

**MEETING**

**GENERAL FUNCTIONS COMMITTEE**

**DATE AND TIME**

**WEDNESDAY 29TH JUNE, 2016**

**AT 7.00 PM**

**VENUE**

**HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ**

**TO: MEMBERS OF GENERAL FUNCTIONS COMMITTEE (Quorum 3)**

Chairman: Councillor Joan Scannell BEM  
Vice Chairman: Councillor Wendy Prentice

Councillor Richard Cornelius    Councillor Alison Moore    Councillor Ammar Naqvi  
Councillor Daniel Thomas    Councillor Barry Rawlings

**Substitute Members**

Councillor Geof Cooke    Councillor Tom Davey    Councillor David Longstaff  
Councillor Adam Langleben    Councillor John Marshall    Councillor Charlie O-Macauley

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions or comments must be submitted by 10AM on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is 10AM on Friday 24 June 2016. Requests must be submitted to Sarah Koniarski 020 8359 7574 sarah.koniarski@barnet.gov.uk.

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

**Andrew Charlwood – Head of Governance**

Governance Service contact: Sarah Koniarski 020 8359 7574 sarah.koniarski@barnet.gov.uk

Media Relations contact: Sue Cocker 020 8359 7039

**ASSURANCE GROUP**

## ORDER OF BUSINESS

| Item No | Title of Report   | Pages     |
|---------|---|-----------|
| 1.      | Minutes   | To Follow |
| 2.      | Absence of Members  |           |
| 3.      | Disclosable Pecuniary interests and Non Pecuniary interests         |           |
| 4.      | Report of the Monitoring Officer (if any)                           |           |
| 5.      | Public Question and Comments (if any)                               |           |
| 6.      | Members Item (if any)   |           |
| 7.      | Barnet Council's Annual Health and Safety Report                    | 1 - 34    |
| 8.      | Replacement of Projectors at Hendon Town Hall                       | 35 - 38   |
| 9.      | Terms of Reference for Elections and Electoral Registration Review  | 39 - 44   |
| 10.     | Commissioning Restructure and Associated Senior Management Position | 45 - 54   |
| 11.     | Appointments to Outside Bodes                                       | 55 - 58   |
| 12.     | Nominations to School Governing Bodies                              | 59 - 62   |
| 13.     | Work Programme  | 63 - 72   |
| 14.     | Any Item(s) that the Chairman Decides to be Urgent                  |           |

### FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. If you wish to let us know in advance that you will be attending the meeting, please telephone Sarah Koniarski 020 8359 7574 sarah.koniarski@barnet.gov.uk. People with hearing difficulties who have a text phone, may telephone our minicom number on 020 8203 8942. All of our Committee Rooms also have induction loops.

## **FIRE/EMERGENCY EVACUATION PROCEDURE**

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

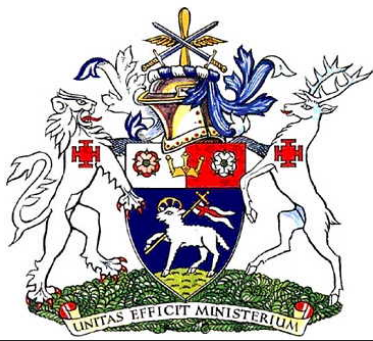
You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings.

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

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

This page is intentionally left blank



**General Functions Committee**  
**29 June 2016**

|                                |  |
|--------------------------------|--|
| <b>Title</b>                   | <b>Barnet Council’s Annual Health and Safety Report</b>  |
| <b>Report of</b>               | Mike Koumi - Head of Safety, Health and Wellbeing  |
| <b>Wards</b>                   | None   |
| <b>Status</b>                  | Public   |
| <b>Urgent</b>                  | No   |
| <b>Key</b>                     | No   |
| <b>Enclosures</b>              | Appendix 1 – Barnet Council’s Annual Health and Safety Report<br>Appendix 2 – Health and Safety Statistics |
| <b>Officer Contact Details</b> | Mike Koumi<br><a href="mailto:michael.koumi@barnet.gov.uk">michael.koumi@barnet.gov.uk</a> 020 8359 7960   |

**Summary**

This report provides information on the Council’s health and safety performance for the period 2015/16 and the priorities for the period 2016/17, to ensure continued improvement in performance.

The report is based on performance information and data obtained from the council’s accident/incident reporting system, together with independent audit results, corporate training records and ill health data.

**Recommendation**

- 1. The Committee is requested to note the report and approve the priorities for the period 2016/17 as outlined in section 3 of the Annual Health and Safety Report (Appendix 1).**

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 This report enables the council to monitor its health and safety performance over a defined period and set priorities to achieve continual improvement and address any gaps identified.
- 1.2 The [Management of Health and Safety at Work Regulations 1999](#) and associated guidance suggests that regular monitoring of health and safety performance enables organisations to set meaningful targets to effect improvements, reduce work related accidents and ill health and comply with statutory duties.
- 1.3 The review of the previous year's performance as shown in Appendix 1 is split into the four areas that enable us to effectively monitor health and safety; these being:
  - Reported work related accident and Ill health
  - Levels of compliance with legislation and council policy
  - Health and safety training delivered
  - Any enforcement action taken against the council
- 1.4 The review shows that the council performs well overall and manages its risks effectively. The areas that require further improvements are in staff exposure to verbal assault and activities that lead to manual handling injuries. The council also needs to continue its drive toward reductions in stress related ill health.
- 1.5 This report also includes a detailed 6 monthly health and safety statistical report at appendix 2, as requested at the General Functions Committee meeting of 11 November 2015. The health and safety report outlines performance for the last 2 quarters of 2014/15 and includes statistics on:
  - Accidents/Incidents
  - Audits
  - Health and Safety Training

## **2. REASONS FOR RECOMMENDATION**

- 2.1 The recommendation seeks agreement of the council's health and safety priorities which aim to address gaps and effect improvement in the Council's health and safety performance.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

3.1 N/A

### **4. POST DECISION IMPLEMENTATION**

4.1 Delivery units will be required to formulate action plans to implement the priorities for the period 2016/17.

4.2 The 2016/17 Annual Council Health and Safety report will highlight performance against these priorities.

### **5. IMPLICATIONS OF DECISION**

#### **5.1 Corporate Priorities and Performance**

5.1.1 The [Corporate Plan](#) includes the strategic objective to “improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study”. This report aims to contribute to that objective by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community, continues to be a good employer and protects persons who may come into contact with its activities.

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

5.2.1 There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

#### **5.3 Social Value**

5.3.1 N/A

#### **5.4 Legal and Constitutional References**

5.4.1 The council has various legal duties held under the [Health and Safety at Work, etc. Act 1974](#) and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual Members and officers. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

5.4.2 The General Functions Committee’s Terms of Reference are outlined in [Section 15a of the Constitution, Appendix A to Responsibility for Functions](#), which states that the Committee is responsible for health and safety matters.

#### **5.5 Risk Management**

5.5.1 Failure to effectively manage health and safety risk increases the likelihood of

injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

## **5.6 Equalities and Diversity**

5.6.1 The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a good place to work and live, and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.

5.6.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.

## **5.7 Consultation and Engagement**

5.7.1 The Annual Health and Safety report will be presented and discussed at the Local Joint Consultation Committees (JCC's).

## **5.8 Insight**

5.8.1 N/A

## **6 BACKGROUND PAPERS**

6.1 [Health and Safety at Work etc. Act 1974](http://www.legislation.gov.uk/ukpga/1974/37)  
<http://www.legislation.gov.uk/ukpga/1974/37>

6.2 [Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made)  
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>



## Council Health and Safety Annual Report – 2015/2016

### 1. INTRODUCTION

This report summarises significant corporate management activities over the period 2015/16 covering key achievements, council-wide statistics and developments for the year ahead to improve our performance.

The objectives of this report are to demonstrate Barnet Council's commitment to:

- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors;
- The on-going effective implementation of the council's Corporate Health and Safety Policy;
- Continual improvements in health and safety through the monitoring and measurement of its health and safety performance to highlight areas where the council performs well as well as areas for improvement;
- Making public the council's performance on health and safety, by publishing health and safety performance data on the Intranet;
- Openness and accountability

### 2. SUMMARY OF PERFORMANCE FOR 2015/16

#### Key achievements:

- 1) 55% reduction in "RIDDOR" reportable injuries
- 2) 10% reduction in days lost due to "Manual Handling" injuries
- 3) 5% reduction in days lost due to "Stress Related" illness
- 4) An action plan agreed with the CSG Estates service to bring all of our corporate buildings to a fully compliant state.
- 5) Introduction of a module on health and safety management as part of the management academy.

#### Introduction of new health and safety policies or procedures

- Part B of the Corporate Health and Safety Policy, which details delegated duties for health and safety, has been revised to take into account changes to the senior management structure as well as the roles introduced as part of our partnership with Capita.

#### Accident/Incident data

The council strives to continually improve its health and safety performance and to reduce work related accidents and ill health. Managers are required to ensure all incidents are reported and investigated and to introduce measures to prevent recurrence.

All incidents are recorded on the council's on-line accident reporting system and these are interrogated by managers, the CSG health and safety team and the councils Head of Safety Health and Wellbeing to ensure all incidents are fully investigated and to identify any emerging incidents trends.

There has been a significant reduction in RIDDOR reportable incidents over the reporting period, from 20 last year to 9 in this period. Although on the face of it this is good news there are investigations being carried out to ensure that this is not reflective of a reduction in reporting. The council remain high performing in this area with its Accident Incidence Rate (RIDDOR incidents per 100,000 staff), a national recognised measure of performance, standing at 440 for the reporting period, which is considerably below the average for public service provision.

**Chart 1** shows all reported work related incidents by type with the most common work related incidents reported being verbal assaults and lifting and handling injuries. Verbal assaults can be threatening and cause great stress and anxiety. Continued exposure to verbal assault can lead to increase in stress and ultimately ill health. Verbal assaults are investigated and where possible measures taken to reduce those and where this is not possible support is given to staff exposed.

Lifting and handling injuries mainly occur in the StreetScene delivery unit. Chart 2 highlights a common cause of work related ill health as Musculoskeletal and lifting and handling is a major contributor to these types of injuries. Streetscene regularly review their manual handling risk assessments and deliver training on lifting and moving to their staff.

**Chart 2** shows that there are two common cause of work related ill health reported on CoreHR; "stress related", which include psychological ill health and "musculoskeletal", commonly muscle injuries to the neck, shoulders and lower back.

Organisational change and lack of control are common causes of work related stress. Exposure to stress is not though limited to work, as a good employer we should seek not only to reduce organisational causes of stress but also support staffs who are experiencing issues that may lead to stress outside of work. To this end the council provides support services to staff including 24/7 employee assistance which includes, if required, confidential counselling sessions. There has been a campaign to reduce stress related ill health with Delivery Units required to review their stress action plans. This has contributed to a reduction in time lost for stress related illness over the reporting period.

Musculoskeletal injuries are commonly caused by both lifting and handling activities or repetitive movements and poor posture, such as when continual using Display Screen Equipment or in maintenance activities. The majority of these injuries have been attributed to lifting and moving and so there has been a campaign to reduce these through a thorough review of risk assessments and controls. Encouragingly there has been a reduction in these types of injuries.

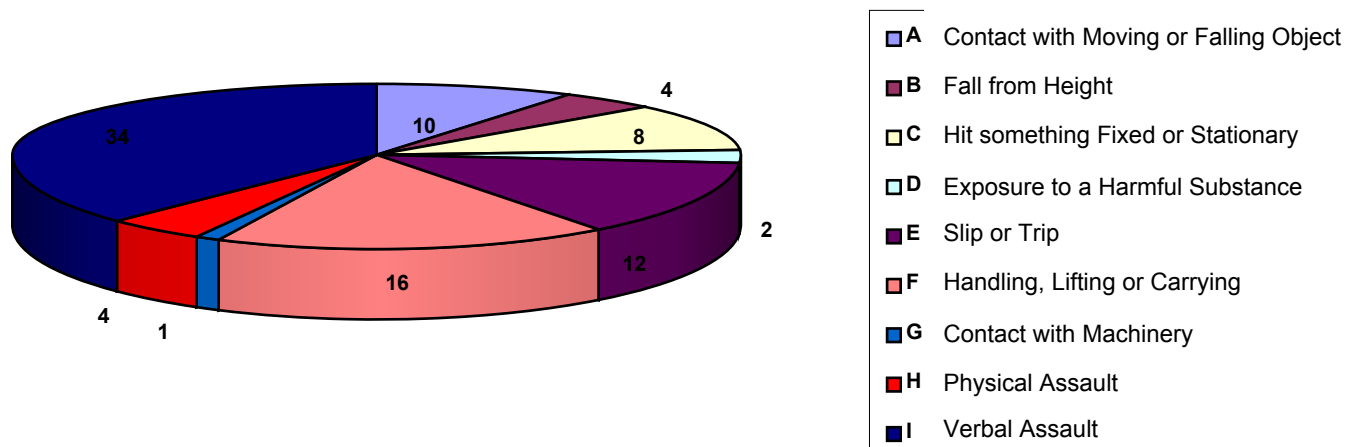


Chart 1 – Significant reported Work Related Incidents to employees by type 2015/16

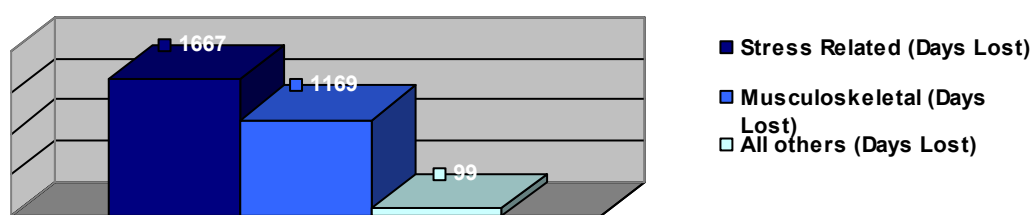


Chart 2 - Top three common causes of Work Related Ill Health 2015/16

## Corporate Health and Safety Training

We have continued to deliver corporate health and through our e-learning system as well as face to face training. The priorities for 2015/16 were managing health and safety as well as display screen equipment.

There was a total of 1243 module completed in 2014/15. The significant corporate training activities for the reporting period and numbers who completed these courses:

- **Management Academy Modules** – 141
- **Display Screen Equipment** – 87
- **Fire Safety** – 86
- **Induction Safety Interactive** – 61
- **Manual handling Interactive** – 60

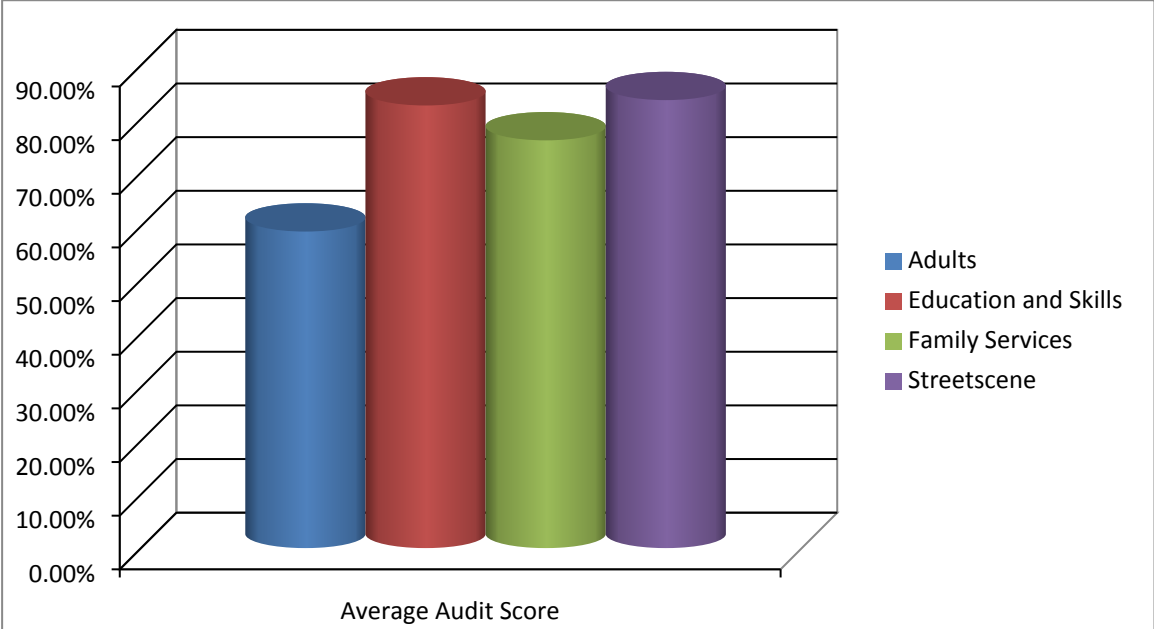
*Please note that Delivery Units organise and deliver a wide range of role specific health and safety training which is in addition to corporate training shown above.*

## Health and Safety Audits

In order to ensure compliance with health and safety legislation, our policies and accepted good practice we use a system of internal independent auditing to identify and remedy any shortfalls in health and safety performance. The audits are carried out by health and safety professionals with the annual audit programme agreed by the Head of Safety, Health and Wellbeing. The areas for audit are selected to ensure a representative sample of council activities as well as taking into account higher risk activities. Audits are not usually carried out on lower risk areas of the council, such as predominantly office based activities, to make effective use of the available

resource. Risk assessments and regular monitoring by managers still continues in these low risk areas to ensure good practice and compliance.

A total of 161 Audits and reviews were carried out in 2014/15 with the averaged results of the audits summarised in the table below. The average overall compliance score across the council was 75% which is an overall improvement in the average compliance score compared to 2013/14 of 72%.



The audits highlight that the council performs well in the implementation of policy and in effective risk management. The areas of poorer performance are around premises related compliance. Although Adults and Communities score was relatively low compared to the other DU's it still scores close to 60% with no significant risks identified. All audits result in the production of action plans to address any areas of poor performance.

**3. CORPORATE HEALTH AND SAFETY PRIORITIES FOR THE PERIOD 2016/17**

The corporate priorities aim to ensure the continued improvements in health and safety performance and the reduction of work related injury and ill health. They also seek to address any gaps or trends identified through monitoring activities such as incident data and audits.

- 1) Delivery Units to review current risk assessments and controls, that are over 12 months old, in order to ensure appropriate measures are in place to prevent and reduce work related accidents and Ill health by at least 10%
- 2) Continue to seek reductions, of at least 10%, in days lost due to stress related illness and musculoskeletal injury through continued review of risk assessments and monitoring of work activities.
- 3) Review of the corporate health and safety training framework to ensure all levels receive the appropriate training and support
- 4) Review the way the council commission's works and services and manages projects to ensure health and safety is considered at all relevant stages and effective monitoring of h&s performance takes place.

# HEALTH & SAFETY

## QUARTERLY REPORT

3<sup>rd</sup> and 4<sup>th</sup> Quarter October 2015 – March  
2016

## CONTENTS

|     |  |      |                            |
|-----|--|------|----------------------------|
| 1.0 | Introduction   | 7.3  | Audit                      |
| 2.0 | Executive Summary  | 7.4  | Corporate Training         |
| 3.0 | Interventions  | 7.5  | DU Comments                |
| 4.0 | Corporate Accident/Incidents                                 | 8.0  | Family Services            |
| 4.1 | Previous Quarterly<br>Statistics (Employees Only)            | 8.1  | Significant RIDDOR details |
| 4.2 | Non-Employee Overall<br>Accident/Incident Summary            | 8.2  | Identified Trends          |
| 4.3 | Accident/Incidents<br>Statistics Overall<br>(Employees Only) | 8.3  | Audit                      |
| 4.4 | Audit Statistics Overall                                     | 8.4  | Corporate Training         |
| 5.0 | Adults and Communities                                       | 8.5  | DU Comments                |
| 5.1 | Significant RIDDOR details                                   | 9.0  | Commissioning Group        |
| 5.2 | Identified Trends  | 9.1  | Significant RIDDOR details |
| 5.3 | Audit  | 9.2  | Identified Trends          |
| 5.4 | Corporate Training   | 9.3  | Audit                      |
| 5.5 | DU Comments  | 9.4  | Corporate Training         |
| 6.0 | Assurance  | 10.0 | StreetScene                |
| 6.1 | Significant RIDDOR details                                   | 10.1 | Significant RIDDOR details |
| 6.2 | Identified Trends  | 10.2 | Identified Trends          |
| 6.3 | Audit  | 10.3 | Audit                      |
| 6.4 | Corporate Training   | 10.4 | Corporate Training         |
| 6.5 | DU Comments  | 10.5 | DU Comments                |
| 7.0 | Education and Skills   | 11.0 | Schools                    |
| 7.1 | Significant RIDDOR details                                   | 11.1 | Partner Statistics         |
| 7.2 | Identified Trends  | 11.2 | Trend Commentary           |
|     |  | 11.3 | Audit                      |
|     |  | 11.4 | Corporate Training         |
|     |  | 11.5 | DU Comments                |
|     |  | 12.0 | Partner Statistics         |

## 1.0 INTRODUCTION

The purpose of this report is to identify incident trends and areas of good compliance throughout the Council. Once identified, it is possible to establish areas that require improvement and development.

The report has identified varying results for quarter 3 and 4. StreetScene has identified an increase in non-notifiable incidents, whilst Educational and Skills, Assurance and Commissioning group have had no incidents reported within the previous 6 month period.

A 'Report It' campaign has been prepared and will start in May; this is to encourage managers and employees to report incidents and near misses. If successful, this will increase the number of incidents reported and available for analysis, making trends easier to detect.

*Incident reports are continuously monitored and reviewed by the Safety, Health and Wellbeing (SHaW) team, investigations are initiated where necessary. The online Health and Safety Management System enables SHaW to compile reports and produce statistics that can be used to identify trends and highlight areas of good compliance.*

*Managers have a responsibility to monitor each report that relates to their team. This includes their duty to complete the 'manager's review' and carry out local investigations when requested by the SHaW team.*

## 2.0 EXECUTIVE SUMMARY

- 2.1. **Incidents** – Due to what is suspected to be under reporting of incidents, it has been difficult to identify trends from the results of the report. StreetScene have seen an increase in incidents in the 4th quarter. There have been 2 RIDDOR reportable incidents from the StreetScene DU and 1 from Adults and Communities. 6 RIDDOR reports have been completed for schools however there has been no increase in school incidents. The report has however identified a failure by 2 schools to upload completed RIDDOR reports onto the accident database, this has been addressed.
- 2.2. SHaW are currently liaising with schools to increase their reporting and reviewing culture.
- 2.3. Training – 317 training courses have been completed within these 2 quarters. DSE, fire safety and manual handling modules have the biggest uptake.

**Audits** – The number of audits planned and undertaken in this reporting period is improving, although there have been some difficulty organising audits within the Adults & Community DU. No audits have been undertaken within Assurance and, due to management changes, no audits have been undertaken within the StreetScene DU although audits have been organised for the 1<sup>st</sup> Quarter 16/17 As a comparison within the 4 quarters of 14/15, 68 audits were completed however the 4 quarters of 15/16, 85 audits have been completed which is an increase of 17 audits. Audit and inspection visits are significantly increasing the knowledge and awareness of health and safety amongst line and premises managers. Regarding the assurance audits, there seems to be a lack of knowledge and a need for training within the management of legionella and asbestos on site.

There has been an increase in the management teams implementing the requirements of the corporate h&s policy however further improvement is required.

### **3.0 INTERVENTIONS**

#### **3.1. Enforcing Authority Interventions**

3.1.1. There has been no enforcing authority interventions

3.1.2. There have been four SHaW lead interventions

- Asbestos issues at Livingstone Primary School – Asbestos removal works not completed according to plan of works and breach of enclosure discovered by the caretaker and a contractor while removal works was ongoing. The issue has not been handled properly by the Contractor or the sub-contractors. We are still awaiting further information from the Contractor on how they plan to resolve the issue and ensure robust protocol is in place to prevent recurrence.
- Asbestos issues at Wessex Gardens Primary School – Asbestos removal works not completed according to plan of works. The issue has not been handled properly by the Contractor or the sub-contractors. We are still awaiting further information from the Contractor on how they plan to resolve the issue and ensure robust protocol is in place to prevent recurrence.
- Asbestos issues at Chalgrove Primary School – Asbestos removal works not completed according to plan of works and confusion among project management team in the building service and Capita Asbestos Team prior to commencement of works. The issue has not been handled properly by the building services or the contractors. Building services have reassured the SHaW team and the school that they understand their responsibility and are project manager for works that has been commissioned by the borough. We are still awaiting further information from the Contractor on how they plan to resolve the issue and ensure robust protocol is in place to prevent recurrence.



- Legionella issue at Lyttelton Pavilion – Legionella bacteria was discovered during sampling of water at the site; although there was no significant risk there is a concern over the lack of an effective management system in place to manage legionella on this site. Awaiting further information from the Estates team and how the issue is being managed on the site. The SHAW team is looking into other pavilion sites and identify whether there is a trend among sites similar to Lyttelton.

## 4.0 CORPORATE ACCIDENT / INCIDENTS

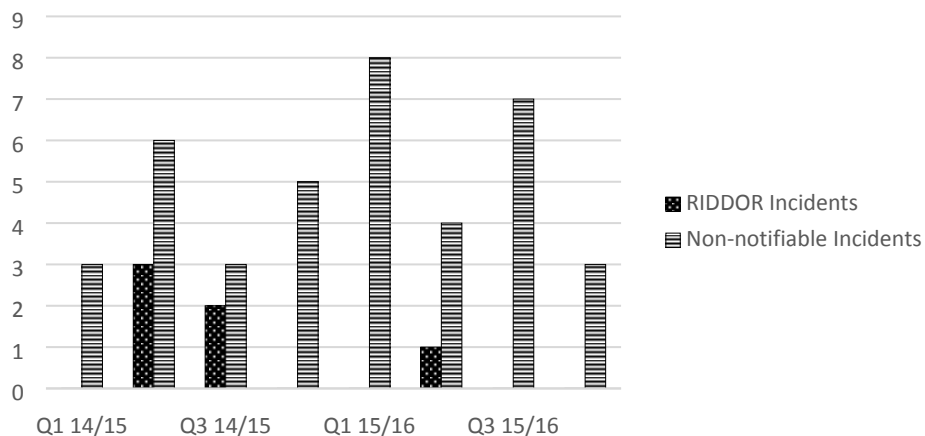
### 4.1. Statistics - Rolling 12 Month Total (Employees Only)

Accident Incident Rate (AIR) – Number of non-fatal work related accidents over a period (this includes accidents, physical and verbal abuse) X 1,000/ Average number employed over that period.

Annual Rolling Total - Total incidents over the rolling 12 months i.e. Q1 15/16, Q2 14/15, Q3 14/16 and Q4 15/16 X 1,000/ Average number of employees over the rolling 12 months.

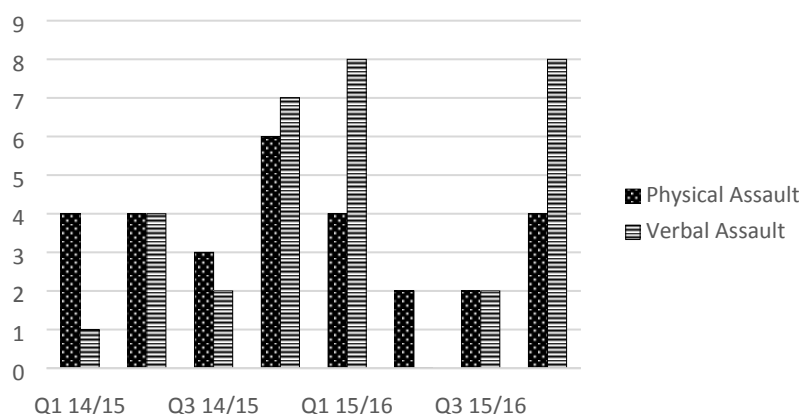
|                          | Annual Rolling Total |      | Q1 2015/16 |      | Q2 2015/16 |      | Q3 2015/16 |      | Q4 2015/2016 |      |
|--------------------------|----------------------|------|------------|------|------------|------|------------|------|--------------|------|
|                          | Av' Staff            | 2064 | Av' Staff  | 2030 | Av' Staff  | 2021 | Av' Staff  | 2055 | Av' Staff    | 2054 |
|                          | Incidents            | AIR  | Incidents  | AIR  | Incidents  | AIR  | Incidents  | AIR  | Incidents    | AIR  |
| RIDDOR Incident          | 9                    | 4.4  | 2          | 1.0  | 4          | 2.0  | 1          | 0.5  | 2            | 1.0  |
| Non-notifiable Incidents | 49                   | 24.0 | 8          | 3.9  | 13         | 6.4  | 14         | 6.8  | 15           | 6.8  |
| Physical assault         | 7                    | 3.4  | 2          | 1.0  | 3          | 1.5  | 0          | 0.0  | 1            | 1.0  |
| Verbal Assault           | 32                   | 15.7 | 6          | 3.0  | 7          | 3.5  | 11         | 5.4  | 9            | 3.9  |

Employee Incident Rolling Total



| Incident type                 | Number of incidents |
|-------------------------------|---------------------|
| contact with moving object    | 4                   |
| slip trip, fall on same level | 3                   |
| Handling lifting and carrying | 2                   |

## Employee Verbal & Physical Assault Rolling Total



### 4.2. Non-Employee Overall Accident/Incident Summary Rolling 12 Month Total

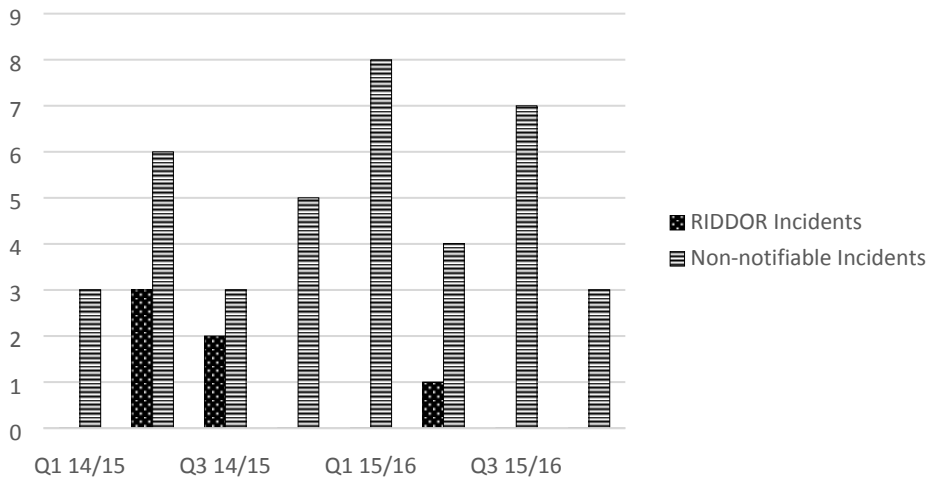
**Please note:** All incidents relating to schools, teaching staff and pupils now can be found in Section 11. This allows the council staff employed in Delivery Units to be separated from the teaching staff resulting in more accurate reporting and trend spotting; and for 'pupils' to be separated from 'members of the public'.

4.2.1 Figures below represent total number of incidents reported for each respective quarter.

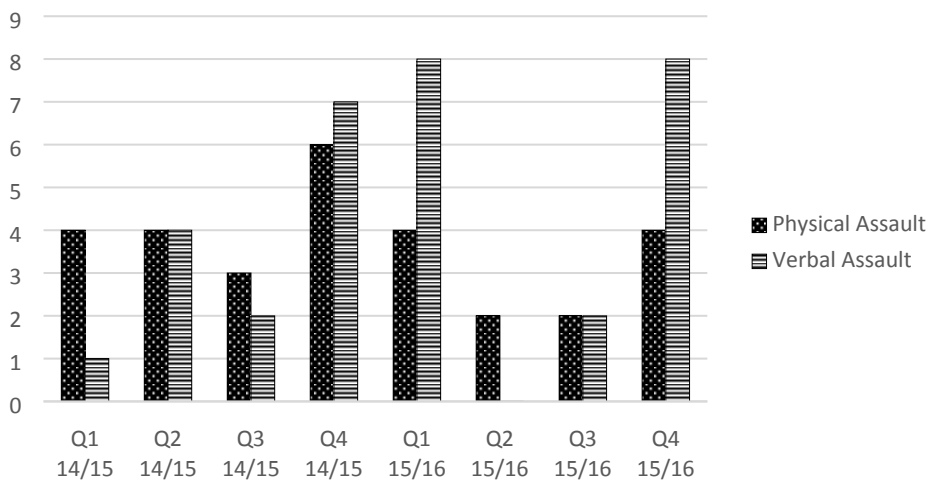
4.2.2 No RIDDOR reportable incidents were reported for non-employees within quarter 4. The report has also identified a significant decrease in non-notifiable incidents reported compared to the same period in quarter 3, however physical assaults and verbal assaults have both increased with a significant increase in verbal assaults being reported. This will now be closely monitored by SHaW.

|                          | Annual Rolling Total | Q1 2015/16 | Q2 2015/16 | Q3 2015/16 | Q4 2015/16 |
|--------------------------|----------------------|------------|------------|------------|------------|
| RIDDOR Incident          | 1                    | 0          | 1          | 0          | 0          |
| Non-notifiable Incidents | 22                   | 8          | 4          | 7          | 3          |
| Physical Assault         | 14                   | 4          | 2          | 2          | 4          |
| Verbal Assault           | 18                   | 8          | 0          | 2          | 8          |

### Non-Employee Incident Rolling Total



### Non-Employee Verbal & Physical Assault Rolling Total



#### 4.3 Management Reporting Status Statistics Overall (Employees Only)

**Open Incidents -** Awaiting a 'Managers Review' to be completed. SHaW will only make changes to an Open incident if the incident requires immediate action, for all other reports, no changes will be made by SHaW until the manager has completed the review. Managers will be prompted to complete this.

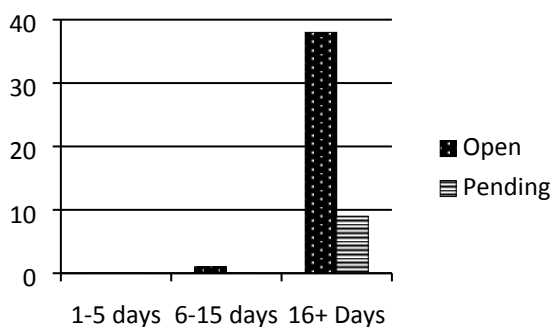
**Pending Incidents -** Undergone review and are now awaiting further information to be provided or an investigation to be undertaken.

**Closed Incidents –** Reviewed by managers and SHaW and all actions to prevent recurrence have been exercised, SHaW will then close the incident report.

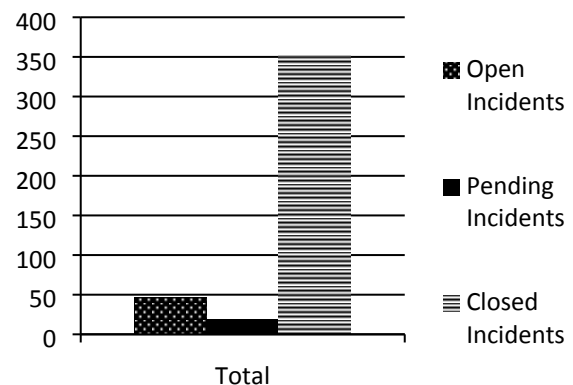
Charts below show how many incidents have remained Open/Pending and for how long, segregated into three time scales: 1 – 5 days; 6 – 15 days; 16 + days. Open incidents are awaiting review by manager. The relevant managers for these incidents have received notification that these incidents require their attention. Open and pending incidents over 16 days will be escalated to senior management and, if no action undertaken, the Head of SHaW.

|                   | Total | Adults & Communities | Assurance | Education & Skills | Family Services | DCO Officer | Streetscene |
|-------------------|-------|----------------------|-----------|--------------------|-----------------|-------------|-------------|
| Open Incidents    | 46    | 17                   | 4         | 2                  | 20              | 1           | 2           |
| Pending Incidents | 19    | 0                    | 4         | 0                  | 2               | 0           | 13          |
| Closed Incidents  | 352   | 12                   | 3         | 8                  | 131             | 9           | 189         |

**Duration**



**Incident Status**



#### 4.4 Audit Statistics Overall

Figures below represent the total number of Audits carried out.

- Full** A full audit undertaken of the entire premises. This includes a comprehensive audit of the policies and procedures, risk assessments, maintenance checks, training records and a full site inspection.
- Assurance** Assurance audits are undertaken for third party contractors who are providing a service to London Borough of Barnet. This audit is to ensure that contactors are providing a suitable and competent service and are carried out on contractors working for Delivery Units.

**Management** Management audits are carried out to highlight any gaps in a DU's health and safety compliance and performance. This includes a review of the policies, management check lists and other relevant documentation.

**Priority** Priority audits are undertaken to evaluate how DU's manage priorities highlighted in the council's Annual Health and Safety Report; Manual handling, work place hazards, risk assessments, fire and emergency procedures, work place violence, electrical management, gas management, COSHH and work related stress. Priority audits will occasionally include a site inspection.

| Audits performed  | Q1 Apr –Jun |       | Q2 Jul – Sep |       | Q3 Oct – Dec |       | Q4 Jan –Mar |       | Annual Rolling Total |          |
|-------------------|-------------|-------|--------------|-------|--------------|-------|-------------|-------|----------------------|----------|
|                   | 15/16       | 14/15 | 15/16        | 14/15 | 15/16        | 14/15 | 15/16       | 14/15 | Current              | Previous |
| Full Audits       | 4           | 3     | 7            | 8     | 6            | 11    | 11          | 8     | 28                   | 30       |
| Assurance Audits  | 0           | 0     | 0            | 0     | 0            | 0     | 7           | 0     | 7                    | 0        |
| Management Audits | 0           | 0     | 1            | 0     | 3            | 2     | 5           | 6     | 9                    | 8        |
| Priority Audits   | 6           | 7     | 13           | 8     | 8            | 5     | 6           | 10    | 33                   | 30       |

| Average scores    | Adults & Communities | Assurance | Education & Skills | Family Services | Commissioning | Street Scene | Schools |
|-------------------|----------------------|-----------|--------------------|-----------------|---------------|--------------|---------|
| Full Audits       | -                    | -         | -                  | -               | -             | -            | 74%     |
| Assurance Audits  | -                    | -         | -                  | -               | -             | -            | 80%     |
| Management Audits | -                    | -         | 60%                | 74%             | -             | -            | -       |
| Priority Audits   | -                    | -         | -                  | 87%             | 70%           | -            | 85%     |

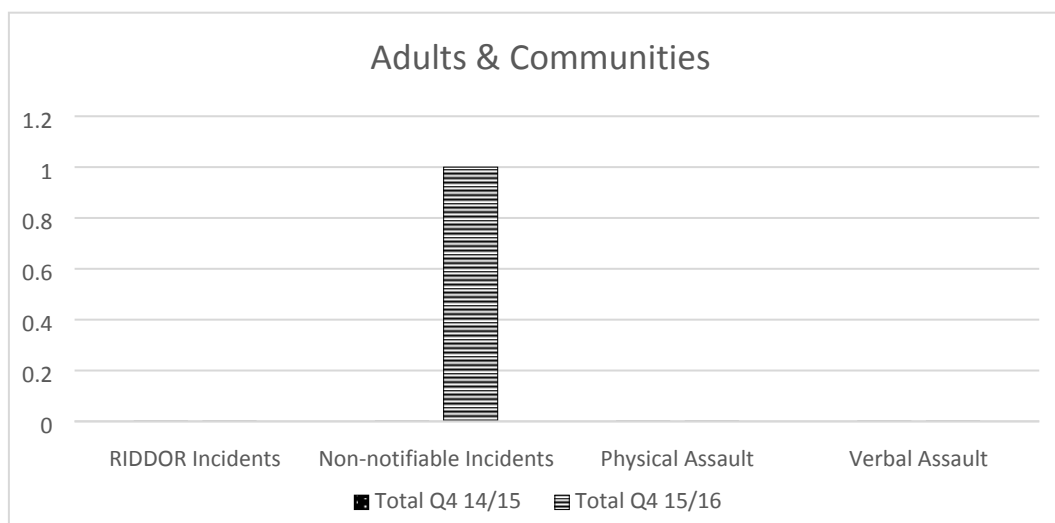
**NOTE:** Actions plans are produced by SHaW to assist managers in addressing any gaps identified as a result of audits to improve health and safety performance.

## 5.0 ADULTS & COMMUNITIES ACCIDENT/INCIDENTS

5.1 **Significant RIDDOR details** – There were no RIDDOR incidents reported.

5.2 **Trend commentary** – 1 non-notifiable incident was reported within quarter 4. This is a significant decrease compared to quarter 3 where 7 incidents were reported, these incidents mainly comprised of slip, trip and falls. Quarter 4 and quarters 1 and 2 have identified significantly reduced incidents which may point to the onset of winter being a contributory factor for the spike in quarter 3.

|                          | Total Q4 14/15 |     | Total Q4 15/16 |     | Adults Social Care | Community & Wellbeing | Non-Employees |
|--------------------------|----------------|-----|----------------|-----|--------------------|-----------------------|---------------|
|                          |                | AIR |                | AIR |                    |                       |               |
| RIDDOR Incidents         | 0              | 0.0 | 0              | 0.0 | 0                  | 0                     | 0             |
| Non-notifiable Incidents | 0              | 0.0 | 1              | 3.5 | 0                  | 1                     | 0             |
| Physical Assault         | 0              | 0.0 | 0              | 0.0 | 0                  | 0                     | 0             |
| Verbal Assault           | 0              | 0.0 | 0              | 0.0 | 0                  | 0                     | 0             |



5.3

| Incident type             | Number of Incidents |
|---------------------------|---------------------|
| Contact with fixed object | 1                   |

### 5.3 Audit

5.3.1 No audit was undertaken in the Adults & Communities DU due to arrangement difficulties, there is however a plan in place to undertake a management audit in Quarter 1, 2016/17).

|                   | Adults Social Care | Community & Wellbeing | Average audit score |
|-------------------|--------------------|-----------------------|---------------------|
| Full Audits       | 0                  | 0                     | -                   |
| Assurance Audits  | 0                  | 0                     | -                   |
| Management Audits | 0                  | 0                     | -                   |
| Priority Audits   | 0                  | 0                     | -                   |

### 5.4 Corporate Training

5.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed within the reporting period; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the 3 most popular courses undertaken.

In total 25 courses were completed, the most popular courses undertaken were DSE, fire safety and manual handling. These courses are within the training plan.

| Course          | Number of course completed |
|-----------------|----------------------------|
| Fire Safety     | 8                          |
| DSE             | 6                          |
| Manual Handling | 4                          |

### 5.5 DU Comments

5.5.1. None received



## 6.0 ASSURANCE ACCIDENT/INCIDENTS

6.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

6.2 **Trend commentary** – No reported incidents; the trend will be monitored to ensure there is no lack of reporting.

6.3 Audit

6.3.1 No audits had been carried out within this DU during this period.

|                   | Governance | Operational Assurance | Electoral Registration | Average audit score |
|-------------------|------------|-----------------------|------------------------|---------------------|
| Full Audits       | 0          | 0                     | 0                      | -                   |
| Assurance Audits  | 0          | 0                     | 0                      | -                   |
| Management Audits | 0          | 0                     | 0                      | -                   |
| Priority Audits   | 0          | 0                     | 0                      | -                   |

6.4 Corporate Training

6.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed within the reporting period; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the 5 most popular courses undertaken.

A total of 197 courses were completed, the most popular courses were DSE, fire safety, Manual handling interactive, Health and Safety for homeworkers and Health and Safety we are responsible. The DSE and fire safety courses are within the training plan.

| Course  | Number of courses completed |
|---|-----------------------------|
| DSE   | 42                          |
| Fire Safety   | 35                          |
| Manual Handling Interactive                         | 22                          |
| Health and Safety for Homeworkers (Employees) Video | 19                          |
| Health and Safety We Are All Responsible Video      | 19                          |

6.5 DU Comments:

6.5.1. None received

## EDUCATION & SKILLS ACCIDENT/INCIDENTS

*Please note: All incidents relating to schools, teachers and pupils can be found in section 11. This allows council staff employed by the DU to be separated from the teaching staff resulting in more accurate reporting and trend spotting.*

7.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

7.2 **Trend commentary** – No reported incidents, this suggests staff may not be reporting incidents although this team is predominantly office based and ‘low risk’. Non-reporting will be followed-up by the SHaW team with DU management.

7.3 Audit

7.3.1 A management audit was undertaken in Education Partnerships & Commercial Services team that achieved a score of 60%. Further management audits were scheduled to be undertaken in this DU’s, however this was cancelled as the DU was soon to be transferred to Cambridge Education. A partnership audit will be undertaken in the forthcoming year to ensure Cambridge Education continues to perform to the required h&s standards while delivering service on behalf of the council.

| Education & Skills | Total | Education Partnership & Commercial Services | Partnerships | Inclusion & Skills | Schools Causing Concern | Additional Educational Needs/Secondary | Average Score |
|--------------------|-------|---|--------------|--------------------|-------------------------|--|---------------|
| Full Audits        | 0     | 0   | 0            | 0                  | 0                       | 0                                      | -             |
| Assurance Audits   | 0     | 0   | 0            | 0                  | 0                       | 0                                      | -             |
| Management Audits  | 1     | 1   | 0            | 0                  | 0                       | 0                                      | 60%           |
| Priority Audits    | 0     | 0   | 0            | 0                  | 0                       | 0                                      | -             |

## 7.4 Corporate Training

7.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed within this reporting period; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the 2 most popular courses undertaken.

A total of 16 courses were completed, only the DSE and fire safety courses were undertaken. These courses are within the training plan.

| Course      | Number of course completed |
|-------------|----------------------------|
| Fire Safety | 6                          |
| DSE         | 10                         |

## 7.5 DU Comments

7.5.1 None received

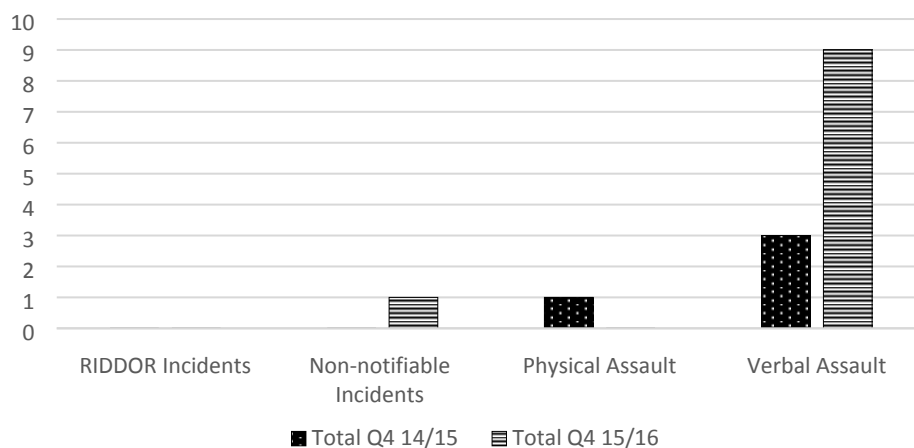
## 8.0 FAMILY SERVICES ACCIDENT/INCIDENTS

8.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

8.2 **Trend commentary** – Following the trend from quarter 3, the report has identified a slight decline in reported incidents, there has also been a slight decline in non-notifiable incidents from quarter 4 period 14/15. Verbal assault still continues to be the main cause of incidents; this will be closely monitored by the SHaW team going forward along with any reported incidents of violence.

|                          | Total Q4 14/15 | AIR | Total Q4 15/16 | AIR  | Early Intervention & Prevention | Children's Social Care | Non-Employees |
|--------------------------|----------------|-----|----------------|------|---------------------------------|------------------------|---------------|
| RIDDOR Incidents         | 0              | 0.0 | 0              | 0.0  | 0                               | 0                      | 0             |
| Non-notifiable Incidents | 0              | 0.0 | 1              | 1.6  | 1                               | 0                      | 1             |
| Physical Assault         | 1              | 1.6 | 0              | 0.0  | 0                               | 0                      | 0             |
| Verbal Assault           | 3              | 4.7 | 9              | 15.6 | 8                               | 1                      | 5             |

### Family Services



### 8.3 Audit

8.3.1 A priority audit was undertaken in Family Services, with Chipping Barnet library achieving a score of 87%; a significant improvement on the last audit/inspection report.

| Family Services   | Total | Early Intervention & Prevention | Children's Social Care | Average audit score |
|-------------------|-------|---------------------------------|------------------------|---------------------|
| Full Audits       | 0     | 0                               | 0                      | -                   |
| Assurance Audits  | 0     | 0                               | 0                      | -                   |
| Management Audits | 0     | 0                               | 0                      | -                   |
| Priority Audits   | 1     | 0                               | 1                      | 87%                 |

### 8.4 Corporate Training

8.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed within the reporting period; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the 6 most popular courses undertaken.

A total of 188 courses were completed with DSE, fire safety, manual handling, and H & S we are all responsible courses were the most popular. These courses are within the training plan so it reflects the higher uptake

| Course                       | Number of courses completed |
|------------------------------|-----------------------------|
| Fire Safety Interactive      | 39                          |
| Manual Handling Interactive  | 37                          |
| DSE Interactive              | 36                          |
| DSE Video                    | 26                          |
| H & S we are all responsible | <b>15</b>                   |
| Manual Handling video        | 15                          |

### 8.5 DU Comments

8.5.1 None received

## 9.0 COMMISSIONING GROUP ACCIDENT/INCIDENTS

9.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

9.2 **Trend commentary** – No reported incidents; the trend will be monitored to ensure there is no lack of reporting.

9.3 Audit

9.3.1 Priority audits were undertaken in commissioning group at two civic sites, achieving average score of 70%; a significant improvement on the last audit/inspection report, however further improvement is required to deal with issues identified at the NLBP site.

| Deputy Chief Operating Officer | Total | Finance | Information Management | Communications | Health & Safety | Program & Resources | Average audit score |
|--------------------------------|-------|---------|------------------------|----------------|-----------------|---------------------|---------------------|
| Full Audits                    | 0     | 0       | 0                      | 0              | 0               | 0                   | -                   |
| Assurance Audits               | 0     | 0       | 0                      | 0              | 0               | 0                   | -                   |
| Management Audits              | 0     | 0       | 0                      | 0              | 0               | 0                   | -                   |
| Priority Audits                | 2     | 0       | 0                      | 0              | 0               | 2                   | 70%                 |

9.4 Corporate Training

9.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed within the reporting period; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the 5 most popular courses undertaken

A total of 17 courses were completed with DSE and fire safety courses the most popular. These courses are within the training plan.

| course  | Number of courses completed |
|---|-----------------------------|
| Fire Safety   | 6                           |
| DSE   | 5                           |
| Health and Safety for Homeworkers (Employees) Video | 2                           |
| Health and Safety We Are All Responsible Video      | 2                           |
| Manual Handling Interactive                         | 2                           |

9.5 DU comments

9.5.1 No additional comments

## 10.0 STREETSCENE ACCIDENT/INCIDENTS

10.1 **Significant RIDDOR details** – 2 RIDDOR reportable injuries have been reported in the reporting period. The reported RIDDOR incidents were within the Waste and Recycling service.

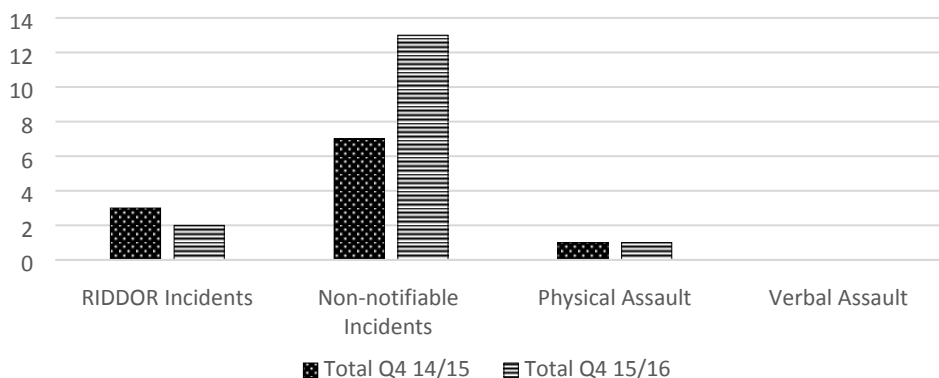
961 – Waste and Recycling, vehicle driven by member of the public collided with a refuse loader. Fracture sustained to left ankle. RIDDOR has been uploaded onto the accident database.

992 – Waste and recycling, Refuse loader injured hand whilst moving a waste bin. Treatment received was 4 stiches to hand. RIDDOR has been uploaded onto the database.

10.2 **Trend commentary** – Again there has been a good reporting culture within the StreetScene DU. Waste and Recycling has identified a significant increase in reportable incidents within this period. This area should be given some attention to ascertain why the increase has occurred. Green Streets have shown a decrease in non-notifiable incidents. Overall incidents reported in this period have identified an increase as compared to the previous period.

|                          | Total Q4 14/15 |      | Total Q4 15/16 |      | Green Streets | Contract Management | Business Improvement | Waste & Recycling | Waste Strategy | Non-Employees |
|--------------------------|----------------|------|----------------|------|---------------|---------------------|----------------------|-------------------|----------------|---------------|
|                          |                | AIR  |                | AIR  |               |                     |                      |                   |                |               |
| RIDDOR Incidents         | 3              | 6.3  | 2              | 4.1  | 0             | 0                   | 0                    | 2                 | 0              | 0             |
| Non-notifiable Incidents | 7              | 14.7 | 13             | 26.8 | 4             | 1                   | 1                    | 7                 | 0              | 1             |
| Physical Assault         | 1              | 2.1  | 1              | 2.1  | 0             | 1                   | 0                    | 0                 | 0              | 3             |
| Verbal Assault           | 0              | 0.0  | 0              | 0.0  | 0             | 0                   | 0                    | 0                 | 0              | 0             |

Streetscene



| Incident type                  | Number of Incidents |
|--------------------------------|---------------------|
| Contact with moving object     | 4                   |
| handling, lifting and carrying | 2                   |
| slip, trip, fall on same level | 2                   |

### 10.3 Audit

10.3.1 No audits were undertaken in the StreetScene DU in this period due to changes in management team. However, plans are in place to undertake task/team specific audit review in the forthcoming year as well as a review of the previous year's audits.

| StreetScene       | Total | Green Streets | Transport | Business Improvement | Waste & Recycling | Waste Strategy | Average Score |
|-------------------|-------|---------------|-----------|----------------------|-------------------|----------------|---------------|
| Full Audits       | 0     | 0             | 0         | 0                    | 0                 | 0              | -             |
| Assurance Audits  | 0     | 0             | 0         | 0                    | 0                 | 0              | -             |
| Management Audits | 2     | 0             | 0         | 0                    | 0                 | 0              | -             |
| Priority Audits   | 0     | 0             | 0         | 0                    | 0                 | 0              | -             |

### 10.4 Corporate Training

10.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed within the reporting period; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken in quarter 4.

30 courses were completed with the 2 most popular courses undertaken were DSE and fire safety. These courses are within the training plan.

| Course      | Number of course completed |
|-------------|----------------------------|
| Fire Safety | 19                         |
| DSE         | 15                         |



## 10.5 DU Comments

### 10.5.1

For this period StreetScene have undertaken a considerable amount of face to face H&S training in conjunction with Premier Partnerships. Courses have included IPV Scorpion; Asbestos Awareness; Basic First Aid; Skip Loader; Strimmer and Hedge Cutting; Reversing Assistants; Playground Maintenance; and Accident Investigation. Additional proactive work has included investigating a Lone Worker/Out of Hours system; Staff Health Check Day at Mill Hill Depot; a Weight Loss Presentation; a review of Transport Workshop risk assessments; and monthly H&S Improvement group meetings were held.

## 11.0 SCHOOLS

11.1. **Significant RIDDOR details:** It is reported that the 3 incidents below were accidents due to children playing and sustaining an injury, the remaining incident was caused by an act of aggression towards a teaching assistant by a child.

All resulted in a direct visit to hospital where treatment was administered, no serious injury was sustained.

RIDDOR incidents, 928, 952 and 953 have yet to be uploaded by the school onto the accident database. This will now be followed up by SHaW.

928 – Child fell whilst playing hockey and injured left arm. Child was taken to hospital by ambulance for treatment. RIDDOR still has not been uploaded onto the accident database.

952 – The child cut their nose whilst falling from a sofa. The child was taken to hospital for treatment by their parent. RIDDOR still has not been uploaded onto the accident database.

953 – Child fell in the playground sustaining a head injury after impacting with a window frame. Parent took the child to hospital for treatment. RIDDOR still has not been uploaded onto the accident database.

966 – Act of aggression towards a teaching assistant by a child, RIDDOR has been uploaded onto the accident database.

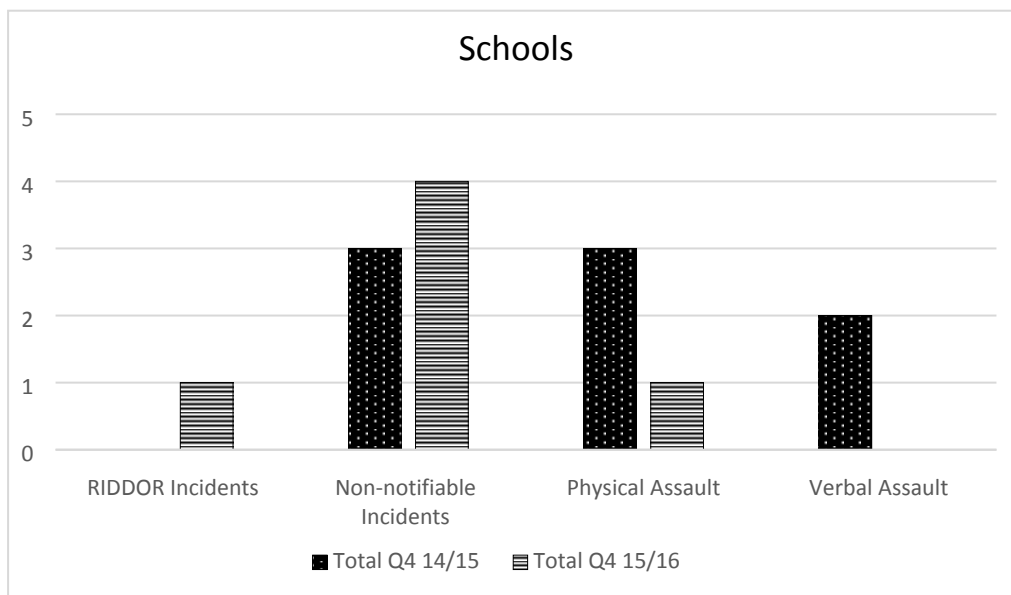
### 11.2 Trend commentary:

**Employees** – There were 3 non-notifiable incidents reported for LBB employees in quarter 4 and 1 non-notifiable incident for teaching staff, this is comparable to the same quarter last year where 3 non-notifiable incidents reported.

**Non-Employees** – Compared to quarter 4 - 14/15, the pupil injury numbers have remained relatively stable, the majority of the incidents reported were slip, trip and falls or contact with fixed or moving objects. Compared to quarter 4 - 14/15, the report has identified a reduction in reported physical & verbal assaults.

*To assist in trend spotting, a separate document detailing the cause and number of incidents for each school will be started within the new quarter 1 report.*

|                          | Total Q4 14/15 |     | Total Q4 15/16 |     | Teachers | LBB Employees |                          | Total Q4 14/15 | Total Q4 15/16 | Pupils | Other Non-Employees |
|--------------------------|----------------|-----|----------------|-----|----------|---------------|--------------------------|----------------|----------------|--------|---------------------|
|                          | AIR            | AIR |                |     |          |               |                          |                |                |        |                     |
| RIDDOR Incidents         | 0              | 0.0 | 1              | 0.3 | 0        | 1             | RIDDOR Incidents         | 4              | 4              | 4      | 0                   |
| Non-notifiable Incidents | 3              | 1.1 | 4              | 1.2 | 1        | 3             | Non-notifiable Incidents | 24             | 22             | 21     | 1                   |
| Physical Assault         | 3              | 1.1 | 1              | 0.4 | 1        | 0             | Physical Assault         | 3              | 1              | 0      | 1                   |
| Verbal Assault           | 2              | 0.8 | 0              | 0.0 | 0        | 0             | Verbal Assault           | 2              | 0              | 0      | 0                   |



### 11.3 Audit

11.3.1 Full audit was undertaken at the ten schools and two Children Centres with an average score of 74%, 'Infant School A' with a score of 66% requires improvements in maintain fire & emergency records and risk assessment required for school activity. Priority audit including Legionella, Asbestos and Fire (LAF) audit was undertaken at the ten schools with an average score of 85%, 'Primary School A' with a score of 75% in asbestos management requires further improvement to

| Top Three Primary Cause | Total | Teaching Staff & LBB Employees | Pupils & Non-Employees |
|-------------------------|-------|--------------------------------|------------------------|
| Slip, Trip, Fall        | 11    | 1                              | 10                     |
| Fall from Height        | 4     | 0                              | 4                      |
| Moving Object           | 4     | 1                              | 3                      |

ensure statutory compliance checks are being carried out on site, although there was no significant risk to health identified.

| Schools           | Total | Average Score |
|-------------------|-------|---------------|
| Full Audits       | 10    | 74%           |
| Assurance Audits  | -     | -             |
| Management Audits | -     | -             |
| Priority Audits   | 10    | 85%           |
|                   |       |               |

## 11.5 DU Comments

### 11.5.1. None received

## Appendix 1

| School   | Incident number | Incident details   | Action by School   |
|----------|-----------------|--|--|
| School A | 928             | The child was at an after school hockey club, when he fell injuring his left arm. The ambulance arrived and took the child to A&E.   | Spoken to staff running club and seen on playground camera. Child just slipped while playing sport, no action can be taken.  |
| School B | 952             | Child playing in Nursery book corner, climbed onto low sofa. Parent called child taken to hospital.  | None detailed  |
| School B | 953             | Running fell forward 'Steristrips' applied and child taken to hospital.  | None Detailed  |
| School C | 966             | Child become up set in class as he lost his drawing. Teaching assistant left class to go to the shop with another child. Child in class attacked cover teacher, other teacher from a different class came to assist. | Review of personal risk assessment for the alleged assailant to factor in this incident and potential likelihood of recurrence. Debrief with class teacher. (i.e. Consider whether to send teaching assistant to the shop with one student, rather than supervise rest of group) |
| School D | 1016            | At break time child was playing football fell and cut his elbow  | None detailed  |
| School E | 962             | A pupil grabbed me from my hair with both hands and he would not release for few minutes. That happened at the very beginning of the session without any obvious trigger.  | Therapist to maintain a greater distance from pupil when working with him. Risk assessment to be updated.  |
| School F | 950             | Child became upset in PE. The child attacked the teaching assistant, the class teacher intervened  | None detailed  |
| School G | 895             | A student punched another student in the face  | Restorative meeting between students   |

This page is intentionally left blank

|  |   |
|--|---|
|  | <h2>General Functions Committee</h2> <h3>29 June 2016</h3>  |
| <p style="text-align: right;"><b>Title</b></p>                   | <p><b>Replacement of Projectors at Hendon Town Hall (HTH)</b></p>   |
| <p style="text-align: right;"><b>Report of</b></p>               | <p>Director of Resources<br/>Head of Estates</p>  |
| <p style="text-align: right;"><b>Wards</b></p>                   | <p>Hendon</p>   |
| <p style="text-align: right;"><b>Status</b></p>                  | <p>Public</p>   |
| <p style="text-align: right;"><b>Urgent</b></p>                  | <p>No</p>   |
| <p style="text-align: right;"><b>Key</b></p>                     | <p>No</p>   |
| <p style="text-align: right;"><b>Enclosures</b></p>              | <p>NA</p>   |
| <p style="text-align: right;"><b>Officer Contact Details</b></p> | <p>Duncan Clement – Technical Director – Building Surveying<br/> <a href="mailto:Duncan.clement@capita.co.uk">Duncan.clement@capita.co.uk</a><br/>                 Bruno De Souza – Building Compliance Surveyor (Electrical)<br/> <a href="mailto:Bruno.desouza@barnet.gov.uk">Bruno.desouza@barnet.gov.uk</a></p> |

|   |
|---|
| <h2>Summary</h2>  |
| <p>This report seeks permission to replace the projectors at HTH.</p> |

|  |
|--|
| <h2>Recommendation</h2>  |
| <p><b>That the Committee:</b></p> <ol style="list-style-type: none"> <li><b>1. Approve the replacement of projectors in HTH as set out in paragraph 1.6 of this report.</b></li> </ol> |

**1. WHY THIS REPORT IS NEEDED**

- 1.1 The existing projectors are approximately eight years old and have come to the end of their useful life. They have broken down in recent months and had a significant effect on effective running of some meetings.

- 1.2 After inviting two organisations to quote, the recommendation is to proceed with Middlesex University and to replace all six projectors with new laser type projectors which can operate without lamps and have long life spans.
- 1.3 This recommendation offers the lowest cost option and the following benefits:
- Shared cost with Middlesex University;
  - Free training and guidance for LBB custodians on how to use the projectors;
  - Audio Visual (AV) staff based at Middlesex University available between 7am and 10pm from Monday to Friday to deal with any problems (if they occur);
  - Spare projectors in stock and ready to be swapped (if necessary);
  - Ability to provide quick alternative solution should problems arise.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 As agreed at the General Functions Committee on 21<sup>st</sup> March 2016, Members of the Committee need to be consulted on matters which affect the operation and running of the Town Hall, especially in respect of expenditure which exceed £5k.
- 2.2 It is proposed to proceed with the option of replacing the projectors at HTH with Middlesex University as it promotes collaborative working, shares the costs of shared facilities.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 An alternative quotation for replacing the projectors was considered by another AV specialist but has not been recommended due to the following reasons:
- The price was significantly higher (nearly £20k higher) than the recommended option;
  - No trained AV staff will be available;
  - No spare projectors will be in stock ready to be swapped (if necessary).

## **4. POST DECISION IMPLEMENTATION**

- 4.1 In respect of the projectors, once the recommendation has been approved, a demonstration will be arranged for the Leader, members of GFC and Planning Committees at Middlesex University to ensure equipment proposed meets their needs.
- 4.2 An asbestos survey at a cost of £4k, paid by the Estates budget, will also be undertaken prior to the works being implemented to ensure that they are carried out in a safe manner.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 This paper supports the Council's priority: where services are delivered



efficiently to get value for money for the taxpayer.

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

5.2.1 A budget of £10k has been allocated for the replacement of projectors and £4k for the asbestos survey at HTH from the Responsive Maintenance Programme.

5.2.2 Two organisations were invited to quote for the works in line with the council's contract procedure rules. The award has been selected on price and functionality to ensure a value for money solution.

5.2.3 The quote received are as below:

| Tender Name          | Total Cost | LBB Contribution |
|----------------------|------------|------------------|
| Middlesex University | £20,094.00 | £10,047.00       |
| Supplier B           | £39,580.00 | £19,790.00       |

5.2.4 The works within HTH will be managed by the Building Services team within the Customer and Support Group delivery unit.

## 5.3 Social Value

5.3.1 N/A.

## 5.4 Legal and Constitutional References

5.4.1 The council's constitution, contract procedure rules, paragraph 11 and Table A sets out authorisation and acceptance thresholds for works, supplies and services. Provided the tender is within budget, the Head of Service is authorised to accept tenders with a value of up to £25k.

5.4.2 The works value is below threshold and is not subject to the EU Procurement Regulations. However, to meet transparency and good practice it is required to invite competitive quotes.

## 5.5 Risk Management

5.5.1 A risk assessment has been carried out in respect of the replacement of the projectors at HTH. This is set out as below:

| Risk  | Early Warning Mechanism's / Hazards | Residual Risk |        | Consequences / Mitigating Actions   |
|---|-------------------------------------|---------------|--------|---|
|   |                                     | Likelihood    | Impact |   |
| Failure of further projectors the Council Chamber and Committee Rooms | Test & Inspection prior to usage    | High          | Medium | Temporary plasma screens have been provided in rooms where projectors have failed |
| Discovery of asbestos in concealed areas                              | Carry out a R&D asbestos survey     | Low           | High   | Delay and additional cost of removal if found prior to implementation of          |

|                                    |                                      |     |        |   |
|------------------------------------|--------------------------------------|-----|--------|---|
|                                    |                                      |     |        | works   |
| Contractor liquidation/ insolvency | Monitoring of progress & performance | Low | Medium | Delay and additional costs/<br>Contract retention and financial check prior to Contract |

## 5.6 Equalities and Diversity

5.6.1 The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard for the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people from different groups
- Foster good relations between people from different groups

5.6.2 These have been considered with regard to the recommendation for authorisation to procure the projectors and it is not considered that an Equalities Impact is required for this procurement. If, however, members or other users have difficulty with the displays, the HR team will be contacted to seek advice on what reasonable adjustments could be made.

## 5.7 Consultation and Engagement

5.7.1 Subject to Committee approval, members will be consulted as detailed in the report on matters relating to Hendon Town Hall that would impact upon them.

## 5.8 Insight

5.8.1 N/A.

## 6. BACKGROUND PAPERS

6.1 None

|  |   |
|--|---|
|  | <p><b>General Functions Committee</b></p> <p><b>29 June 2016</b></p>  |
| <p style="text-align: right;"><b>Title</b></p>                   | <p><b>Terms of Reference for Elections and Electoral Registration Review</b></p>  |
| <p style="text-align: right;"><b>Report of</b></p>               | <p>Interim Chief Executive and Returning Officer</p>  |
| <p style="text-align: right;"><b>Wards</b></p>                   | <p>All</p>  |
| <p style="text-align: right;"><b>Status</b></p>                  | <p>Public</p>   |
| <p style="text-align: right;"><b>Urgent</b></p>                  | <p>No</p>   |
| <p style="text-align: right;"><b>Key</b></p>                     | <p>Yes</p>  |
| <p style="text-align: right;"><b>Enclosures</b></p>              | <p>Appendix 1 – Terms of Reference</p>  |
| <p style="text-align: right;"><b>Officer Contact Details</b></p> | <p>Davina Fiore, Director of Assurance and Monitoring Officer<br/> <a href="mailto:davina.fiore@barnet.gov.uk">davina.fiore@barnet.gov.uk</a> Tel.020 8359 6373</p> |

|  |
|--|
| <p><b>Summary</b></p>  |
| <p>Barnet residents experienced problems voting first thing in the morning in the Mayoral and GLA elections on May 5<sup>th</sup> 2016. This serious problem resulted in an independent investigation being carried out which reported to Barnet Council’s General Functions Committee on 9<sup>th</sup> June. It was recommended and agreed that a wider review of the elections and electoral registration function be carried out. External challenge and a public call for evidence will be part of this. This report is to agree the Terms of Reference for the review.</p> |

|  |
|--|
| <p><b>Recommendation</b></p>   |
| <p><b>1. That the Committee approve the draft terms of reference set out in Appendix 1 for the review or amend and approve the draft terms of reference.</b></p> |

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 This report is needed to agree the terms of reference set out in appendix 1 for the planned review of elections and electoral registration.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 The Independent Investigator recommended that this review take place to ensure that public confidence is regained in the electoral processes in Barnet and this was agreed by General Functions Committee on 9<sup>th</sup> June 2016.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 Not to carry out a review of the functions. This is not recommended as it is very important that public confidence is regained.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 A project plan will be developed and the project board will be convened with external challenge and a call for evidence form the public. The review will take place and the review and its recommendations will be reported back together with an action plan (if necessary) to General Functions Committee on 9<sup>th</sup> November. Recommendations will be implemented prior to the local elections in 2018.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 It is a council corporate priority to ensure fairness in decision making. In line with this, it is essential that electoral processes are robust and fair to all in Barnet. This report sets out the work which will be undertaken to ensure future elections in Barnet are conducted appropriately.

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

- 5.2.1 All actual and necessary costs of national elections and referenda are met by the Cabinet Office, therefore it is not anticipated that any additional resources will be required for these.
- 5.2.2 The cost of local electoral registration is funded by the Council, although there is sometimes one off grant funding available. The costs of local elections are funded by the Council and any recommendations resulting from the planned wider review, may lead to additional costs. The Council is obliged to meet any additional resource requirements that the Returning Officer considers necessary. Increases in on-going costs in relation to local elections or registration will be reported and agreed as part of the detailed review to be brought back to this committee in November 2016.
- 5.2.3 The investigation costs relating to the external challenge element of the review will be met from the risk reserve.

5.3 **Social Value**  
Not applicable.

5.4 **Legal and Constitutional References**

5.4.1 The Council Constitution, Responsibility for Functions, Annex A sets out the terms of reference of the General Functions Committee, which include responsibility for “Elections in general”. The Returning Officer role carries with it a personal responsibility for delivering the election.

5.5 **Risk Management**

5.5.1 The purpose of the review is to identify and implement service improvements, and in doing so to minimise risk.

5.6 **Equalities and Diversity**

5.6.1 The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies **to have due regard** to the need to:

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

The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services. Any recommendations coming from this review will need to be evaluated for any equality implications.

5.7 **Consultation and Engagement**

5.7.1 The Group Leaders, Cllr Jack Cohen and the Electoral Commission have been consulted on the draft terms of reference for the review and their amendments have been incorporated.

5.8 **Insight**

5.8.1 Not applicable.

**6. BACKGROUND PAPERS**

6.1 General Functions Committee 9<sup>th</sup> June 2016

6.2 Electoral Commission Guidance: <http://www.electoralcommission.org.uk/>

This page is intentionally left blank

### Draft Terms of Reference

To review Barnet Council's electoral and registration functions, to identify actions to be taken to improve these and to agree an action plan to ensure actions are implemented. Specifically to consider:

- clarification of the role and responsibilities of the Returning Officer
- clarification of the role and responsibilities of the Council in relation to electoral registration, elections and referenda
- planning for elections and electoral registration activity in the context of the Electoral Commission's performance standards framework
- the structure; reporting lines and resourcing of the electoral services team including:
  - benchmarking the resourcing of the team with other London borough election/registration teams
  - investigating alternative delivery models for electoral services
- the effectiveness of the elections and electoral registration function, including:
- the arrangements for the production and distribution of poll cards; applications for and distribution of postal votes; applications for proxy votes and proactive work to ensure an accurate and complete register of electors
- practical arrangements for elections including the staffing and operation of the election call centre
- arrangements for the review of polling districts and the location of polling stations
- previous election reviews and lessons learnt, including the independent review undertaken following the May 2015 poll and evaluation following the EU Referendum

### Timeline

Report to General Functions Committee 9th November Implementation of recommendations from the review in time for the 2018 local elections.

This page is intentionally left blank



|                                       |   |
|---------------------------------------|---|
|                                       | <h2>General Functions Committee</h2>  |
| <p><b>Title</b></p>                   | <p>Commissioning Restructure and Associated Senior Management Position</p>  |
| <p><b>Report of</b></p>               | <p>John Hooton – Interim Chief Executive and Head of Paid Service</p>   |
| <p><b>Wards</b></p>                   | <p>Not Applicable</p>   |
| <p><b>Status</b></p>                  | <p>Public</p>   |
| <p><b>Urgent</b></p>                  | <p>No</p>   |
| <p><b>Key</b></p>                     | <p>No</p>   |
| <p><b>Enclosures</b></p>              | <p>Appendix A - Current and Proposed Structure Chart</p>  |
| <p><b>Officer Contact Details</b></p> | <p>John Hooton<br/> <a href="mailto:John.Hooton@barnet.gov.uk">John.Hooton@barnet.gov.uk</a><br/>                 020 8359 7850</p> |

|   |
|---|
| <h3>Summary</h3>  |
| <p>This report proposes changes to the senior management structure affecting the commissioning group and delivery units. Details of the proposed changes are set out in the main body of the report.</p>  |
| <p>The previous Head of Paid Service undertook individual consultations between the 4<sup>th</sup> December 2015 and 12<sup>th</sup> February 2016.</p>   |
| <p>Although this restructure affects fewer than 20 employees, the seniority of the employees and the impact across lower levels of the organisation warrant consideration by the General Functions Committee.</p>   |
| <p>Subject to the agreement by the General Functions Committee of the recommendations below, the Committee will also be asked to consider the pay and grading of the amended positions, in line with the Council’s existing senior management pay scales.</p> |

## **Recommendations**

**It is recommended that the General Functions Committee AGREE:**

- 1. The deletion of 1 post from the Council's establishment, the re-grading of 2 posts and the change in line management arrangements for Commissioning Directors and Delivery Unit Directors as set out in section 6 of this report.**
- 2. Agree to implement a restructure in accordance with the 'Proposed Structure' chart at Appendix A of this report. The list of posts on the establishment at this level will be as set out on that chart. The restructure will be implemented as from 1st April 2016.**

### **1. WHY THIS REPORT IS NEEDED**

- 1.1 The report concerns the proposed changes to the establishment of the Council. The report is presented as due to the seniority of the posts being restructured, this is a matter for the General Functions Committee to decide.

### **2. REASONS FOR RECOMMENDATION**

- 2.1 The recommendations in this report are designed to strengthen the Council's commissioning functions for the reasons set out in the consultation.
- 2.2 The reason for this proposed decision is to formally alter the Council's establishment and that the Committee are satisfied that the proposals, rationale and consultation have been sufficient.
- 2.3 On 13th October 2014, the General Functions Committee noted a report concluding the re-organisation of the Council and the appointments to senior positions within the structures of the Council.
- 2.4 The purpose of the reorganisation was to establish firm arrangements for commissioning services and enhance the focus of strategic managers to commission services based on outcomes and a stronger customer orientation.
- 2.5 In addition, the restructure released financial savings recognising the need to invest in strategic management capacity whilst delivering savings in management structures.
- 2.6 To inform the recommendations to this Committee, the former Head of Paid Service undertook a consultation with affected staff both within the Commissioning Group and the wider senior management structure.

#### **Proposals**

- 2.7 The proposals are summarised as follows:

#### **Commissioning:**

- Deletion of the Strategic Director role.

- Realigning the reporting responsibilities of the four Commissioning Directors to the Chief Executive / Head of Paid service.
- Following external assessment by Hay Group, re-grade the Commissioning Directors for Growth & Development and for Environment to Chief Officer Band 3 £124,870 to £134,870 to consistently align the grading's for all Commissioning Directors (effective from 1 April 2016). This grading was carried out within the Council's HR procedures on grading.

### **Delivery Units**

- Realigning the reporting responsibilities of the Director of Adults & Communities Services and Director of Family Services to the Chief Operating Officer.

### **Assurance**

- There are no proposals in respect of the Council's Assurance functions.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 These recommendations and the structure have been subject to consultation and amended as set out in the report, below. Consideration to continue with the existing arrangements would result in the retention of the current structure, without the benefit of the savings indicated and improvements to the intention to strengthen the commissioning functions of the Council.
- 3.2 The development of the proposal included a 30 day consultation with senior managers to explore alternative proposals.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Should the recommendation be approved, the Constitution Ethics and Probity Committee will be asked to make the consequential changes to the constitution.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 The report concerns the commissioning functions of the Council.

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

- 5.2.1 The proposals set out within this report can be contained within the relevant existing budgets of the Council, with savings in the overall cost of senior management and associated support costs.

- 5.2.2 Subject to the approval of the remuneration levels, the overall structure will see a further reduction in senior management costs of around £111,216 for a full year.

- 5.3 **Social Value**  
Not applicable.

#### **5.4 Legal and Constitutional References**

5.4.1 If the changes are approved it will be necessary to make some consequent amendments to the statutory officer protocol.

5.4.1 This decision relates to the senior management structure. Separate decisions relating to individuals will be taken in accordance with the Council's scheme of delegation and HR policies, for example a decision to re-grade a post or assimilate an employee into a new post.

#### **5.5 Risk Management**

5.5.1 The Council's commissioning functions are essential to the continuing transformation of services and delivery of the Commissioning Council aims. To achieve this, the Council requires the right people with the set of skills to commission effective services for our residents.

#### **5.6 Equalities and Diversity**

An Equalities Analysis has been undertaken and no specific disproportionate impacts were identified on any protected characteristics relating to the Council's Equalities Duty.

The proposals set out today directly affect 6 employees. There are no changes to the overall number of roles available to this group as the Strategic Director of Commissioning role, proposed for deletion, is vacant.

#### **5.7 Consultation and Engagement**

5.7.1 The consultation of staff affected has been undertaken through, individual meetings with those directly affected and the opportunity for written feedback. There was very high engagement from the commissioning functions and other senior managers with considered points of view that have been reflected in these final proposals. Consultation will continue with affected individuals while the restructure is implemented. Legal and HR advice will be taken where appropriate to do so.

The previous Head of Paid Service launched the formal consultation with employees potentially affected by these proposals, all of whom are not covered by any collective bargaining arrangements.

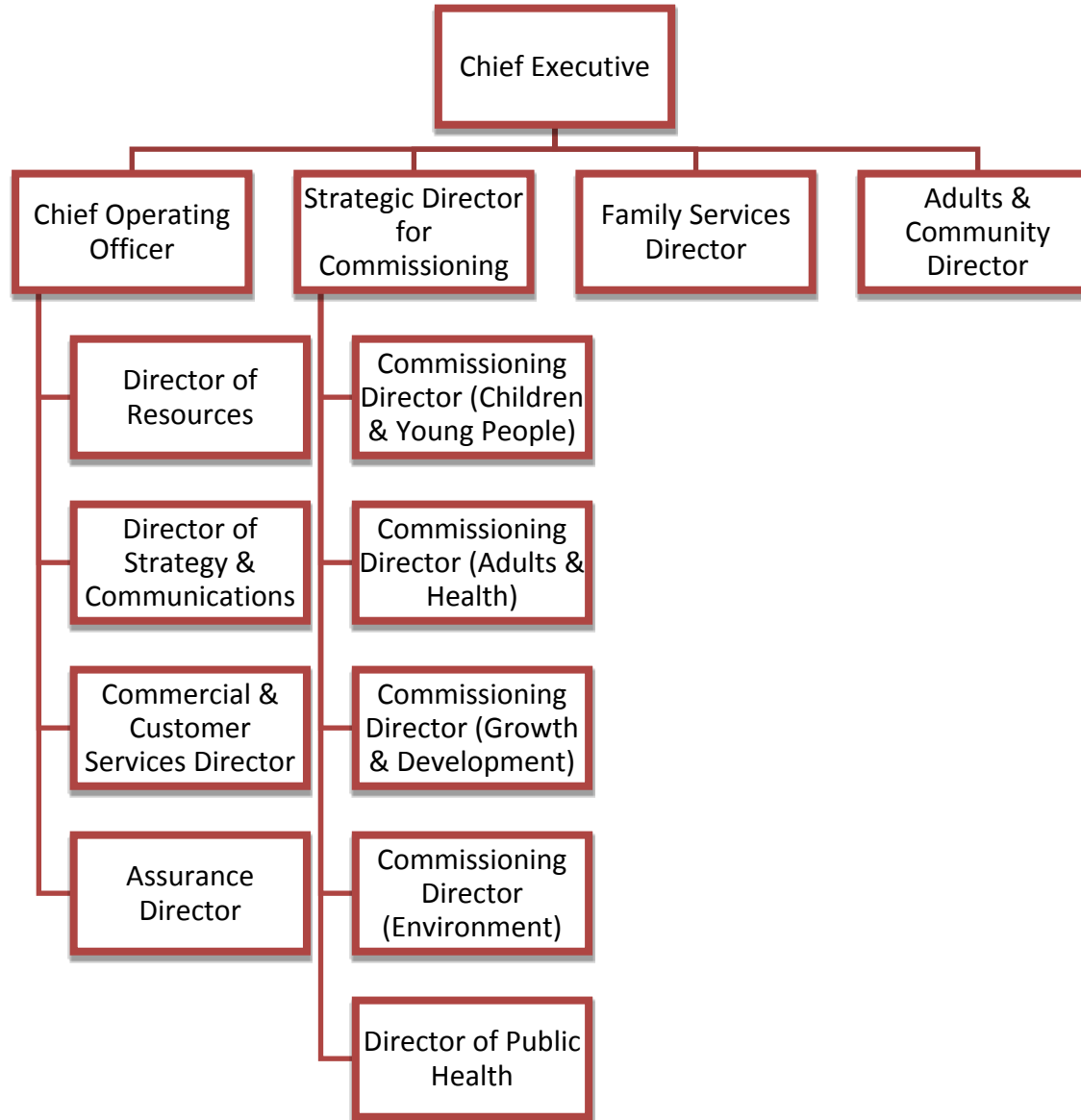
The consultation was undertaken through individual consultation: the previous Head of Paid Service had face to face meetings during the consultation with those potentially affected. Further meetings were offered during the consultation period. No individual feedback was received.

Consideration was given to extending the consultation period to allow more time for individuals who may be affected to consider the impact on them. No employee requested additional time, and the general consensus was to progress with the proposals swiftly to ensure a continued focus on service commissioning plans, financial planning and delivery and continued improvements to delivery and commissioning functions. The relevant Council HR policy was also followed.

5.8 **Insight**  
Not applicable

6. **BACKGROUND PAPERS**  
There are no background papers.

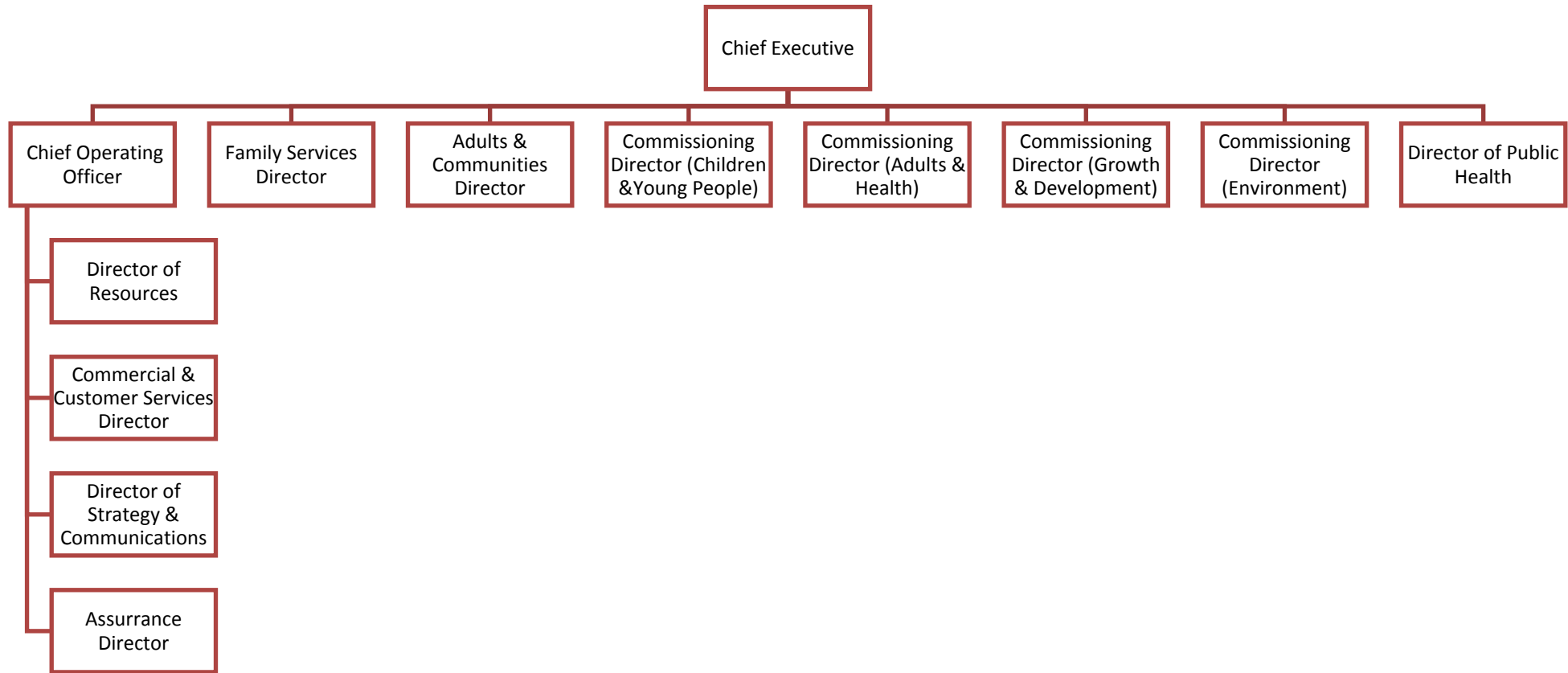
This page is intentionally left blank



This page is intentionally left blank



Appendix A- Proposed Structure



This page is intentionally left blank

|                                |  |
|--------------------------------|--|
|                                | <h2>General Functions Committee</h2> <h3>29 June 2016</h3>   |
| <b>Title</b>                   | <b>Appointments to Outside Bodies</b>  |
| <b>Report of</b>               | Head of Governance   |
| <b>Wards</b>                   | All  |
| <b>Status</b>                  | Public   |
| <b>Urgent</b>                  | No   |
| <b>Key</b>                     | No   |
| <b>Enclosures</b>              | Appendix A - List of Vacancies on Outside Bodies (To Follow)   |
| <b>Officer Contact Details</b> | Sarah Koniarski, Governance Officer<br><a href="mailto:sarah.koniarski@barnet.gov.uk">sarah.koniarski@barnet.gov.uk</a><br>020 8359 7574 |

|   |
|---|
| <h3>Summary</h3>  |
| The Committee is asked to appoint representatives in respect of vacancies on the outside bodies listed in Appendix A. |

|   |
|---|
| <h3>Recommendation</h3>   |
| <b>1. That the Committee appoints representatives in respect of local authority vacancies on the outside bodies listed in Appendix A.</b> |

**1. WHY THIS REPORT IS NEEDED**

- 1.1 The Committee has a responsibility to appoint to vacancies in respect of local authority representatives on outside bodies. This assists each outside body to be fully constituted and operate an efficient and effective manner.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 The General Functions Committee (or Full Council where an urgent decision is required) appoints candidates vacancies on outside bodies.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 None

## **4. POST DECISION IMPLEMENTATION**

- 4.1 The Head of Governance in the Assurance Group of the local authority will notify the outside body of the appointment made.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 To ensure that the council has robust governance arrangements that enable the delivery of its objectives as set out in the Corporate Plan, its decision making structures will be kept under review to provide effective opportunities for resident participation and engagement.

- 5.1.2 Through the timely execution of its functions, the Committee can assist outside bodies to fulfil their duties and contribute to the corporate priorities 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.

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

- 5.2.1 None in the context of this report.

### **5.3 Social Value**

- 5.3.1 The Public Services (Social Value) Act 2013 is not directly applicable in the context of this report.

### **5.4 Legal and Constitutional References**

- 5.4.1 Responsibility for appointing local authority representatives to outside bodies is attributed to the General Functions Committee in accordance with Annex A to Responsibility for Functions:

[Section 15 London Borough of Barnet Constitution - Responsibility for Functions](#)

### **5.5 Risk Management**

- 5.5.1 None in the context of this report.

## **5.6 Equalities and Diversity**

The Committee is advised that the 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:

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

5.6.1 All sectors of the community are eligible for appointment to the vacancies. It is expected that all political parties will promote equalities and diversity when considering candidates for the vacancies.

5.6.2 In delivering this Corporate Plan, the Council's priorities and the actions it takes to deliver them will reflect our Strategic Equalities Objective which is that citizens will be treated equally, with understanding and respect, and will have equal access to quality services which provide value to the tax payer.

## **5.7 Consultation and Engagement**

5.7.1 Not applicable.

## **5.8 Insight**

5.8.1 Insight data has not been used to inform the decision required.

## **6. BACKGROUND PAPERS**

None

This page is intentionally left blank

|  |   |
|--|---|
|  | <h2>General Functions Committee</h2> <h3>29 June 2016</h3>  |
| <p style="text-align: right;"><b>Title</b></p>                   | <p><b>Nominations to School Governing Bodies</b></p>  |
| <p style="text-align: right;"><b>Report of</b></p>               | <p>Head of Governance</p>   |
| <p style="text-align: right;"><b>Wards</b></p>                   | <p>All</p>  |
| <p style="text-align: right;"><b>Status</b></p>                  | <p>Public</p>   |
| <p style="text-align: right;"><b>Urgent</b></p>                  | <p>No</p>   |
| <p style="text-align: right;"><b>Key</b></p>                     | <p>No</p>   |
| <p style="text-align: right;"><b>Enclosures</b></p>              | <p>Appendix A - List of Ordinary Vacancies on School Governing Bodies (To Follow)</p>   |
| <p style="text-align: right;"><b>Officer Contact Details</b></p> | <p>Sarah Koniarski, Governance Officer<br/> <a href="mailto:sarah.koniarski@barnet.gov.uk">sarah.koniarski@barnet.gov.uk</a><br/>                 020 8359 7574</p> |

|   |
|---|
| <h3>Summary</h3>  |
| <p>The Committee is asked to nominate representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.</p> |

|   |
|---|
| <h3>Recommendation</h3>   |
| <p><b>1. That the Committee nominates representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.</b></p> |

**1. WHY THIS REPORT IS NEEDED**

- 1.1 The Committee has a responsibility to recommend appointments to vacancies in respect of local authority governors on school governing bodies. This assists each school’s governing body to be fully constituted and exercise its duties in an efficient and effective manner.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 All state maintained primary, secondary and special schools are accountable to their governing bodies, which in turn are accountable to parents and the wider community. The General Functions Committee (or Full Council where an urgent decision is required) nominates candidates for appointment to local authority governor vacancies.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 None

## **4. POST DECISION IMPLEMENTATION**

- 4.1 The Head of Governance in the Assurance Group of the local authority will notify the governing body of the nomination made. It is for the governing body to decide whether the local authority nominee meets any stated eligibility criteria and, if it chooses to reject the candidate on that basis, the Committee will invite the governing body to explain their reasons for refusal to the local authority via the Head of Governance.
- 4.2 General Functions Committee minutes (23 June 2015) state that where a governing body chooses to reject a candidate because they do not meet any stated eligibility criteria, it should (be invited to) explain its decision to the Head of Governance who will inform the General Functions Committee.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 To ensure that the council has robust governance arrangements that enable the delivery of its objectives as set out in the Corporate Plan, its decision making structures will be kept under review to provide effective opportunities for resident participation and engagement.
- 5.1.2 Through the timely execution of its functions, the Committee can assist school governing bodies to fulfil their duties and contribute to the corporate priorities 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.
- 5.2 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**
- 5.2.1 None in the context of this report.



### 5.3 Social Value

5.3.1 The Public Services (Social Value) Act 2013 is not directly applicable in the context of this report.

### 5.4 Legal and Constitutional References

5.4.1 Responsibility for nominating local authority representatives to school governing bodies is attributed to the General Functions Committee in accordance with Annex A to Responsibility for Functions. Section 1.8 of Responsibility for Functions, Functions of Full Council provides that Full Council can make appointments to school governing bodies where an urgent decision is required:

[Section 15 London Borough of Barnet Constitution - Responsibility for Functions](#)

5.4.2 All governing bodies of maintained schools are required to be constituted under either the:

[School Governance \(Constitution\) \(England\) Regulations 2012 \(as amended\)<sup>1</sup>](#)

[School Governance \(Federations\) \(England\) Regulations 2012 \(as amended\)<sup>2</sup>](#)

4.3.3 In these Regulations “local authority governor” means a person who:

- (a) is nominated by the local authority; and
- (b) is appointed as a governor by the governing body having, in the opinion of the governing body, the skills required to contribute to the effective governance and success of the school and having met any additional eligibility criteria set by the governing body.

5.4.3 The governing body must not be smaller than seven members, and must include (subject to the requirements regarding foundation governors in qualifying foundation schools and voluntary aided schools):

- at least two parent governors;
- the headteacher (unless the headteacher resigns as a governor);
- one staff governor;
- one, and only one, local authority governor; and
- the governing body may appoint as many additional co-opted governors as they consider necessary subject to conditions in the regulations.

5.4.4 An individual eligible to be a staff governor at the school may not be appointed as a local authority governor.

### 5.5 Risk Management

5.5.1 None in the context of this report.

### 5.6 Equalities and Diversity

The Committee is advised that the 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due

---

<sup>1</sup> [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#)

<sup>2</sup> [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#)

regard to the need to:

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

5.6.1 All sectors of the community are eligible for nomination to the vacancies. It is expected that all political parties will promote equalities and diversity when making nominations to vacancies.

5.6.2 In delivering this Corporate Plan, the Council's priorities and the actions it takes to deliver them will reflect our Strategic Equalities Objective which is that citizens will be treated equally, with understanding and respect, and will have equal access to quality services which provide value to the tax payer.

## 5.7 **Consultation and Engagement**

5.7.1 Not applicable.

## 5.8 **Insight**

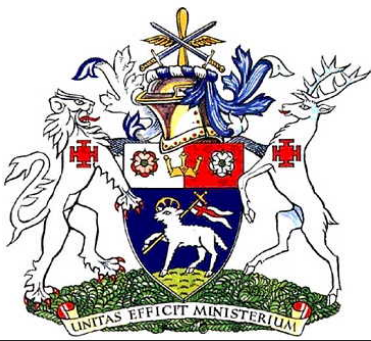
5.8.1 Insight data has not been used to inform the decision required.

## 6. **BACKGROUND PAPERS**

6.1 The Constitution of Governing Bodies of Maintained Schools March 2015 being statutory guidance for governing bodies of maintained schools and local authorities in England published by the Department for Education:

[The Constitution of Governing Bodies of Maintained Schools Statutory Guidance.pdf](#)

The Governors' Handbook published by the Department for Education:  
[Governors' Handbook.pdf](#)



## General Functions Committee

29 June 2016

|                                |  |
|--------------------------------|--|
| <b>Title</b>                   | <b>General Functions Committee Work Programme</b>  |
| <b>Report of</b>               | Head of Governance   |
| <b>Wards</b>                   | All  |
| <b>Status</b>                  | Public   |
| <b>Urgent</b>                  | No   |
| <b>Key</b>                     | No   |
| <b>Enclosures</b>              | Appendix A – Committee Work Programme 2016-17  |
| <b>Officer Contact Details</b> | Sarah Koniarski, Governance Officer<br><a href="mailto:sarah.koniarski@barnet.gov.uk">sarah.koniarski@barnet.gov.uk</a><br>020 8359 7574 |

### Summary

The Committee is asked to consider and comment on the items included in the 2016-17 work programme in Appendix A.

### Recommendation

- 1. That the Committee consider and comment on the items included in the 2016-17 work programme in Appendix A.**

#### 1. WHY THIS REPORT IS NEEDED

- 1.1 The General Functions Committee’s work programme 2016-17 indicates forthcoming items of business.
- 1.2 The work programme of this Committee is intended to be a responsive tool which will be updated on a rolling basis following each meeting, for the inclusion of areas which may arise through the course of the year.

- 1.3 The Committee is empowered to agree its priorities and determine its own schedule of work within the programme having regard to its terms of reference.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 The compilation and review of work programme is intended to assist the Committee to plan and manage its work across the municipal year.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 Not applicable in the context of this report.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Any alterations made by the Committee to its Work Programme will be published on the Council's website.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 The Committee Work Programme is in accordance with the Council's strategic objectives and priorities as stated in the Corporate Plan 2015-20.

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

- 5.2.1 None in the context of this report.

### **5.3 Legal and Constitutional References**

- 5.3.1 The terms of reference of the General Functions Committee is included in the Constitution Responsibility for Functions, Annex A:  
[Section 15 London Borough of Barnet Constitution - Responsibility for Functions](#)

### **5.4 Risk Management**

- 5.4.1 None in the context of this report.

### **5.5 Equalities and Diversity**

- 5.5.1 None in the context of this report.

### **5.6 Consultation and Engagement**

- 5.6.1 Not applicable.

## **6. BACKGROUND PAPERS**

None

**London Borough of Barnet  
General Functions Committee Work  
Programme  
June 2016 – March 2017**

Contact: Governance Service 020 8359 7574 [sarah.koniarski@barnet.gov.uk](mailto:sarah.koniarski@barnet.gov.uk)

| Title of Report   | Overview of decision  | Report Of ( <i>officer</i> )                     | Issue Type (Non key/Key/Urgent) |
|---|---|--|---------------------------------|
| 29 June 2016  |   |  |                                 |
| Health and Safety Annual Report                                     | <p>To monitor and review arrangements for managing occupational health and safety risks.</p> <p>To note the council's high level health and safety risk profile, a summary of health and safety performance and the strategic priorities for improvements over the subsequent period.</p> | Commissioning Lead – Health, Safety & Wellbeing  | <b>Non Key</b>                  |
| Replacement of Projectors at Hendon Town Hall                       | To approve the replacement of projectors at Hendon Town Hall.   | Director of Resources                            | <b>Non Key</b>                  |
| Review of Elections in Barnet                                       | To approve the terms of reference for a review of the way in which elections in Barnet are delivered and how the electoral services function operates and agree to receive the final report before year end.  | Interim Chief Executive and Returning Officer    | <b>Non Key</b>                  |
| Commissioning Restructure and Associated Senior Management Position | To agree the deletion of one post from the Council's establishment, the re-grading of 2 posts and the change in line management arrangements for Commissioning Directors and Delivery Unit Directors.   | Interim Chief Executive and Head of Paid Service | <b>Non Key</b>                  |

| <b>Subject</b>  | <b>Decision requested</b>  | <b>Report Of</b>  | <b>Issue Type</b> |
|---|--|---|-------------------|
| Nomination of Local Authority Representatives on School Governing Bodies      | To nominate candidates to vacancies on school governing bodies.  | Head of Governance  | <b>Non Key</b>    |
| Appointments to Outside Bodies  | To appoint representatives to outside bodies.  | Head of Governance  | <b>Non Key</b>    |
| Work Programme  | To receive and comment on the 2016-17 work programme.  | Head of Governance  | <b>Non Key</b>    |
| <b>10 October 2016</b>  |  |   |                   |
| Premises Licenced as Venues for Marriages and Civil Partnership Registrations | To receive an overview of the premises within the borough which are licensed as a venue for marriages and civil partnership registrations. | Proper Officer for Registration   | <b>Non Key</b>    |
| Recruitment and Retention Scheme  | A report detailing the development of two schemes dealing with requests to consider salary supplements for hard-to-fill posts.             | Chief Executive and Head of Paid Service<br>Director of Human Resources | <b>Non Key</b>    |
| Lease of meeting rooms at Hendon Town Hall                                    | To review the agreements pertaining to the shared use of the meeting room facilities at Hendon Town Hall.                                  | Director of Resources   | <b>Non Key</b>    |

| <b>Subject</b>   | <b>Decision requested</b>   | <b>Report Of</b>                                | <b>Issue Type</b> |
|--|---|---|-------------------|
| <b>9 November 2016</b>   |   |   |                   |
| Review of Elections in Barnet  | To receive the findings of the review of the way in which elections in Barnet are delivered and how the electoral services function operates. | Interim Chief Executive and Returning Officer   | <b>Non Key</b>    |
| <b>6 December 2016</b>   |   |   |                   |
| Health and Safety Annual Report  | To receive an update on the Council's of health and safety performance.   | Commissioning Lead – Health, Safety & Wellbeing | <b>Non Key</b>    |
| Nomination and Appointment of Representatives on School Governing Bodies | To receive an update on the Assurance Group project.  | Head of Governance                              | <b>Non Key</b>    |
| Representatives on Outside Bodies  | To review the Council's policy on indemnities for representatives on outside bodies.  | Head of Governance                              | <b>Non Key</b>    |
| <b>16 January 2017</b>   |   |   |                   |
| Annual Review of Polling Districts and Polling Places for Elections      | To receive the findings of the annual review of polling districts and polling places for use at elections.                                    | Chief Executive                                 | <b>Non Key</b>    |



| <b>Subject</b>              | <b>Decision requested</b>   | <b>Report Of</b>             | <b>Issue Type</b> |
|-----------------------------|---|------------------------------|-------------------|
| Annual Pay Policy Statement | To receive the annual review of the Council's pay policy statement together with any amendments | Director for Human Resources | <b>Non Key</b>    |
| 20 March 2017               |   |                              |                   |
|                             |   |                              |                   |

| <b>Unassigned</b>             |   |   |                |
|-------------------------------|---|---|----------------|
| Review of Elections in Barnet | To receive the findings of the review of the way in which elections in Barnet are delivered and how the electoral services function operates.                                 | Interim Chief Executive and Returning Officer                           | <b>Non Key</b> |
| Members IT and Telephony      | To receive an update following the members' workshop on IT and telephony.   | Head of Governance  | <b>Non Key</b> |
| Members' Notional Allowance   | To consider the arrangements in respect of members' notional allowances.  | Head of Governance  | <b>Non Key</b> |
| Performance Related Pay       | A report detailing the development of a performance related pay scheme for those staff assessed for two consecutive years as outstanding through the annual appraisal scheme. | Chief Executive and Head of Paid Service<br>Director of Human Resources | <b>Non Key</b> |

| <b>Subject</b>  | <b>Decision requested</b>  | <b>Report Of</b>                | <b>Issue Type</b> |
|---|--|---------------------------------|-------------------|
| Approval of premises for Weddings and Civil Partnership Registrations | This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004. | Proper Officer for Registration | <b>Non Key</b>    |
| Nominations to Vacancies on School Governing Bodies                   | That the committee nominates candidates to fill the vacancies on school governing bodies.  | Head of Governance              | <b>Non Key</b>    |
| Appointments to Outside Bodies  | To appoint representatives to outside bodies.  | Head of Governance              | <b>Non Key</b>    |
| Staff matters   | Salaries and conditions of service other than those within the remit of Chief Officer Appointment Panel.   | Director of Human Resources     | <b>Non Key</b>    |
| Information Management  | To determine Member requests for non-committee information as specified in the Members' Information Management Policy.   | Head of Information Management  | <b>Non Key</b>    |
| Hendon Town Hall Facilities   | To comment on any proposed changes incurring expenditure over £5,000 which could affect the provision of facilities for Members.   | Director of Resources           | <b>Non Key</b>    |

| <b>Subject</b> | <b>Decision requested</b> | <b>Report Of</b> | <b>Issue Type</b> |
|----------------|---------------------------|------------------|-------------------|
|----------------|---------------------------|------------------|-------------------|

This page is intentionally left blank