The vision for 2020 expressed within the Council's corporate plan 2015- 2020 expresses the principles of fairness, responsibility and opportunity and the following strategic objectives.

- 5.1.2 The council, working with local, regional and national partners, will strive to ensure that Barnet is the place:

- of opportunity, where people can further their quality of life
- where people are helped to help themselves
- where responsibility is shared, fairly
- where services are delivered efficiently to get value for money for the taxpayer

- 5.1.3 The regeneration of the West Hendon regeneration estate also supports the Sustainable Community Strategy for Barnet 2010–2020 through the following objectives:

- A new relationship with citizens - the new developments will offer more choice and promote independence by providing a number of different housing options such as shared ownership to residents and to other people in the wider community.

- A one-public-sector approach - the Council is working together with other public sector partners to ensure the delivery of the schemes.
- A relentless drive for efficiency - the Council is working with development partners to ensure that the scheme is delivered in the most cost effective way.

5.1.4 The regeneration scheme also complies with strategic objectives in the Council's Housing Strategy 2010-2025 which include:

- Increasing housing supply, including family sized homes, to improve the range of housing choices and opportunities available to residents; and promoting mixed communities and maximising opportunities available for those residents wishing to own their own home.

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

5.2.1 On 5 February 2014, the Council entered into a Compulsory Purchase Order Indemnity Agreement (CPOIA) with the Developer. Under the terms of the CPOIA the Developer is required to cover all of the Council's costs in relation to the preparation, making, confirmation and implementation of up to four Compulsory Purchase Orders. These costs include the purchase price or any compensation for any land or interest which the Council has to acquire either pursuant to the Compulsory Purchase Order or in consequence of the service of valid blight notices, including all payments made pursuant to the Compulsory Purchase Act 1965 and the Land Compensation Acts 1961 and 1973; any statutory interest payable and the Council's reasonable and proper internal and external costs including legal and surveying and other professional costs covered by the indemnity agreement.

5.2.2 As all CPO costs – including land acquisitions, legal costs and staff time – are covered by the CPO Indemnity Agreement, there is no financial risk to the Council. Initial land referencing indicates that there are approximately 34 'independent' leaseholders within CPO2. It is anticipated that the acquisition of properties will cost approximately £8,500,000 (including home loss and disturbance payments). The cost of CPO2a land acquisitions is likely to be circa £2million. At present, CPO2 and CPO2a costs have not been incorporated within the council's capital programme.

5.2.2 Once acquired all third party interests will be transferred to the Developer in accordance with the terms of the Principal Development Agreement ("the PDA") dated 11 August 2006, as varied on 5 February 2014, for the purposes of delivering Phase 4. Any such interests transferred in advance of a development phase will be the subject of an option agreement enabling the Council to re-acquire the property for regeneration purposes if the Principal Development Agreement should be terminated.

5.2.3 The Council and the Developer have put in place a Scheme team including surveyors, legal officers and land referencers to work towards making the necessary orders for CPO2 and CPO2a.

5.2.4 The CPO process is a last resort and the Council and Developer are committed to negotiating the voluntary acquisition of third party interests. Third party interests will be acquired at current market value taking into consideration the condition of the property.

5.3 Social Value

5.3.1 As indicated in sections within this report, the West Hendon regeneration project will secure wider social, economic and environmental benefits.

5.4 Legal and Constitutional References

5.4.1 The Council has the power through various enactments to make Compulsory Purchase Orders and to apply to the Secretary of State for confirmation of those orders.

CPO2 – Town and Country Planning Act 1990 Powers

5.4.2 Section 226 (1) (a) of the Town and Country Planning Act 1990, (as amended by the Planning and Compulsory Purchase Act 2004), provides that a local authority shall, on being authorised to do so by the Secretary of State, have power to acquire compulsorily any land in their area if they are satisfied that the acquisition will facilitate the carrying out of development, redevelopment or improvement on or in relation to the land. However the power must not be exercised unless the authority thinks that the development, redevelopment or improvement is likely to contribute to the achievement of the promotion or improvement of the economic, social or environmental well-being of their area. The compulsory acquisition of third party proprietary interests and/or rights in the CPO2 Order Land will enable the delivery of Phase 4 in accordance with an agreed programme and will provide certainty with regard to land assembly and the implementation of the Scheme. The ability to deliver Phase 4 will enable the Council and the Developer to progress the delivery of future Phases and the Scheme in its entirety.

5.4.3 The third party proprietary interests to be included within CPO2 are shown shaded pink on the plan attached at Appendix 1. The CPO2 Order Land largely comprises estate properties.

5.4.4 The regeneration of the West Hendon Estate is a key priority for the Council. This is set out in saved policies from the London Borough Barnet UDP 2009, the Adopted Core Strategy 2012 and within the associated Development Plan Documents (DPDs).

5.4.5 The estate was constructed in the late 1960s. Due to its design, layout and construction it is characterised by a number of issues such as:

- poorly defined public and private space;
- lack of orientation within the estate;

- no clear connection between the estate and the Broadway and other surrounding streets;
- Unappealing entrances to blocks and poorly maintained internal communal areas;
- Building fabric in need of repair and upgrade to meet current environmental and building standards

5.4.6 Through the regeneration Scheme the housing stock will be significantly improved to meet current building and construction standards, improving the environmental and social wellbeing of the area. Overall the regeneration Scheme will also include training and employment opportunities for residents within the borough, as well as proposals for a new primary school, community centre, town centre and improved transport links, improving the economic, social and environmental well-being of the area.

5.4.7 Section 13 of the Local Government (Miscellaneous Provisions) Act 1976 provides for the acquisition of new rights over land where such rights are not in existence when the order specifying them is made. In order to facilitate the delivery of Phase 4 it may be necessary to acquire new rights over the land for purposes such as crane oversailing. The land over which the acquisition of new rights may be required are shown tinted blue.

5.4.8 In using the enabling powers pursuant to section 226 (1) (a) of the Town and Country Planning Act 1990 and Section 13 of the Local Government (Miscellaneous Provisions) Act 1976, the Council is using the most specific powers available to it for the purposes of the redevelopment of West Hendon estate properties required to deliver Phase 4.

5.4.9 Government guidance on the use of compulsory purchase powers is set out in “Guidance on Compulsory Purchase Process and the Crichel Down Rules for the disposal of surplus land acquired by, or under the threat of, compulsion” 2015 (“DCLG CPO Guidance”). That guidance states that compulsory purchase orders should only be made where there is a compelling case in the public interest.

5.4.10 In resolving to make CPO2 the Council has had full regard to the DCLG CPO Guidance. The regeneration of the West Hendon Estate provides a compelling case for the making of the CPO. The existing housing stock is outdated and does not meet current environmental and building standards. The West Hendon regeneration proposals will improve the economic and social well-being of existing and future residents through the creation of training / job opportunities (e.g. during construction phases of development), updated housing stock, proposals for a new school and community centre and improved transport links. Vacant possession of each phase will be required in advance of its implementation.

5.4.11 The Council remains committed to securing the delivery of the of the overall Scheme, and the need for the comprehensive redevelopment of the Estate is recognised in adopted planning policy including the NPPF, the London Plan,

the Barnet Core Strategy and Saved policies from London Borough Barnet UDP 2009 and adopted Development Management Policies (DMP).

5.4.12 The Regeneration Scheme will deliver the following real and tangible benefits:

- Residential homes built to Lifetime Standards, incorporating higher standards of build quality applying Secure by Design principles and achieving a tenure blind design;
- Mixed and balanced communities delivered through a wider choice of tenure and unit mixes, offering wider opportunities for home ownership and creating sustainable, inclusive and mixed communities;
- The transformation of unappealing groups of buildings and disconnected external spaces into thriving and cohesive neighbourhoods through the integration of the Estate with its surrounding context (achieved through public parks, play spaces and community facilities);
- The removal of the Perryfield Way gyratory which represents a significant obstacle to pedestrian and vehicular movement in the locality;
- Public realm improvements to the Broadway and Station Road;
- 1766m² commercial floorspace (Class A1-A5 & B1) to replace 1,073.19m² existing commercial floorspace
- Connecting the community to the benefits of the Welsh Harp;
- Improved green spaces and play spaces;
- Proposed new bridge connections (an improved Cool Oak Bridge and new Silk Stream Bridge)
- New two-form entry primary school and community centre.

5.4.13 At present properties within the Estate fail to meet Decent Homes Standards. Taking into account the significant investment required to bring the existing buildings up to current standards and the commitment to secure the comprehensive regeneration of the Estate, the Council considers that there is a compelling case in the public interest to secure the delivery of the Scheme (and its associated benefits). To that end, the Council intends to utilise the powers under section 226(1)(a) of the Town and Country Planning Act 1990 and section 13 of the Local Government (Miscellaneous Provisions) Act 1976 because it is not certain that it, or the Developer will be able to acquire all third party proprietary interests and/or rights by agreement.

CPO2a – Highways Act 1980 Powers

5.4.14 Section 247 of the Highways Act 1980, provides that a local highway authority shall, on being authorised to do so by the Secretary of State, have power to acquire compulsorily land required for highway purposes including (but not limited to): (i) the construction / improvement of highway (section 239); (ii) use in connection with the execution of highway works (section 240); (iii) mitigation of effects related to the use of a highway constructed or improved by the authority (section 246); (iv) the creation of rights over land for highway purposes (section 250).

5.4.15 In accordance with the obligations set out in Schedule D of an agreement dated 19 November 2013, entered into pursuant to section 106 of the Town and Country Planning Act 1990, the Developer is required to carry out Major Highway Works as part of the delivery of Phase 4 of the Scheme.

5.4.16 The third party proprietary land interests to be included within CPO2a are shown shaded yellow on the plan attached at Appendix 1, with land shown shaded green on the plan identifying land over which new rights may be acquired to deliver the Major Highway Works.

5.4.17 The Major Highway Works are an essential part of the delivery of the regeneration Scheme. These works will include the:

- removal of the Perryfield Way gyratory which acts as a barrier to pedestrian movement and creates an environment that reinforces the isolation of the existing estate properties;
- widening of Station Road at its junction with the Broadway (A5) to allow two-way traffic flow;
- provision of new and improved pedestrian crossings to the A5;
- introduction of a right turn from the A5 onto Station Road;
- comprehensive streetscape improvements to Station Road and the Broadway;
- pedestrianisation of northern section of Perryfield Way;
- removal of through traffic from Garrick Road; and
- reversal of traffic direction and traffic calming on Herbert Road.

5.4.18 These works will result in reduced traffic flows through the redeveloped West Hendon estate creating a better environment for pedestrians and vehicular movements along with improvements to traffic movement on the A5 and Station Road. The works will provide an improved environment for existing and future residents.

5.4.19 In using the enabling powers pursuant to the Highways Act 1980, the Council is using the most specific powers available to it for the purposes of delivering the Major Highway Works required as part of Phase 4 of the regeneration Scheme.

5.4.20 Government guidance on the use of Highways Act 1980 compulsory purchase powers is set out in Circular 02/97 "Notes on the Preparation, Drafting and Submission of Compulsory Purchase Orders for Highway Scheme" (DoT Guidance). In resolving to make CPO2a the Council has had full regard to the DoT Guidance and the DCLG CPO Guidance.

Human Rights

5.4.21 The Human Rights Act 1998 requires (amongst others) that every public authority acts in a manner which is compatible with the Convention for the Protection of Human Rights and Fundamental Freedoms ("the Convention"). The following parts of the Convention are relevant to the Council's exercise of its compulsory purchase powers:

Article 1 of the First Protocol – the right to peaceful enjoyment of possessions;
Article 8 – respect for private and family life and home.

- 5.4.22 A decision to make CPO2 and CPO2a must strike a fair balance between the public interest in the regeneration of the land and interference with private rights. Bearing in mind the fact that the exercise of compulsory purchase powers is a statutory process, the provisions for compensation to be paid to those affected and the compelling case in the public interest for the regeneration, it is considered that the interference with private property rights is necessary, proportionate and strikes a fair balance towards meeting the Council's objectives.
- 5.4.23 Those affected by CPO2 and CPO2a will be informed and advised of their right to make representations to the relevant Secretary of State, to be heard at public inquiry and of a fair entitlement to compensation (where applicable). Thus ensuring consistency with Article 6: right to a fair hearing.
- 5.4.24 The terms of reference of Assets, Regeneration and Growth Committee which includes: to develop and oversee a Regeneration Strategy; develop strategies which maximise the financial opportunities of growth; oversee major regeneration schemes including those of key social housing estates; and all matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council.
- 5.4.25 This is outlined in the Council's Constitution, as are specific terms of reference relating to land disposals. The Management of Asset, Property and Land Rules govern how the Council may acquire, lease, act as landlord, licence, develop appropriate, change use of, or dispose of assets within its asset portfolio. Specific aims of the Management of Asset, Property and Land Rules outline how to apply the terms of reference.

5.5 Risk Management

- 5.5.1 The delivery of the West Hendon Regeneration Scheme ("the Scheme") is dependent upon the ability of the Council and its development partner BMLLP ("the Developer") to acquire all third party proprietary interests in the land and/or rights over the land.
- 5.5.2 The Scheme is to be implemented in accordance with an agreed phasing plan. In order to ensure Scheme viability (and delivery) the commencement and completion of each phase has to occur within a defined timeline. Both the Council and the Developer are committed to entering into negotiations with third party freeholders and leaseholders with a view to acquiring their interest in the land by way of private treaty. However, in the event that negotiations become complex and protracted any delay to the completion of the land assembly process will pose a significant risk to the delivery of the Scheme.
- 5.5.3 Given the lengthy construction programme to deliver the Scheme in its entirety, on 16 December 2013, the Cabinet Resources Committee resolved in principle, to the making of up to four separate CPOs in order to safeguard

the delivery of the Scheme in the event that the Council and Developer are unable to acquire all third party proprietary interests and/or rights in the land through private negotiations within required timescales.

- 5.5.4 The first of the four CPOs was confirmed by the Secretary of State for Communities and Local Government on 12 November 2015.
- 5.5.5 This report seeks a resolution to make two further CPOs (hereinafter referred to as “CPO2” and “CPO2a”). Appendix 1 of this report shows the area over which the compulsory acquisition of land and/or rights are required for CPO2 (areas shown tinted blue and pink). Those areas tinted yellow and green identify the areas over in order which the compulsory acquisition of land and/or rights are required for CPO2a. Both CPO2 and CPO2a are required to secure the delivery of Phase 4 of the Scheme.
- 5.5.6 Whilst it is hoped that all outstanding proprietary interests can be acquired by negotiation, the Scheme cannot proceed with the risk that negotiations may not prove successful in all cases. If confirmed by the Secretary of State, CPO2 and CPO2a will secure the delivery of Phase 4 of the Scheme.
- 5.5.7 The land assembly exercise is also dependent upon tenants relocating from their existing properties to other suitable alternative premises within an identified construction timetable. Any delays in achieving vacant possession could risk the deliverability of the scheme. By a letter dated 1 August 2014, the Secretary of State granted Ground 10A approval for the redevelopment of the West Hendon Scheme under Part V of Schedule 2 to the Housing Act 1985. In the first instance officers will seek to rely on that approval to obtain vacant possession of properties occupied by secure tenants. In order to further mitigate this risk, it is also proposed that all tenures, including premises occupied under a secure tenancy on the estate, would be included within the proposed CPOs for the Scheme.

CPO Indemnity Agreement

- 5.5.8 Costs incurred by the Council relating to the compulsory purchase process (including compensation payments and claims arising from blight notices) will be met by the Developer in accordance with the CPO Indemnity Agreement dated 5 February 2014 (“CPOIA”). The Council – through Re – has procedures in place to monitor costs against the agreed estimate. Costs will be approved by both the Developer and Re.
- 5.5.9 Once CPO2 and CPO2a have been made, the Council will be exposed to potential Blight Claims from owners of properties included within the CPO areas. The CPOIA will indemnify the Council against any payments made following a blight notice.
- 5.5.10 A continuing risk to the viability of the Scheme is the possibility that secure tenants may exercise the Right to Buy. This leads to increased acquisition costs and could result in a delay to the overall programme which ultimately could threaten the financial viability of the Scheme. The service of initial and Final Demolition Notices (on secure tenants within CPO2) pursuant to the

Housing Act 1985 (as amended), will mitigate against this risk by suspending the Right to Buy transactions within the scheme.

- 5.5.11 If confirmed by the Secretary of State, CPO2 and/or CPO2a must be implemented within three years (this period can be extended to a further three years (making a total of six years) by the service of Notice to Treat and then a Notice of Entry on the proprietors of the relevant interests.
- 5.5.12 The Council and the Developer are confident that Phase 4 is viable and remain committed to the delivery of the Scheme in its entirety.

5.6 Equalities and Diversity

- 5.6.1 The Council is committed to improving the quality of life and wider participation for all in the economic, educational, cultural, social and community life of the Borough. The West Hendon Regeneration Scheme will provide a mix of affordable and private sale properties. The new mixed tenure housing will improve the community cohesion in an area with a highly diverse population. It will provide increased choice and opportunity for Barnet residents. This supports the overall aim of the Council's Equalities Policy and the Council's duties under the Equality Act 2010.
- 5.6.2 At present the West Hendon Estate does not reflect a mixed and balanced community, with a heavy bias towards an affordable housing tenure. The Estate offers little by way of variety of unit mix. The regeneration proposals seek to address this imbalance through the delivery of a range of residential tenures across the site e.g. private housing, a new range of intermediate housing, wider range of unit sizes across all tenures and 10% of all residential units meeting Wheelchair Standards. The Scheme seeks to improve the demographic of the Estate to provide a step change in the levels of social inclusion to create a sustainable, mixed and cohesive community.
- 5.6.3 The public sector equality duty under section 149 of the Equality Act 2010 ("PSED") requires the Council to have due regard to: (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010; and (ii) the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. 'Protected characteristics' are: gender, race and disability, sexual orientation, age, religion or belief, pregnancy and maternity and gender reassignment.
- 5.6.4 The Council is aware that within the West Hendon estate there may be residents for whom English is a second language. The Council will offer a translation service when sending out CPO literature; additionally all those affected will be advised to seek independent legal advice so they fully understand the CPO process.
- 5.6.5 All owners and/or residents within the CPO2 and/or CPO2a boundary will be affected by the Compulsory Purchase Orders. The Council and its partners will endeavour to reduce this effect by extensive consultation. Consultation has and will continue to be undertaken with the residents and wider

community to ensure that the Scheme reflects local needs. In this regard, the Council and the Development Partners appointed an Independent Resident Advisor to work with the residents on the estate. A Partnership and Residents Board has been established who meet on a regular basis to discuss the regeneration proposals with the Council and its partners.

- 5.6.5 Having had due regard to its duty under the Equality Act 2010, the Council is confident that the delivery of the Scheme will contribute towards the social, economic, educational and cultural improvements for existing and future residents. It will also increase levels of social inclusion within a mixed and diverse community.

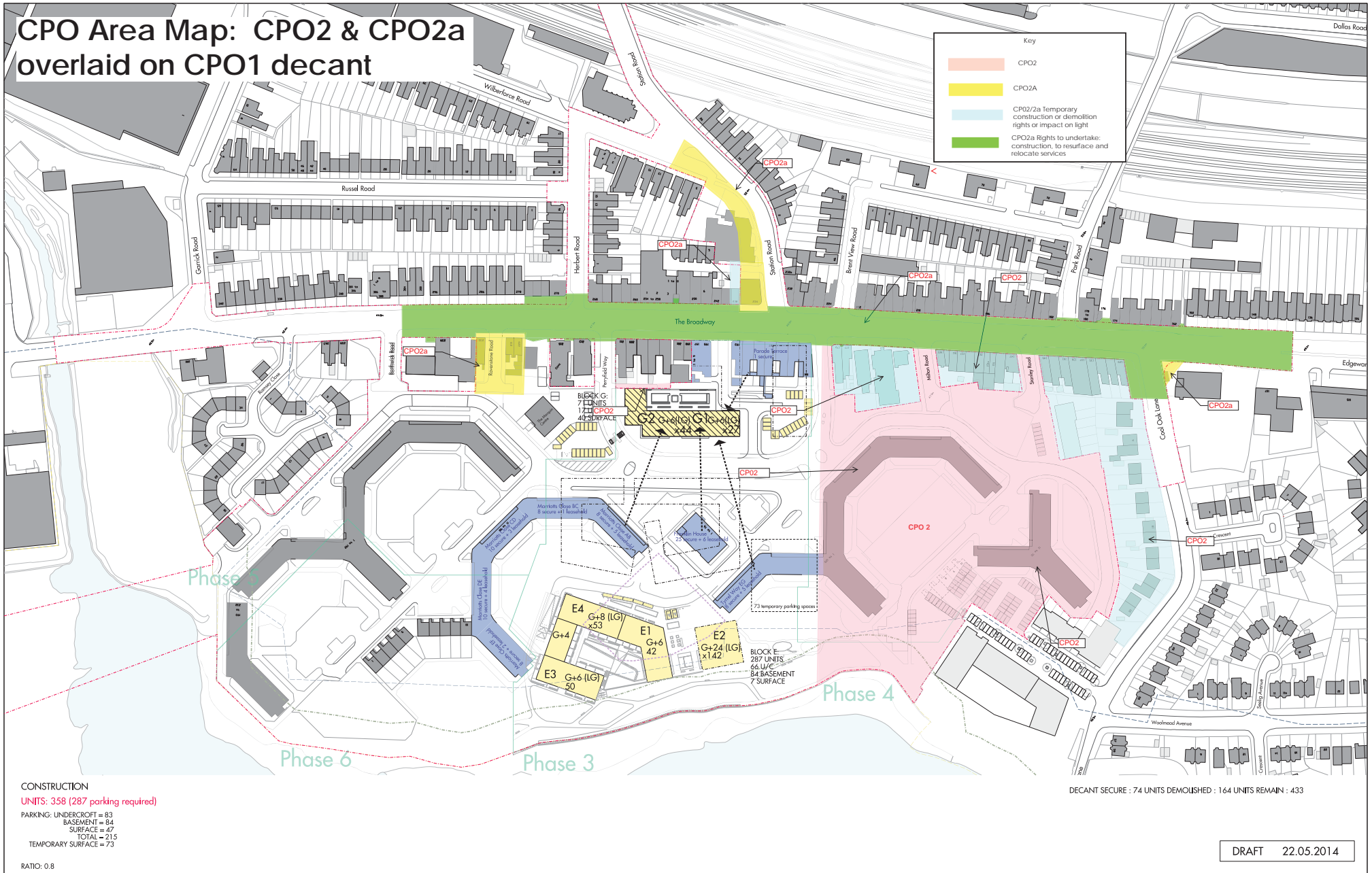
5.7 Consultation and Engagement

- 5.7.1 Consultation has and will continue to be undertaken with the residents and wider community to ensure that the Scheme reflects local needs. In this regard, the Council and the Development Partners appointed an Independent Resident Advisor to work with the residents on the estate. A Partnership and Residents Board has been established who meet on a regular basis to discuss the regeneration proposals with the Council and its partners.

6. BACKGROUND PAPERS

Cabinet Resources Committee, 16 December 2013, West Hendon Regeneration Project
<http://barnet.moderngov.co.uk/documents/s12100/West%20Hendon%20Regeneration%20Project.pdf>

CPO Area Map: CPO2 & CPO2a overlaid on CPO1 decant



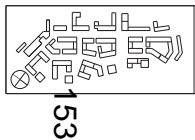
Key

- CPO2
- CPO2A
- CPO2/2a Temporary construction or demolition rights or impact on light
- CPO2a Rights to undertake construction, to resurface and relocate services

CONSTRUCTION
UNITS: 358 (287 parking required)
 PARKING: UNDERCROFT = 83
 BASEMENT = 84
 SURFACE = 47
 TOTAL = 215
 TEMPORARY SURFACE = 73

DECANT SECURE : 74 UNITS DEMOLISHED : 164 UNITS REMAIN : 433

DRAFT 22.05.2014



Do not scale from this drawing. Use figured dimensions only. Figured dimensions are in millimetres. All levels are in metres. All dimensions and levels shall be verified on site before proceeding with works. Detailed site survey to be carried out to verify positions and level relationships with site features and existing survey. The architect must be notified of any discrepancy. Where building components are described in the specification as contractor designed, "construction" information relating to those components on this drawing represents design intent only.

LEGEND

- Existing Sewer Line
- Site No Build Zone
- Planning Application Line
- Catalyst Site
- Phasing Boundary
- Affordable Units
- Units to be demolished following decant

3A	4B	5A	6A
3B	4C	5B	6B
3C	4A	5C	6C

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION

Allies and Morrison
 85 Southwark Street
 London SE1 0HQ
 020 7921 0100
 020 7921 0101
 info@alliesandmorrison.co.uk
 A&M JOB NO: 716

WEST HENDON MASTERPLAN
PHASE 3A
 716_00_SK_120
 SCALE: 1:1000 @A1 2000 @A3

Revision

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AGENDA ITEM 12.3	
	<p>Council</p> <p>4 April 2016</p>
Title	Referral to Council from Assets Regeneration and Growth Committee – Colindale Office Project
Report of	Head of Governance
Wards	All
Status	Public
Enclosures	Annex 1 – Report to Assets Regeneration and Growth Committee, 17 th March 2016
Officer Contact Details	Andrew Charlwood, Head of Governance andrew.charlwood@barnet.gov.uk 020 8359 2014

Summary

Agenda item 10 ‘Colindale Office Project’ was referred up to Full Council by the requisite number of members of the Assets Regeneration and Growth Committee on 17 March 2016, as outlined in the Constitution. Council is therefore requested to consider the recommendations and take a decision on them.

Recommendations

That Council consider and vote on the recommendations contained in agenda item 10 of the meeting on 17 March 2016.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Constitution allows a certain number of Members to refer a matter on which a Committee has taken a decision to its parent body. At the meeting on 17th March 2016, the Assets Regeneration and Growth Committee considered agenda item 10 (Colindale Office Project). It was noted that recommendation 4 be amended to include ‘subject to planning approval’ in the last sentence.

Following discussion of agenda item 10, the Chairman moved to a vote. Votes on the report was recorded as follows:

For: 4
Against: 4
Abstain: 0

The Chairman used his casting vote in favour.

Immediately following the vote Councillor Cooke, moved to refer the item to the next practicable meeting of Full Council. The referral was supported by:

- Councillor Coakley-Webb
- Councillor Narenthira
- Councillor Philip Cohen

Context for referral following officer presentation and debate:

- Not convinced that legally the item can be decided upon following confirmation that the decision cannot be taken to Full Council and no decision at Planning Committee
- Not convinced that the decision to refer to the next Planning Committee 31st March 2016 is relevant when the premise of the scheme without parking is flawed
- Not convinced that the Assets, Regeneration and Growth Committee has no remit to comment on parking considerations relevant to the scheme – should be in Assets, Regeneration and Growth Committee remit
- Not convinced that amending the recommendation of the Assets, Regeneration and Growth Committee report to include “subject to planning approval” is appropriate for the scheme
- Not convinced that there are sufficient disabled parking spaces allocated within the proposal whether on site or at RAF museum

The reasons given for the request to refer the item were:

- Inadequate parking provision proposed
- The council is the landowner and planning applicant therefore Assets, Regeneration and Growth Committee Members should have the right to determine the types of planning applications submitted on behalf of the Council

- 1.2 As the required number of Members of the Assets Regeneration and Growth Committee indicated immediately after the decision had been taken that they required the decision to be referred up, the procedures to be followed will be those set out in Paragraph 20 of Full Council Procedure Rules (Rules of Debate). For reports of Committees (including Overview and Scrutiny Committees), the Chairman of the relevant committee, or the Vice-Chairman 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.

2. REASONS FOR RECOMMENDATIONS

2.1 As set out in the substantive report.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 As set out in the substantive report.

4. POST DECISION IMPLEMENTATION

4.1 As set out in the substantive report.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 As set out in the substantive report.

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

5.2.1 As set out in the substantive report.

5.3 Legal and Constitutional References

5.3.1 Constitution, Responsibility for Functions, Paragraph 6, Members Rights to Refer Matters to Parent Body – states that “A specified number of Members of a Committee or Sub-Committee may require that any decision of the Committee or Sub-Committee is referred up to the next practicable meeting of Full Council or the relevant Committee to which the Committee or Sub-Committee reports, by indicating immediately after the decision is taken that they require the decision to be referred up. The report to Full Council or the relevant Committee to which the Committee or Sub-Committee reports on the referral shall set out the reasons given for the referral.”

5.3.2 Constitution, Full Council Procedure Rules, Paragraphs 20 and 21- Rules of Debate and Time for Debate

5.4 Risk Management

5.4.1 As set out in the substantive report.

5.5 Equalities and Diversity


5.5.1 As set out in the substantive report.

5.6 **Consultation and Engagement**

5.6.1 None

6. BACKGROUND PAPERS

6.1 Minutes of the meeting of the Assets, Regeneration and Growth Committee of 17th March 2016.

	<p>Assets, Regeneration and Growth Committee</p> <p>17 March 2016</p>
<p style="text-align: right;">Title</p>	<p>Colindale Office Project</p>
<p style="text-align: right;">Report of</p>	<p>Chief Operating Officer Director of Resources</p>
<p style="text-align: right;">Wards</p>	<p>Colindale</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>Yes</p>
<p style="text-align: right;">Enclosures</p>	<p>None</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Chris Smith, Head of Estates, 020 8359 Chris.smith@barnet.gov.uk</p>

<p>Summary</p>
<p>This report provides an update on the progress and timescales associated with the council's Accommodation Options Review, including the construction of new offices at Colindale. The report also seeks approval to use up to £2 million of the estimated £36.3 million Capital Build Costs on pre-construction activities.</p>

<p>Recommendations</p>
<ol style="list-style-type: none"> 1. That the Committee note the progress on the Colindale Office project; 2. That the Committee note that a Full Business Case (FBC) is being prepared for consideration in June 2016, which will include an EIA. 3. That the Committee approve the use of up to £2 million of the existing budget allocation for conclusion of the pre-construction activities and technical design and help maintain the current delivery programme ahead of the submission of the Full Business Case. The £2 million allocation constitutes 7.5% of the estimated overall Capital Build Budget.

4. That the Committee agrees to delegate the authority to the Chief Operating Officer to settle terms and enter into the required pre-construction stage agreements.

1. WHY THIS REPORT IS NEEDED

- 1.1 In June 2015, the Assets, Regeneration and Growth (ARG) Committee noted and acknowledged the Outline Business Case (OBC) for the Council's Accommodation Options including the implementation of the Accommodation Implementation Programme (AIP).
- 1.2 The June 2015 ARG Committee also approved delegated authority to the Commercial & Customer Services Director to enter into a Pre-Construction Services Agreement with a preferred contractor for the construction of the new office accommodation to allow pre-construction design and procurement activity to commence.
- 1.3 Following completion of a two stage design and build tender process under the Southern Construction Framework, Galliford Try Construction were appointed in August 2015 to develop detailed designs for the new Colindale Offices development. The detailed designs would form the basis of the Contractors Lump Sum Fixed Price for inclusion within the Main Building Contract.
- 1.4 The proposed initial scheme for the new Colindale Offices was presented at the Planning Committee in October 2015 and recommended for Approval subject to agreement by the Greater London Authorities (GLA) and the Secretary of State (SoS). Through on-going engagement with the stakeholders the design of the Colindale Offices scheme has evolved since the recommendation was obtained in October 2015 and design development has resulted in updates to both elevational treatments and floor plates, generating space and operational efficiencies. The modifications to the design have now been submitted to the Local Planning Authority for consideration as an amendment to the original scheme. A decision is expected on these amendments in March 2016. A web link to the planning application amendment is included here: <https://publicaccess.barnet.gov.uk/online-applications/simpleSearchResults.do;jsessionid=1572BA588C8F6891EC57499F429F6F85?action=firstPage>
- 1.5 As a result of this extended period of design development and the amendments proposed, the Full Business Case (FBC) for approval to proceed to construction will be presented to the ARG Committee in June 2016. The current delivery programme milestones for the FBC and Colindale Offices scheme are proposed as follows:
- Final Business Case Presented to ARG Committee – 6 June 2016
 - Signing of Build Contract – by 30 June 2016
 - Start on Site – August 2016
 - Practical Completion – February 2018

- Internal Fit Out – June 2018
- Building Occupied – from August 2018

- 1.6 Preparation of the FBC is progressing. The FBC will provide details of all expected capital costs and estimated revenue costs as a result of the final accommodation consolidation following the completion of the new offices and lease exits at North London Business Park (NLBP). In addition options will be presented for Barnet House together with the proposed locality strategy for staff not based out of the Colindale Offices.
- 1.7 The Pre-Construction Services Agreement approved under delegated authority by the ARG Committee in June 2015 included fees of £464,879.72 for the period August to November 2015. The OBC estimated Capital Build Costs of £36.3 million.
- 1.8 Budget approval is now required to fund additional pre-construction activities. The additional budgetary spend will maintain programme against the agreed milestone dates and includes for resources to be allocated to the project to ensure the Project Team can scope and implement necessary due diligence in advance of the projected start onsite date. The budget will cover activities including:
- A 7 month extension to the original Pre-construction Services Agreement to undertake design development and achieve a more accurate forecast in respect of cost certainty;
 - A revised building design and configuration to achieve an overall construction cost reduction along with enhanced design of the internal floor plates to enable greater operational efficiencies in the use of the building;
 - Additional intrusive site investigations to inform the development of the technical designs;
 - Additional design services associated with the customer interfaces and community access arrangements;
 - CAT B internal fit-out design solutions and internal layouts;
 - Advanced procurement against sub-contract packages, equipment and long lead in items, necessary for securing cost certainty and ensuring an effective start onsite.

Approval for £2 million, which is circa 7.5% of the Capital Build Costs, is required to maintain progress against the delivery programme.

- 1.9 The Colindale and Smarter Working Programme will help the London Borough of Barnet achieve the commitments it made in its Corporate Plan, by delivering a new workplace and ways of working in line with the aspirations set out in the Council's Vision, 'for staff the council will offer a more flexible and modern workplace'. The programme will also help LBB to achieve its strategic objective 'all public services providers must help

achieve outcomes with reduced resources', by delivering savings in the estate budget and by changing the way staff use office accommodation, to maximise the efficiency.

- 1.10 The move towards a 'Smarter Working' culture is a key dependency of the overall programme. The outcome of the Agile Working Study commissioned in March 2014, recommended a desk ratio for office based staff of 69%, equivalent to a ratio of '7:10'. This is based on average office occupancy for all work style types including a 'buffer' allowance to absorb variations in work patterns. These parameters have been factored into the design of the Colindale Offices.
- 1.11 Another key dependency of the Programme is the 'Localities Strategy', which seeks to ensure that staff are working in the right locations, including working from hub locations and from home and able to dedicate more time delivering frontline services face-to-face and to respond to changing needs and demand. The outcome of the 'Localities Strategy' will be included in the Full Business Case.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To approve further budgetary spend and maintain programme impetus.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The option to delay further pre-construction activity until the FBC was presented to ARG Committee in June 2016 was considered. However, this would significantly delay the construction programme and result in additional cost to the council due to project delay costs and inflationary pressure in the construction market.

4. POST DECISION IMPLEMENTATION

- 4.1 Following approval of this report, works to complete the design of the Colindale Offices and the associated Full Business Case will proceed. It is anticipated that the Full Business Case will be presented to the June 2016 Assets, Regeneration and Growth Committee for approval and instruction to enter into Contract with Galliford Try Construction, for implementation of the works. A start on-site is currently programmed for August 2016, with an anticipated completion of Summer 2018.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Colindale Offices Project constitutes a strategic objective of the wider Colindale and Smarter Working Programme and will help the Council

achieve the Corporate Plan Commitments. The Council's Corporate Plan 2015-20 sets out core principles of fairness, responsibility, and opportunity to make sure Barnet is a place:

- of opportunity where people can further their quality of life
- where people are helped to help themselves, recognising that prevention is better than cure
- where responsibility is shared, fairly
- where services are delivered efficiently to get value for money for the taxpayer.

5.1.2 Within the contractual arrangements between LBB and Capita, under the CSG contract, target minimum savings are identified in terms of reducing the cost of civic accommodation.

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

5.2.1 The basis of and approach to funding the proposed scheme at Colindale is set out in detail in the OBC. Savings profiled in the current Medium Term Financial Strategy (MTFS), including savings put forward as part of the Priorities and Spending Review, assume a cumulative reduction of £45.1m in the cost of office accommodation up to 2023/24. The preferred option in the OBC estimates a reduction of £46.1m over the same period. During production of the FBC, the costs will need to be reviewed further to ensure the targets in the MTFS are continued to be fully met.

5.2.2 The cost of the build is estimated to be in the region of £36m. There will be further certainty on the cost of the build once the build contract is completed and the FBC will set this out.

5.3 Social Value

5.3.1 Barnet Council has made a commitment to regeneration of the borough, and in particular within the Colindale area. Specifically, the Colindale Area Action Plan (CAAP) sets out the framework for future development and change in the local area. It includes an additional 10,000 new homes and a mix of retail, office and other land uses. The vision is that by 2021, Colindale 'will be a vibrant, successful and diverse neighbourhood where people will want to live, work and visit. It will accommodate high quality sustainable developments within four 'Corridors of Change' and a new neighbourhood centre. Colindale will become a successful suburb in North London, providing existing and new communities with high quality local services, improved transport and access to enhanced green space and leisure facilities. Co-locating an office on the site would likely bring additional employment opportunities, improvements in local infrastructure and support local businesses, as well as providing valuable meeting space accessible by the local community.

5.4 Legal and Constitutional References

5.4.1 The Council Constitution Section 15 – Appendix B, Annex A, Responsibility for Functions sets out the terms of reference for the Assets, Regeneration and Growth Committee which includes:

- Develop strategies which maximise the financial opportunities of growth
- Asset Management – all matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council
- To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy & Resources.
- To authorise procurement activity within the remit of the Committee and any acceptance of variations or extensions if within budget in accordance with the responsibilities and thresholds set out on the Contract Procedure Rules

5.5 Risk Management

5.5.1 Key risks to the Colindale scheme are:

Implementation risks:

- Planning permission is not obtained in time to meet the Council's timescales;
- The building overruns and target savings are not achieved;
- That the space specified for the building is unrealistic and more space is required than has been specified to date.
- Resident and stakeholder objections result in planning challenge and negative perceptions of the scheme.

Business risks:

- Business continuity arrangements are affected by consolidation into one building;
- Customer access requirements are not suitable;
- Limited parking or the new location affects staff retention or staff efficiency;
- Staff new ways of working are not implemented properly resulting in a higher space requirement than planned;
- Restrictions to space affect staff ability to work efficiently.

Financial risks:

- Cost overrun against the estimated £36.3 million build cost. The Council expends the initial £2 million pre-construction budget and the programme fails to proceed.

Risk mitigation – all active risks are recorded on the risk register. The risks are monitored on a regular basis ensuring mitigation actions are fully implemented and risks rating reduce accordingly.

5.5.2 The Outline Business Case sets out mitigations to the above, which will be explored further by a series of programme arrangements which will report to Delivery Unit Board. These are as follows:

- Smarter and Agile Working is responsible for focussing on how the organisation will change and adapt, opting new working practices and using new flexible tools and approaches to best meet customer needs, aligned with a new office base in 2017;
- Delivering Colindale is responsible for the delivery of the move to new office accommodation in 2017.

5.5.3 In particular, prior to FBC, further detailed work will be completed on the staffing, flexible working and IT arrangements to meet the space requirement set out, and detailed design work will take place to provide greater assurance on build and implementation costs.

5.6 Equalities and Diversity

5.6.1 Equality and diversity issues are a mandatory consideration in the decision making of the Council. This requires elected Members to satisfy themselves that equality considerations are integrated into day to day business and that all proposals have properly taken into consideration what impact, if any, there is on any protected group and what mitigating factors can be put in place.

5.6.2 The policy proposals set out in the FBC are designed to ensure fair and equitable treatment of all Barnet's communities in relation to their access to the Civic Estate. The Localities Strategy will seek to address accessibility to front line services, and will consider equality and diversity issues. The initial findings of the strategy will be available in March 2016.

5.6.3 At this stage it is not considered that there equality impacts in the decisions that ARG are being asked to take. An EIA is being developed to support the Full Business Case, which will be presented to the June 2016 ARG.

5.7 Consultation and Engagement

5.7.1 The CAAP was prepared in partnership with key stakeholders and local communities in the area and represents the outcome of an intensive period of public consultation.

5.7.2 Residents and stakeholders have been notified of recent changes to the scheme as part of the Local Planning Authorities Statutory Consultation. The outcome of which will be fully considered and addressed as part of the Planning Officers Report.

5.8 Insight

5.8.1 As part of planning to move the main council offices to Colindale, Insight has and will continue to be used to assess the impact of the move on both customers and staff. This will include looking at the types of customer transactions and the best location for these to be serviced and impact on staff working practices. Insight will also be used to help inform a number of the workstreams to enable the council's move to a smarter working model including supporting the development of the Locality Strategy and its subsequent implementation

6. BACKGROUND PAPERS

- 6.1 ARG Committee, 1 June 2015 – Agenda Item 12 - London Borough of Barnet Accommodation Options Review Outline Business Case:
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=696&MId=8309&Ver=4>

	<p>Council</p> <p>4 April 2016</p>
<p style="text-align: right;">Title</p>	<p>Corporate Plan - 2016/17 Addendum</p>
<p style="text-align: right;">Report of</p>	<p>Chief Operating Officer</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix A: Corporate Plan 2016/17 Addendum</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Tom Pike – Strategic Lead, Programmes and Performance Tel: 0208 359 7058. Email: Tom.Pike@barnet.gov.uk</p> <p>Stephen Evans - Director of Strategy & Communications Tel: 020 8359 3021 Email: Stephen.Evans@barnet.gov.uk</p>

Summary

On 14 April 2015, full Council approved a five year Corporate Plan for the period 2015-20, which sets the strategic priorities and direction for the council to 2020 and targets against which progress is measured. These targets have been refreshed for 2016/17 and this report presents these in an addendum to the Corporate Plan (Appendix A).

Recommendations

That Council approve the addendum to the Corporate Plan for 2016/17 (Appendix A).

1. WHY THIS REPORT IS NEEDED

1.1 The council's **Corporate Plan** 2015-20 was agreed by full Council on 14 April 2015. It sets the strategic priorities and direction for the council to 2020 and targets against which progress is measured. The Corporate Plan can be found online at www.barnet.gov.uk/citizen-home/council-and-democracy/policy-and-performance/corporate-plan-and-performance. We are in the second year of this Corporate Plan and recommending a short update. This update provides a new foreword for the Leader and refreshed targets for 2016/17 to reflect the importance of responsible growth, demand management, transformation and community resilience at the heart of our approach:

- **Responsible growth and regeneration** – which is essential for the borough, to revitalise communities and provide new homes and jobs – and for the council to generate revenue to spend on local services. The council will approach regeneration in a responsible way – replacing what needs to be replaced and protecting the things that residents love about the borough, such as its green spaces
- **Managing demand for services** – with a growing population, demand for services is increasing which puts pressure on resources. Since 2010, we've successfully met a 25% budget gap largely through efficiency savings and delivering services differently; in order to meet a further 25% budget gap to 2020, we'll focus on doing more to manage demand for local services
- **Transforming services and doing things differently** – we will continue to look at how local services can be redesigned to make them more integrated and intuitive for the user, and more efficient to deliver
- **Community resilience** – as the council does less in some areas, residents will need to do more. We're working with residents to increase self-sufficiency, reduce reliance on statutory services, and tailor services to the needs of communities.

These priorities are underpinned by a commitment to **continual improvement in our customer services** and to be **as transparent as possible with the information we hold and our decision-making**.

1.2 Last year, each Theme Committee agreed a five year Commissioning Plan covering the period 2015-20. Commissioning Plans set out the strategic priorities and outcome performance measures for each Committee, with targets to be refreshed annually. As we move into the second year of delivery of these plans, each Theme Committee has been asked to agree a 2016/17 addendum with updated targets for 2016/17.

1.3 Following the Chancellor's Autumn Budget Statement in November 2015 and the provisional Local Government Funding Settlement in December 2015, the council's overall budget forecast to 2020 worsened slightly. The updated 2016/17 targets, therefore, reflect the need for the Council to make more savings in the next four years than previously anticipated.

- 1.4 The council's Corporate Plan sets the overall framework for each of the Theme Committee's Commissioning Plans and the priorities for all services. In setting a clear direction through to 2020, the council's approach has been informed by extensive consultation and engagement with residents – with a commitment to **fairness, responsibility and opportunity**. It also sets out the council's Strategic Equalities Objective – progress against which is reported in an Annual Equalities Report to Policy and Resources Committee in the summer.
- 1.5 This report recommends an addendum to the Corporate Plan for 2016/17. This sets out the key activities and deliverables planned – against the priorities of responsible growth, demand management, transformation and community resilience. In addition, we have reviewed the indicators and refreshed the targets for 2016/17, including adding in new indicators on the website, council tax and business rates.
- 1.6 The proposed addendum to the Corporate Plan, including refreshed targets for 2016/17, is set out in Appendix A.
- 1.7 Performance and Contract Management Committee will continue to review progress against the Corporate Plan, and an overview of the performance of both internal and external Delivery Units. Theme Committees will also have the opportunity to review progress on performance relevant to their terms of reference, subject to Council agreeing changes to terms of reference in Council Constitution, Responsibility for Functions, Annex A, as proposed in the Report of Constitution Ethics and Probity Committee to be considered by Council on 4 April.

2 REASONS FOR RECOMMENDATIONS

- 2.1 A key element of effective strategic and financial management is for the council to have comprehensive business plans in place that ensure there is a clear strategy for addressing future challenges, particularly in the context of continuing budget and demand pressures (resulting from demographic and legislative changes), delivering local priorities and allocating resources effectively.

3 ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 There is no statutory duty to publish a Corporate Plan but it is considered to be good practice to have comprehensive business plans in place – which set out the council's priorities and how progress will be measured – to ensure that the council's vision for the future is clearly set out and transparent.

4 POST DECISION IMPLEMENTATION

- 4.1 The addendum to the Corporate Plan will be published on the council's website and the new priorities will be communicated internally and with key stakeholders.

5 IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 This report invites Members to approve the addendum to the Corporate Plan for 2016/17.

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

5.2.1 In addition to continuing budget reductions, demographic change and the resulting pressure on services pose a significant challenge to the council. The organisation is facing significant budget reductions at the same time as the population is increasing, particularly in the young and very old population groups.

5.2.2 The Corporate Plan has been informed by the council's Medium Term Financial Strategy, which sets out the need to make savings of £81m by 2020.

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. Before commencing a procurement process, commissioners should think about whether the services they are going to buy, or the way they are going to buy them, could secure these benefits for their area or stakeholders.

5.4 Legal and Constitutional References

5.4.1 All proposals emerging from the business planning process must be considered in terms of the council's legal powers and obligations, including its overarching statutory duties such as the Public Sector Equality Duty.

5.4.2 The council's Constitution, in Part 15 Annex A, Responsibility for Functions, states that Full Council is responsible for approving and adopting the Policy Framework (as described in Article 4) and approving matters which require a decision that represents a significant departure.

5.5 Risk Management

5.5.1 The council has an established approach to risk management. Key corporate risks are assessed regularly and reported to Performance and Contract Management Committee on a quarterly basis.

5.6 Equalities and Diversity

5.6.1 The general duty on public bodies is set out in section 149 of the Equality Act 2010.

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

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 5.6.3 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- a) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - b) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- 5.6.4 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- 5.6.5 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, the need to tackle prejudice; and promote understanding.
- 5.6.6 Compliance with the duties in this section may involve treating some persons more favourably than others but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.
- 5.6.7 The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 5.6.8 It also covers marriage and civil partnership with regard to eliminating discrimination.
- 5.6.9 The Corporate Plan sets out the council's Strategic Equalities Objective – that citizens will be treated equally, with understanding and respect, and will have equal access to quality services which provide value to the taxpayer - , which has not changed. Progress against the Strategic Equalities Objective is reported in an Annual Equalities Report to Policy and Resources Committee in the summer.

5.7 Consultation and Engagement

- 5.7.1 The Corporate Plan and Commissioning Plans were informed by extensive consultation through the Budget and Business Planning report to Council (3 March 2015).
- 5.7.2 The consultation aimed to set a new approach to business planning and engagement by consulting on the combined package of the Corporate Plan, Commissioning Plans and budget. In particular it aimed to:
- Create a stronger link between strategy, priorities and resources
 - Place a stronger emphasis on commissioning as a driver of the business planning process.
 - Focus on how the council will use its resources to achieve its Commissioning Plans.
- 5.6.3 To allow for an eight week budget consultation, consultation began after Full Council on 17 December 2014 and concluded on 11 February 2015. Further consultation on the budget for 2016/17 has been undertaken following Policy and Resources Committee on 16 December 2015.

6 BACKGROUND PAPERS

- 6.1 Report to Council 14 April 2015, agenda item 13.3, Report of the Chief Executive - Corporate Plan 2015-20:
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=162&MId=7820&Ver=4>
- 6.2 Corporate Plan 2015-20: www.barnet.gov.uk/citizen-home/council-and-democracy/policy-and-performance/corporate-plan-and-performance.

Corporate Plan 2015 – 2020

2016/17 addendum and targets

This document is an addendum to the Council's Corporate Plan 2015 – 2020, which sets out updated performance indicators for 2016/17. The full Corporate Plan 2015 – 2020 can be found at www.barnet.gov.uk/corporate-plan



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Introduction from the Leader of the Council

Unlocking the opportunities of growth

Barnet is a growing borough, driven by a combination of a strengthening local economy and locally led investment in regeneration, skills and economic development. Over the next five years, this growth will bring opportunities for residents, businesses and the council. As Leader, my vision is for a council that works to ensure that everyone can benefit from the opportunities that growth will bring – by helping people to help themselves – whilst protecting what people enjoy about Barnet: Its parks and open spaces; its excellent schools; and its diversity.

All parts of the public sector face the same challenges of reduced budgets and increasing demand for services. Local Government, in particular, has changed forever. As the money received from Government reduces to zero over the next few years, all councils will need to become financially independent and generate revenue locally – through Council Tax, Business Rates and, where appropriate, by becoming more commercially minded. This means that growth – as well as providing new homes, jobs, schools, transport infrastructure, parks, leisure centres

and community facilities – is necessary to grow the local tax base and generate money to spend on local services.

Living within our means, with a renewed focus on managing demand for services

Most residents and businesses will benefit from a growing economy without too much interaction with the council. For them, it is our responsibility to get the basics right: To provide an attractive environment; empty the bins; keep the streets clean; and make it easier to make transactions such as paying Council Tax or requesting a parking permit online.

However, some residents will need a little extra help to take advantage of the opportunities of a growing economy and we're working more closely with our local partners, such as the NHS, Barnet Homes, Jobcentre Plus, and our local colleges and university, to provide that. The help provided by the multi-agency teams that make up the Barnet Welfare Reform Task Force and the Burnt Oak Opportunity Support Team (BOOST) have helped to get over 830 people

into employment so far, improving their prospects and saving the council money. By working more closely with other parts of the public sector, providing more homes and helping people into work, we can also help to manage demand for local services and relieve some of the pressure.

In Barnet, we tackled the £75m budget gap we faced between 2010 and 2015 head on and managed the challenge without a big impact on frontline services. We've embraced the need to do things differently and have made some bold decisions to live within our means. The alternative would have been bankruptcy.

But we're not out of the woods yet and we'll need to close a further budget gap of £81m by 2020, which will be harder to do. We'll continue to look at how we can reduce bureaucracy but, increasingly, our focus will turn to how we can help manage demand for services. A particular issue for Barnet is the large number of older people we have in the borough, which will continue to increase. Between 2013 and 2021, Barnet's over-65 population is expected to grow by 13%, with those living beyond 90 increasing by nearly 30%. Over the next 25 years, Barnet

expects to see a 70% increase in its over-65 population¹. To help relieve the pressure on services, we'll do more to help older people stay independent and live for longer in their own homes, which will help reduce long term demand for costly residential care and also ease the pressure on the NHS.

Transforming local services

Our 'Commissioning Council' approach means that we're not bound by the status quo. Our focus is less on who provides a service – the council, a private company, a national charity or group of local volunteers – and how it is provided and more on ensuring that each service is necessary, meets the needs of residents and represents value for money. For every service, we'll consider the case for delivering them differently, focusing on the best outcomes for our residents.

For some services, this approach to service transformation has resulted in partnerships with the private sector, such as our contracts with Capita to provide our 'back office' and customer services. Our Joint Venture to provide our developmental and regulatory services is an innovative model which sees a proportion of

income generated by trading those services returned to the Barnet taxpayer.

For other services, transformation means doing things differently with our in-house services, such as increasing the size and effectiveness of our foster care service to reduce the need for costly residential care, or working in partnership with other parts of the public sector to deliver more intuitive services for residents which save us money, such as our joint employment programmes.

Investing for the future

Despite needing to reduce our day to day spending, we will continue to invest in the essential infrastructure of the borough. Our financial strategy will see £565m of capital investment between 2016 and 2020, funded from capital receipts, borrowing, revenue and external grants.

Resources will be invested in transport (including roads, pavements and an additional Thameslink station at Brent Cross); housing – with 20,000 homes to be built over the next decade, the most in outer London; schools – to ensure we continue to provide places for those that need them, building on the 7,500 new places created over the last six years; and leisure facilities – with new

leisure centres built at New Barnet and Copthall – and the creation of three new 'community hubs' across the borough.

More resilient communities

Doing things differently will require the council to change its relationship with residents over the next few years. Where it will not be possible for the council to do as much as it has done in the past, we will support residents and community groups to be more resilient and do more for themselves and their neighbours. Across all of our services, we will look at opportunities for residents to get more involved – whether it's helping to maintain the borough's parks and green spaces, or volunteering in one of the borough's libraries.

As the Leader of the Council, I am optimistic about the future. The council will continue to face up to its responsibilities – no matter how challenging – and we'll grasp the opportunities that come with a growing economy and harness these to benefit the borough's residents and businesses.

But we can't do it on our own. The borough's residents and business will need to do their bit – by recycling more, which reduces refuse collection and disposal costs; helping us keep the

¹ Greater London Authority population projections, 2013.

borough's streets and parks tidy; and checking in on their neighbours who might need their help.

I hope this Corporate Plan helps you understand more about how Barnet is approaching the challenges and opportunities of the next four years, and how we will measure our success.

Corporate Plan priorities

The principles of Fairness, Responsibility and Opportunity are at the heart of our approach.

We apply these principles to our Corporate Plan priorities of: responsible growth and regeneration; managing demand for services; transforming services and more resilient communities.

These priorities are underpinned by a commitment to continual improvement in our customer services and to be as transparent as possible with the information we hold and our decision-making.

Fairness

- fairness for the council is about striking the right balance between fairness towards more frequent users of services and to the wider taxpayer
- managing demand for services – since 2010, we've successfully met a 25% budget gap largely through efficiency savings and delivering services differently; in order to meet a further 25% budget gap to 2020, we'll focus on doing more to manage demand for local services
- this will require a step change in the council's approach to early intervention and prevention, working across the public sector and with residents to prevent problems rather than just treating the symptoms.

Responsibility


- more resilient communities – as the council does less in some areas, residents will need to do more. We're working with residents to increase self-sufficiency, reduce reliance on statutory services, and tailor services to the needs of communities
- in doing so, the council will change its relationships with residents, who will need to become more resilient and do more to keep Barnet a great place. All parts of the public service system must play their part in helping to achieve priority outcomes with reduced resources
- the council will continue to take responsibility for getting the basics right as we approach the challenges ahead. This means doing the things our residents expect, such as maintaining an attractive environment; emptying the bins; keeping the streets clean; and making it easier to make transactions such as paying Council Tax or requesting a parking permit online
- we will also invest in the infrastructure of the borough to ensure Barnet continues to be a great place to live and work – that means investment in transport; housing; jobs; school places; leisure centres and community facilities.



Opportunity

- the council will capitalise on the opportunities of a growing economy by prioritising regeneration, growth and maximising income
- responsible growth and regeneration is essential for the borough – by revitalising communities and providing new homes and jobs whilst protecting the things residents love about Barnet such as its open spaces. New homes and business locations also generate more money to spend on local services, which is increasingly important as the money received directly from Government reduces to zero
- as we continue to deal with budget reductions to 2020, we will explore the opportunity this presents to transform local services and redesign them, delivering differently and better. We will focus on making services more integrated and intuitive for the user, and more efficient to deliver for the council and the wider public sector.

Corporate Plan priorities

The tables below set out the top areas of focus across the council for 2016/17 and how these contribute to our Corporate Plan priorities.

 Responsible growth and regeneration (Opportunity)
Examples on how this contributes to the Corporate Plan priorities
Growth and regeneration programme <ul style="list-style-type: none"> • Building more than 20,000 new homes by 2025 – the most in outer London – across our seven major growth and regeneration sites, in particular Colindale and Brent Cross Cricklewood, and delivering a pipeline of new homes on council land, with current plans for over 700 homes including 320 new council affordable homes. • Developing space for 30,000 new jobs, mostly at Brent Cross, and supporting the expansion and redevelopment of the existing shopping centre. • New Church End Library site delivered entirely by the developer in exchange for permission to redevelop the existing site – using development to fund new high quality community buildings.
Council Tax and Business Rates <ul style="list-style-type: none"> • Helping the council become financially sustainable by maximising local sources of revenue as the grant from Government reduces to zero.
Parks and open spaces strategy <ul style="list-style-type: none"> • £30m investment in the borough's parks and open spaces through leveraging external investment and considering opportunities for new governance structures – such as trusts and capacitating community groups – to enable improvements and reduce on-going management costs.
Sport and physical activity <ul style="list-style-type: none"> • Public health will be central to future regeneration and development schemes, with the borough's 'built environment' designed to help people keep fit and active, and investment in new leisure centres to reinvigorate parts of the borough where the population is expected to grow.
Entrepreneurial Barnet <ul style="list-style-type: none"> • A range of programmes designed to create the conditions for a thriving local labour market so all residents, including young people and social care clients, are equipped to take advantage of the employment opportunities that growth will bring. • Recognising that they are at the heart of communities, we will continue our programme of investment in Barnet's town centres, focusing on Burnt Oak and Finchley Church End. We will also work with 'town teams' to ensure an attractive environment for local businesses, shoppers and residents. • Getting the basics right will ensure that businesses are able to access information about council services easily and at first contact wherever possible, and at times that suit them, and that clients who need to transact with regulatory services such as Planning and Building Control are able to do so with greater speed and certainty.

 Responsible growth and regeneration (Opportunity)
Examples on how this contributes to the Corporate Plan priorities
Health estates pilot <ul style="list-style-type: none"> • Barnet is part of a North Central London and CCGs health estates pilots which is looking at how to optimise the use of the health and care estate across the sub-region, and identify surplus health estate land for development and regeneration.
One Public Estate <ul style="list-style-type: none"> • The One Public Estate Programme is designed to enable local authorities to work successfully with central government and local agencies on public property and land issues through sharing and collaboration. Its four main objectives are to deliver more integrated and customer focused services, reduce running costs, create economic growth and generate capital receipts.
 Managing demand for services (Fairness)
Examples on how this contributes to the Corporate Plan priorities
Health and social care integration <ul style="list-style-type: none"> • Helping the NHS manage the cost of A&E and hospital admissions through greater provision of primary and community care and improving the experience of service users, promoting independence and enabling self-care.
Older people's independence <ul style="list-style-type: none"> • Working with older people to design and manage services that help them to be more independent and self-care through access to information, resources and community networks.
Focus on foster care <ul style="list-style-type: none"> • Increasing the size and effectiveness of the in-house foster care service, helping a greater number of children and young people to move from residential to foster care placements, which provide support in a family environment, and is less expensive for the council to provide.
Families early intervention <ul style="list-style-type: none"> • Working with partners to deliver early interventions for families, including signposting to community provision, so they get the right support at the right time to help their children develop and prevent their needs escalating to a level requiring intervention by statutory services. Safely reduce the rate of children in care through targeted and specialist interventions, considering therapies to support adolescents on the edge of care, reducing repeat admissions and removals.



Managing demand for services (Fairness)

Examples on how this contributes to the Corporate Plan priorities

Family friendly Barnet

- Working with partners to make Barnet the most family friendly borough to ensure a great start in life for every child and that young people are well prepared for adulthood.

Tackling homelessness

- Alongside our programmes to deliver new homes we will tackle rising demand for help with housing through work to prevent homelessness, procuring more properties at Local Housing Allowance rates outside London and helping people to access accommodation in the Private Rented Sector.

Specialist housing

- Diversifying Barnet's accommodation to ensure that it supports people to live independently – through things like home adaptations, accessible housing, use of integrated technology, and access to a network of local services – reducing long-term demand for residential care.

Recycling and waste strategy

- Developing strategy for achieving target 50% recycling rate by 2020 – recycling is less expensive for the council than disposing of waste, allowing resource to be deployed elsewhere.

Enforcement

- Improving the overall approach to enforcement of enviro-crime in order to take action against littering and fly-tipping to reduce demand for environmental services.



Transforming services (Opportunity)

Examples on how this contributes to the Corporate Plan priorities

Burnt Oak Opportunity Support Team (BOOST)

- Piloting a new approach to place based commissioning and the targeting of resources to areas of greatest need through proactive work with longer-term unemployed to help people help themselves. This approach is delivering results with over 100 people supported into work in the first six months.



Transforming services (Opportunity)

Examples on how this contributes to the Corporate Plan priorities

Welfare Reform Task Force

- Co-located, multi-agency service – made up of council, Barnet Homes, Jobcentre Plus staff and health advisers – has helped 684 Barnet residents into work between June 2014 and November 2015. Piloted integrated mental health support model using the ring-fenced Public Health grant. Every £1 invested in the service, which engaged with 96% of Barnet residents affected by the Benefit Cap and helped 35% into work, returns £3 to the public sector through reduced welfare spend.

Best practice social care

- By 2020 social care services for adults will be remodelled to focus on promoting independence, with a greater emphasis on early intervention. This approach, working with housing and health services, will enable more people to live for longer in their own homes.

Education and Skills ADM

- Strategic partnership with Cambridge Education enabling schools to commission services they need and generating income by selling services to more schools and other local authorities.

Children's social care

- Working with our social workers to develop excellent social work practice, using national good practice models, supported by toolkits, training and development opportunities, recruiting / retaining high quality social workers.

Family Services ADM

- Exploring opportunities to develop a social work-led, not-for-profit organisation to provide some services for children and young people.

Health visiting and CAMHS

- Re-commissioning health visiting and CAMHS and developing a traded CAMHS service to enable schools to access required support where necessary.

Public Health grant

- Using the ring-fenced Public Health grant to stimulate innovation in the system and test new models to deliver efficiencies and manage demand through better understanding of needs (e.g. mental health as a key obstacle to employment).

Street services ADM

- Exploring opportunities to deliver a wide range of frontline services through a variety of business models.



More resilient communities (Responsibility)

Examples on how this contributes to the Corporate Plan priorities

Community participation

- The council's Community Participation Strategy covers multiple work streams, including the development of an interactive database which shows the support provided by voluntary organisations across the borough and a comprehensive volunteering brokerage service which will put residents and council staff interested in volunteering in touch with local opportunities.

Community Assets Strategy

- Strategy covering multiple strands including investing in four community hubs, initially, to work with co-located community groups to drive commissioning priorities and improve their interaction with council services.

Building family resilience

- Working with families, schools and the community to build resilience so that families are able to help themselves and stop problems from escalating.



Improving Customer Services

Examples on how this contributes to the Corporate Plan priorities

Flexible and intuitive web-based services

- By 2020, the majority of customer interaction with the council will be via the web and other self-service channels, which will be quicker and more convenient e.g. My Account will enable customers to access account information for Council Tax, benefits and parking permits and track the progress of street-based problems or bin requests. We'll ensure that those who are unable to access services digitally are still supported.

Increasing satisfaction

- By 2020, resolution of issues raised at the first point of contact with the council will occur over 80% of the time and satisfaction with the services people receive will consistently exceed 90%.



Commitment to transparency

How this contributes to the Corporate Plan priorities

Open Data Portal

- Continuing to develop and improve the council's Open Data Portal, which provides access to a wealth of council data and information which anyone can access online. Barnet's Open Data Portal has been recognised by the Cabinet Office and the Taxpayers Alliance as a model of best practice in transparency.

Going further than is required on transparency

- Building on our ground breaking move to publish the two major contracts with Capita, the council will continue to look to publish other major contracts. We will look to go further than is required in publishing our data where feasible, building our decision to publish details of our spending down to the last penny (the Government requirement is a minimum of £500).

Barnet Council’s financial position 2016-2020

The impact of the budget reductions and increasing demand on the council’s finances:

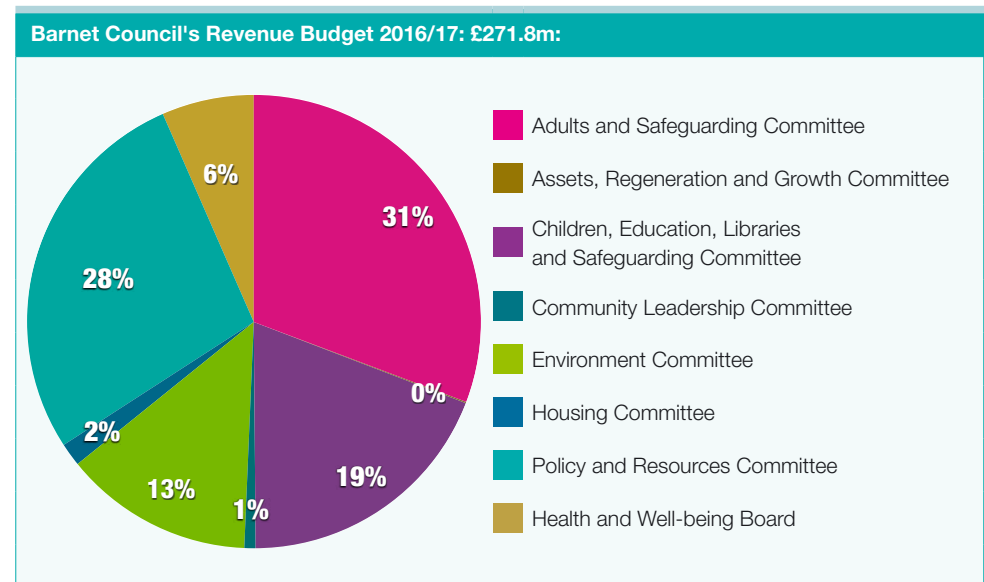
- in Barnet, the impact of falling public spending and increasing demand for services has meant the council has needed to save £75m between 2011 and 2015 – 26 per cent of its budget
- the council faces a further budget gap of £81.1m from 2016 to 2020, which means we will need to reduce our running costs by a further £81.1m by 2019/20

The total savings required each year to 2020 are:				
2016/17	2017/18	2018/19	2019/20	Total
£19.554m	£21.871m	£19.443m	£20.230m	£81.098m

- the impact of a decade of constraint on the public finances and increasing demand on services means that, in real terms, by the end of the decade, the council’s total spending power will be nearly half what it was at the start.

Medium Term Financial Strategy to 2020

- the council has published a Medium Term Financial Strategy (MTFS) to 2020, which sets out how it will meet the financial challenge to the end of the decade
- the council’s revenue budget at the start of 2016/17 is £271.8m, which is split by the main council ‘Theme’ Committees as follows:



*The budget proportions above exclude Special Parking Account £8m and additional Council Tax income £2.5m

- as at February 2016, Committees have agreed contributions totalling £76.1m towards the total savings gap of £81.1m, with the remaining amount funded by reserves in 2019/20.

The table below outlines the savings which have been allocated to each of the council's Committees over the next four years:

Theme Committee	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Adults and Safeguarding	3,383	5,412	5,161	4,497	18,453
Assets, Regeneration and Growth	2,253	6,362	5,132	48	13,795
Children, Education, Libraries and Safeguarding	2,071	4,062	2,596	5,818	14,547
Community Leadership	9	-	-	243	252
Environment	4,021	2,315	2,165	2,080	10,581
Policy and Resources	7,817	3,720	4,389	2,544	18,470
Policy and Resources Reserve	-	-	-	5,000	5,000
Total	19,554	21,871	19,443	20,230	81,098





Delivering our vision – Corporate Plan indicators for 2016/17

The tables below outline the basket of indicators that will be used to monitor progress against the four priorities of the Corporate Plan, in relation to the principles of fairness, responsibility and opportunity:

- responsible growth and regeneration (Opportunity)
- managing demand for services (Fairness)
- transforming services (Opportunity)
- more resilient communities (Responsibility).

Responsible growth and regeneration (Opportunity)

Growth and regeneration are essential for the borough – revitalising communities, providing new homes and jobs, while protecting the things residents love – and for the council, generating more money to spend on local services. These indicators will monitor our progress against this priority.





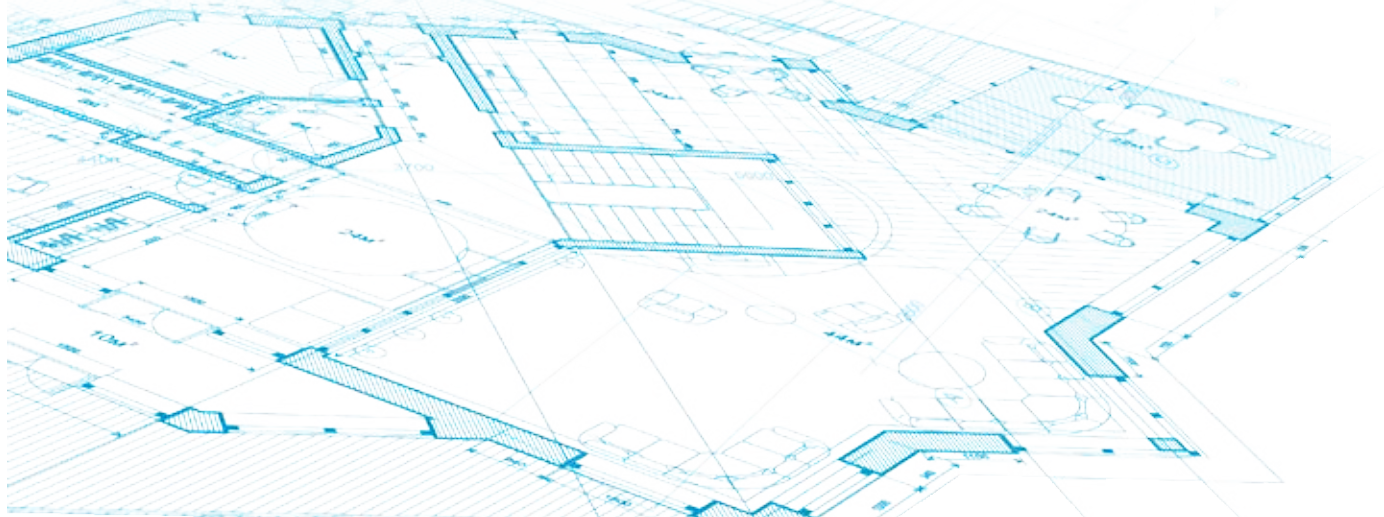
Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Growth and regeneration programme							
Re/S11 (Annual)	Number of new homes provided in Barnet each year (net)	Annual	1,253	2,560	10,840	Re	Assets, Regeneration and Growth
Re/S12 (Annual)	Total number of new homes created through regeneration schemes	Annual	1,423	462	5,457	Re	Assets, Regeneration and Growth
Re/S13 (Annual)	Number of affordable homes created through regeneration schemes	Annual	248	169	1,795	Re	Assets, Regeneration and Growth
Re/S17 (Annual)	Percentage of New Build homes that are affordable ²	Annual	40%	40%	40%	Re	Housing
CG/S6 (RPS - Biannual)	Percentage of residents who list affordable housing as a concern	36% (Autumn 2015)	Monitor	Monitor	London average	Commissioning Group	Housing
High quality private rented sector							
NEW	Households placed directly into the private sector by Barnet Homes	NEW	NEW	500	500	Barnet Homes	Housing
EH021	Compliance with licensing requirements for Houses in Multiple Occupation	73.2%	60%	60%	90%	Re	Housing

² Definition subject to change with Housing and Planning Bill



Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Social housing							
CG/S18 Biannual	Percentage of respondents very or fairly satisfied with the service provided by their social housing provider (Barnet Homes)	NEW	81%	81%	81%	Commissioning Group	Housing
BH/S4	Current arrears as a percentage of debit	4.08%	Top 25% ³	3%	Top 25%	Barnet Homes	Housing
BH/S5	Temporary Accommodation arrears as a percentage of debit	6.11%	5.5%	4.95%	4.6%	Barnet Homes	Housing
Parks and open spaces							
SS/S1 (RPS - Biannual)	Percentage of residents who are satisfied with parks and open spaces	67%	72%	72%	75%	Streetscene	Environment
Sport and physical activity							
PH/S7	Physical activity participation	58.5%	54%	59%	60% ⁴	Public Health	Health and Wellbeing

3 As measured through Housemark – a housing benchmarking club



Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Entrepreneurial Barnet							
NEW	Business rate collection	NEW	NEW	99.0%	TBC	Commissioning Group	Assets, Regeneration and Growth
NEW	Percentage of total spend with local businesses	NEW	NEW	Monitor	Monitor	Commissioning Group	Assets, Regeneration and Growth
Re/S14 (Annual)	Business satisfaction with the council and area (local survey)	Annual	Monitor	Monitor⁵	Monitor	Re	Assets, Regeneration and Growth
Re/S1 (Annual)	Proportion of new businesses which survive in Barnet compared with other local authorities	Annual	2%pts more than comparable boroughs	4%pts more than comparable boroughs	5%pts more than comparable boroughs	Re	Assets, Regeneration and Growth
Re/S3 (Annual)	Vacancy rates on high street	Annual	Equal to comparable boroughs (no higher than 5.81%)	2.5% better than comparable boroughs	2.5% better than comparable boroughs	Re	Assets, Regeneration and Growth
CG/S1	Unemployment (of people on out of work benefits)	6.6%	Monitor	Monitor	Monitor	Commissioning Group	Assets, Regeneration and Growth
Re/S2 (Annual)	Youth Unemployment	Annual	0.5%pts less than comparable boroughs	1%pt better than comparable boroughs	2pts better than comparable boroughs	Re	Assets, Regeneration and Growth
Planning and building control							
KPI001 (A&A)	Compliance with planning application statutory timescales	91.6%	75%	75%	75%	Re	Assets, Regeneration and Growth

4 The public health grant for 2016/17 and beyond has not yet been confirmed by central government. Public health commissioning intentions have been reviewed because we know that the grant will be less than that assumed in the 2015-2020 commissioning intentions but without this clarity the available funding and appropriate targets remain unconfirmed.

5 New methodology for survey being introduced.

Managing demand for services (Fairness)

Since 2010, we've successfully met a 25% budget gap largely through efficiency savings and delivering services differently; in order to meet a further 25% budget gap to 2020, we'll focus on doing more to manage demand for local services. These indicators will monitor our progress against this priority.

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Health and social care integration							
AC/S8 (Biannual)	Percentage of new clients, older people accessing enablement	62.1%	50%	63%	70%	Adults and Communities	Adults and Safeguarding
AC/S9 (ASCOF 2A(2))	Permanent admissions to residential and nursing care homes, per 100,000 population age 65+*	467.8 (2014/15)	399.0	530.0 (new method)	Top 10% of comparable boroughs	Adults and Communities	Adults and Safeguarding
AC/C14 (ASCOF 2A(1))	Permanent admissions to residential and nursing care homes, per 100,000 population age 18-64*	6.38	13.5	16.6	Top 10% in the country	Adults and Communities	Adults and Safeguarding
PH/S4	Rate of hospital admissions related to alcohol	404.78	458.76 per 100,000	400 per 100,000	350 per 100,000 ⁷	Public Health	Health and Wellbeing

6 This measure has a new methodology and the baseline is not comparable with 2014/15 or 2015/16.

7 As per footnote 5 above.



Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Experience of service users							
NEW (ASCOF 4A)	Percentage of people who use services who say those services make them feel safe and secure	80.1% (2014/15)	NEW	80.1% (within confidence interval)⁸	Maintain performance	Adults and Communities	Adults and Safeguarding
AC/S10	Percentage of people who feel in control of their own lives	68.4% (Q2 2015/16)	Top 25% of comparable boroughs	69% (within confidence interval)	Top 25% in England	Adults and Communities	Adults and Safeguarding
NEW	Number of instances of information, advice and guidance provided to carers	NEW	NEW	TBC at end Q1⁹	TBC	Adults and Communities	Adults and Safeguarding
Older people's independence							
AC/S3 (ASCOF 1G)	Percentage of adults with learning disabilities who live in their own home or with their family	61.8%	60%	63%	England average	Adults and Communities	Adults and Safeguarding
AC/S4 (ASCOF 1E)	Percentage of adults with learning disabilities in paid employment	9.5%	10.6%	10.8%	Top 10% in England	Adults and Communities	Adults and Safeguarding
AC/S5 (ASCOF 1F)	Percentage of adults with mental health needs in paid employment	5.4%	7%	7.2%	Top 25% of comparable boroughs	Adults and Communities	Adults and Safeguarding
AC/S6 (ASCOF 1H)	Percentage of adults with mental health needs who live independently, with or without support	82.9%	75%	83%	Top 25% of comparable boroughs	Adults and Communities	Adults and Safeguarding
Focus on foster care							
FS/S6	Percentage of children in London Borough of Barnet foster care	41.3%	39%	42.5% (133/311)	53% (166/311)	Family Services	Children, Education, Libraries and Safeguarding

8 All indicators based on the Adult Social Care user survey are set using a 'confidence interval' which takes account of the margin of error which may result from surveying a small sample of the population.

9 This indicator requires submission of new data from partner organisations to baseline it. This process will take place at the end of Q1 2016/17.

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Families early intervention							
FS/S4	Number of referrals to social care (per 10,000 of the under-18 population)	374	Monitor	Monitor	Monitor	Family Services	Children, Education, Libraries and Safeguarding
NEW	Number of children in care per 10,000	34.5	Monitor	Monitor	31.4	Family Services	Children, Education, Libraries and Safeguarding
FS/S5	Number of children adopted	6 (Q2 2015/16)	20	10	20	Family Services	Children, Education, Libraries and Safeguarding
Tackling homelessness							
BH/S2	Number of homelessness preventions	698	700	900	900	Barnet Homes	Housing
BH/C4	Numbers of households in Temporary Accommodation	2,931	Monitor	Monitor	Monitor	Barnet Homes	Housing
Recycling and waste							
SS/S3	Percentage of household waste sent for reuse, recycling and composting	38%	42%	42%	50%	Streetscene	Environment
SS/S4 (RPS – Biannual)	Percentage of residents who are satisfied with refuse and recycling services	76%	80%	80%	85%	Streetscene	Environment

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Enforcement							
SS/S7	Percentage of unacceptable levels of litter	2% (Q2 2015/16)	3%	3%	3%	Streetscene	Environment
SS/S8	Percentage of unacceptable levels of detritus	9% (Q2 2015/16)	14%	9%	8%	Streetscene	Environment
SS/S6 (RPS – Biannual)	Percentage of residents who are satisfied with street cleaning	52% (Autumn 2015)	58%	58%	62% or London average	Streetscene	Environment
CG/S11 (RPS – Biannual)	Percentage of residents who are satisfied with repair of roads	35% (Autumn 2015)	35%	35%	London average	Commissioning Group	Environment
CG/S12 (RPS – Biannual)	Percentage of residents who are satisfied with quality of pavements	35% (Autumn 2015)	35%	35%	London average	Commissioning Group	Environment
KPI 2.1 – 2.3 NM)	Highways defects made safe within agreed timescales	97.7%	100%	100%	100%	RE	Environment
Parking and regulatory services							
PI/S3 (RPS – Biannual)	Percentage of residents who are satisfied with parking services	30% (Autumn 2015)	28%	30%	London average	Commissioning Group	Environment
EH01B	Compliance with Environmental Health Service Standards (Priority 1)	100%	100%	100%	100%	Re	Environment

Transforming services (Opportunity)

We're redesigning local services to make them more integrated and intuitive for the user, and more efficient to deliver. These indicators will monitor our progress against this priority.

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Education and skills							
NEW (formerly CES/S13) (Annual)	a) Average Attainment 8 score	70% (previous equivalent measure for a) ¹⁰	68% (previous equivalent measure for a) ¹¹	Top 10% in England for all measures¹²	Top 10% in England for all measures ¹³	Education and Skills	Children, Education, Libraries and Safeguarding
	b) Average Progress 8 score					Education and Skills	Children, Education, Libraries and Safeguarding
NEW (Annual)	Percentage of primary pupils achieving the 'expected standard' in English Reading, English Writing and Mathematics (combined) at the end of Key Stage 2	82% (previous equivalent measure) ¹⁰	NEW	Improve national ranking¹²	Top 10% in England for all measures ¹³	Education and Skills	Children, Education, Libraries and Safeguarding
NEW (a) (formerly CES/S11) (Annual)	Percentage of pupils eligible for free school meals in the past 6 years (FSM6) achieving the 'expected standard' in English Reading, English Writing and Mathematics (combined) at the end of Stage 2 (new national measure)	76% (previous equivalent measure) ¹⁰	73% (previous equivalent measure) ¹¹	Improve national ranking¹²	Top 10% in England for all measures ¹³	Education and Skills	Children, Education, Libraries and Safeguarding
NEW (a) (replaces CES/S15) (Annual)	Average Attainment 8 score of looked-after children	NEW	NEW	National average¹²	TBC	Education and Skills	Children, Education, Libraries and Safeguarding
NEW (b) (replaces CES/16) (Annual)	Average Progress 8 score of looked-after children	NEW	NEW	National average¹²	TBC	Education and Skills	Children, Education, Libraries and Safeguarding

10 Outturn is for Summer 2015.

11 Target is for Summer 2015.

12 Target is for Summer 2016.

13 Target is for Summer 2019.

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Education and skills							
CES/S1	Percentage of primary schools rated as 'good' or better	92%	92%	95%	100%	Education and Skills	Children, Education, Libraries and Safeguarding
CES/S3	Percentage of secondary schools rated as 'good' or better	84%	87.5%	92%	100%	Education and Skills	Children, Education, Libraries and Safeguarding
NEW	Percentage attendance levels at primary schools	95.9%	London Average	London Average	London Top quartile	Education and Skills	Children, Education, Libraries and Safeguarding
CES/S18 (a)	Percentage of young people who are not in education, employment or training (16 to 18 year olds)	2.3%	2.3%	London Top Quartile	Top 10% in England	Education and Skills	Children, Education, Libraries and Safeguarding
Children's social care							
FS/S1	Number of children made subject to Child Protection Plan	206	Monitor	Monitor	Monitor	Family Services	Children, Education, Libraries and Safeguarding
FS/S2	Children made subject to Child Protection Plan for a second or subsequent time	14.5% (Oct 2015/16)	9%	Perform in line with statistical neighbours (currently 15.6%)	Perform in line with statistical neighbours	Family Services	Children, Education, Libraries and Safeguarding
FS/S3	Number of children subject to Child Protection Plan for two or more years	2	Perform in line with statistical neighbours	Perform in line with statistical neighbours (currently 3.31%)	Perform in line with statistical neighbours	Family Services	Children, Education, Libraries and Safeguarding
FS/S7	Percentage of free entitlement early years places taken up by parents/ carers that are eligible for a place	52%	50%	63% (London average)	85%	Family Services	Children, Education, Libraries and Safeguarding

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Public health							
PH/S2	Excess weight in 4-5 year olds (overweight or obese)	21%	21%	21% ¹⁴	21%	Public Health	Health and Wellbeing
PH/S3	Excess weight in 10-11 year olds (overweight or obese)	34.4%	36.7%	32% ¹⁵	30%	Public Health	Health and Wellbeing
PH/S5	Smoking Prevalence	13.2%	15%	13% ¹⁶	12%	Public Health	Health and Wellbeing

14 The public health grant for 2016/17 and beyond has not yet been confirmed by central government. Public health commissioning intentions have been reviewed because we know that the grant will be less than that assumed in the 2015-2020 commissioning intentions but without this clarity the available funding and appropriate targets remain unconfirmed.

15 As above

16 As above



More resilient communities (Responsibility)

As the council does less in some areas, residents will need to do more. We're working with residents to increase self-sufficiency, reduce reliance on statutory services, and tailor services to the needs of communities. These indicators will monitor our progress against this priority.

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Community participation							
CG/S5 (RPS – Biannual)	Percentage of residents who report feeling they belong to their neighbourhood	73% (Autumn 2015)	74%	74%	77%	Commissioning Group	Community Leadership
CG/S9 (RPS – Biannual)	Percentage of residents that volunteer at least once a month	26% (Spring 2015)	29%	29%	35%	Commissioning Group	Community Leadership
CG/S10 (RPS – Biannual)	Percentage of residents who agree that people pull together to help improve their area	52% (Spring 2015)	51%	53%	56%	Commissioning Group	Community Leadership
CG/S16 (RPS – Biannual)	Percentage of residents who are satisfied with Barnet as a place to live	88% (Autumn 2015)	90%	90%	90%	Commissioning Group	Community Leadership
Community safety							
CG/S3	Level of crime across the Mayor's Office for Policing And Crime set of crimes (burglary, vandalism, criminal damage, theft of / from motor vehicle, violence with injury, robbery, and theft from the person)	17%	20% reduction	20% reduction	20% reduction	Commissioning Group	Community Leadership
CG/S4 (RPS – Biannual)	Public confidence in police and council in dealing with anti-social behaviour and crime issues that matter in their area	64% (Autumn 2015)	68%	68%	68%	Commissioning Group	Community Leadership

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Building family resilience							
NEW (Annual)	Percentage of young people in care who know about the Corporate Parenting Pledge	NEW	NEW	TBC	TBC	Family Services	Children, Education, Libraries and Safeguarding
FS/S8	Percentage of the target groups that are registered with the children centre within the area it serves	88%	65%	65%	65%	Family Services	Children, Education, Libraries and Safeguarding
FS/S15	Percentage of care leavers age 19 – 21 in education, employment or training	57%	Top 10% in England	55% above our statistical neighbours	Top 10% in England	Family Services	Children, Education, Libraries and Safeguarding
NEW	Proportion of care leavers age 19 – 21 in suitable accommodation	NEW	NEW	90%	Top 10% in England	Family Services	Children, Education, Libraries and Safeguarding



Improving customer services and ensuring transparency


We're committed to improving our customer services and being as transparent as possible with the information we hold and our decision-making. These indicators will monitor our progress against these commitments.

Ref	Indicator	2015/16 Q3	2015/16 Target	2016/17 Target	2019/20 Target	Service	Theme Committee
Improving customer services and ensuring transparency							
NEW	Council Tax collection	NEW	NEW	98.5%	TBC	Commissioning Group	N/A
CG/S19 (RPS – Biannual)	Percentage of residents who report that it is easy to access council services	70% (Spring 2015)	67%	67%	75%	Commissioning Group	N/A
CG/S14 (RPS – Biannual)	Percentage of residents who are satisfied with the way the council runs things	74% (Autumn 2015)	73%	73%	75%	Commissioning Group	N/A
NEW	Overall satisfaction with customer services	77%	80%	80%	90%	CSG / Re / Barnet Homes	N/A
NEW	Satisfaction with the council's website	40% (Q2 2015/16)	NEW	9% increase from 2015/16	Top 10% for England	CSG / Commissioning Group	N/A
NEW	Customer cases that are closed within the agreed timescales	70%	90%	90%¹⁷	90% ¹⁷	CSG / Re / Streetscene	N/A
CG/S15	Performance of services	77%	All above average	80% above average	80% above average	Commissioning Group	N/A

¹⁷ Provisional targets.

For more information, please contact:
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	<p>COUNCIL</p> <p>4 April 2016</p>
<p>Title</p>	<p>Report of Head of Governance</p>
<p>Report of</p>	<p>Head of Governance</p>
<p>Wards</p>	<p>All</p>
<p>Status</p>	<p>Public</p>
<p>Enclosures</p>	<p>Appendix A – Changes to the Calendar of Meetings 2015/16</p>
<p>Officer Contact Details</p>	<p>Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk</p>

<h3>Summary</h3>
<p>This item presents various constitutional and administrative matters for Council’s agreement. Full details are as set out in the appended reports.</p>

<h3>Recommendations</h3>
<p>That Council note the changes to the Calendar of Meetings 2015/16 in Appendix A</p>

1. WHY THIS REPORT IS NEEDED

1.1 The Head of Governance report seeks Council’s approval for various matters of business relating to the Council’s statutory and constitutional functions.

2. REASONS FOR RECOMMENDATIONS

2.1 As set out in the attached Appendices.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 N/A

4. POST DECISION IMPLEMENTATION

4.1 Council decisions will be minuted and implemented through the Head of Governance.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 As set out in attached Appendices.

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

5.2.1 Any specific implications are set out in the attached Appendices.

5.3 Legal and Constitutional References

5.3.1 Council Constitution, Full Council Procedure Rules – requires that Council “Agree the Council Calendar of meetings including for ordinary meetings of the Council”.

5.4 Risk Management

5.4.1 As set out in attached Appendices.

5.5 Equalities and Diversity

5.5.1 As set out in attached Appendices.

5.6 Consultation and Engagement

5.6.1 None specifically arising from this report.

6. BACKGROUND PAPERS

6.1 None.

CHANGES TO THE CALENDAR OF MEETINGS

2015-2016 Municipal Year

Committee	Date of Meeting	New date of Meeting
Housing Committee (<i>Special</i>)	N/A	6 April 2016
Housing Committee (<i>Cancellation</i>)	11 May 2016	N/A

2016-2017 Municipal Year

Committee	Date of Meeting	New date of Meeting
Planning Committee	23 June 2016	4 July 2016

RECOMMEND – That Council note the changes to the calendar of meetings contained in the tables above.

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Council: Monday, 4 April 2016

AGENDA ITEM 15.1

Opposition Motion in the name of Cllr Anne Hutton

Cuts to Schools and the National Funding Formula

Council notes that Barnet's schools are collectively facing a cut of around 8.7 per cent to their funding as a result of the move to a new National Funding Formula.

Council notes that the re-allocation of funds through the National Funding Formula hits London the hardest.

Council therefore supports efforts by London Councils to make the case to government for continued investment in London's schools, taking into account its complexities including deprivation, mobility and other local factors.

In particular, Council supports the broad principles of London Councils' campaign as follows:

- To address any inequalities in the current funding formula, funding should be levelled up, rather than down
- Fairer funding through a National Funding Formula should not result in a reduction in funding for London's children
- Local flexibility over funding is vital to address and respond swiftly to local diverse and emerging issues

Council asks the Chief Executive to write to London Councils setting out LB Barnet's support for their campaign on the National Funding Formula and against these cuts to Barnet's schools.

Under Full Council Procedure Rule 23.5 I ask that my motion is voted on at the meeting.

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Council: Monday, 4 April 2016

Opposition Motion in the name of Cllr Alon Or-bach

AGENDA ITEM 15.2

EU Referendum

Council welcomes the forthcoming EU Referendum on 23 June and the opportunity it gives to the residents of Barnet to have their say on whether the UK remains in or leaves the EU.

Council notes that there are many EU citizens, including many communities and families that have lived in Barnet most of their lives, that help make our borough the diverse place it is, and stresses the importance of European co-operation whatever the outcome of the Referendum.

Council asks that Policy & Resources Committee discuss the impact of the two possible outcomes of the EU Referendum on Barnet at its next meeting on the 17th May.

Under Full Council Procedure Rule 23.5 I ask that my motion is voted on at the meeting.

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Council: Monday, 4 April 2016

Opposition Motion in the name of Cllr Reema Patel

AGENDA ITEM 15.3

Supporting the Disabled to Live Independently

Council notes that the Chancellor has delivered a Budget which is the least fair and least popular of all Budgets he has delivered according to a recent YouGov poll; prompting public backlash that has forced a U-turn on the issue of cuts to Personal Independence Payments (PIP), in a humiliating personal defeat for both himself and for the Conservative party.

Council notes that the Budget has reconfirmed the Conservatives as the 'nasty party', and has revealed so-called 'compassionate Conservatism' to be nothing more than 'smoke and mirrors'. The Chancellor's recent budget struck entirely the wrong balance – prioritising the interests of the wealthy and of corporations above the needs of some of the most vulnerable and disabled residents within our communities.

Council notes the comments of the recently resigned Secretary of State for Work and Pensions, Iain Duncan Smith, that:

- the Chancellor's proposed cuts to disability personal independence payments (PIPs) are unfair
- the poorest and most vulnerable in our communities are bearing the brunt of the government's cuts to balance the budget
- the cap on welfare spending is "arbitrary"
- the government doesn't care about the impact of the cuts in welfare because it affects people who don't vote Conservative
- the cuts are falling disproportionately on working age benefits
- the Chancellor is obsessed with short term savings and isn't getting the balance right in the interests of social justice
- the presentation of the cuts to disability PIPs alongside tax cuts for companies and the rich was the last straw
- the government is undermining its 'one nation' credentials with the approach to welfare reform.

Council notes that Iain Duncan Smith has also presided over six years of cuts to the poorest and most vulnerable in Barnet; and has been the chief architect of policies including the phasing out of Disability Living Allowance (DLA), successive cuts to Personal Independence Payment, cuts to ESA, the introduction of the Bedroom Tax and cuts to Working Tax Credits.

Council notes that cuts to disability support will have contributed to unmet need within the Borough as well as across the UK, adding pressure to an already strained social care budget.

Council notes that the Chancellor of the Exchequer has provided insufficient resource to local authorities to assist them to meet both the needs and pressures

faced by social care budgets and that further marginalising the most disabled and most vulnerable in our communities is a false economy which fails to support the disabled to live independently in Barnet.

Council notes that to meet the government's deficit reduction targets they will need to find just under £8bn of savings by the end of the parliament, and we fear this will inevitably result in further cuts to local authorities and other public services.

Council therefore asks the Leader of the Council to write to the Chancellor of the Exchequer to call on him to review the budget to ensure fairness and that the burden of reducing the deficit falls on those who can afford it.

Council: Monday, 4 April 2016

Administration Motion in the name of Cllr Reuben Thompstone

AGENDA ITEM 15.4

Ensuring Continued Educational Achievement

Council notes the Annual Statement of Educational Standards presented to the Children, Education, Libraries and Safeguarding Committee and welcomes the very positive results it contains. The analysis demonstrates that Barnet's diverse family of schools together deliver some of the very best educational outcomes in the whole of the country.

Council notes that:

- As of February 2016, 91% of Barnet pupils in Primary and Secondary schools attended a 'Good' or 'Outstanding' school;
- At Key Stage 1, Barnet's attainment was in the top 18 authorities nationwide for Reading, Writing and Maths;
- At Key Stage 2, progress for Reading and Maths was 3rd and 12th in the country respectively;
- At Key Stage 4, Barnet ranked 5th nationally for pupils achieving 5 A*-C grades including English and Maths and was ranked 1st for pupils attaining the English Baccalaureate;
- Secondary school progress in English and Maths was the 2nd and 3rd best in the country;
- At A-level, Barnet was 5th for pupils achieving AAB grades or better.

Council is proud that pupils and schools are achieving such strong results, but is particularly pleased that, within these overall outcomes, Barnet is performing well for those children with SEN (2nd nationally for SEN pupils without a statement at KS4), those who have English as an additional language, and those who come from less advantaged backgrounds (in the top 10%). Council notes that the attainment gap between pupils from disadvantaged and non-disadvantaged backgrounds is half that of the national average.

Council further welcomes the fact that Barnet ranks among the top 10 authorities nationally for social mobility. Council is committed to ensure the best outcomes possible for all children, irrespective of background or circumstances.

Council wishes to ensure that the progress and attainment detailed in the report continues. For example, Council notes the work being undertaken to tackle primary school attendance issues. Council will position itself to support schools in their transition to academy status and will work to ensure that this process protects and even furthers the choice available to parents. Council will further investigate with government how demand for places at faith schools and grammar schools can be met going forward.

Council notes the announcement by the Secretary of State of a new National Funding Formula for Schools, intended to ensure a funding arrangement fair to all

pupils and schools. Council notes the principles behind this policy – to ensure that funding is not determined by geographical luck and that it is properly linked to the needs of children.

However, Council calls on the Leader and Chairman of the Children, Education, Libraries and Safeguarding Committee to respond to the consultation, and make further representations to government, to communicate the importance of the formula reflecting the needs of Barnet's schools. Council believes that the formula must, therefore, account for the higher running and staffing costs of schools in London; give proper weight to the challenges of teaching pupils who have English as an additional language (now comprising 48% of primary pupils in the borough); and respect the current pattern of deprivation in London and not rely upon an outdated 'Inner vs Outer London' dichotomy.

Council also calls on them to monitor the details of planned changes to the role of local authorities, with regards to schools, as they emerge and make appropriate representations on the borough's behalf, with the aim of enabling the continuation of the successes noted above.