

**MEETING**

**GENERAL FUNCTIONS COMMITTEE**

**DATE AND TIME**

**MONDAY 10TH OCTOBER, 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

Richard Cornelius  
Ammar Naqvi

Alison Moore  
Barry Rawlings

Daniel Thomas

**Substitute Members**

Geof Cooke  
Adam Langleben

Tom Davey  
John Marshall

David Longstaff  
Alison Moore

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions or comments must be submitted by 10AM on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is Wednesday 5 October at 10AM. Requests must be submitted to Maria Lugangira 020 8359 2761 [maria.lugangira@barnet.gov.uk](mailto:maria.lugangira@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: Maria Lugangira 020 8359 2761  
[maria.lugangira@barnet.gov.uk](mailto:maria.lugangira@barnet.gov.uk)

Media Relations contact: Sue Cocker 020 8359 7039

**ASSURANCE GROUP**

## ORDER OF BUSINESS

| Item No | Title of Report   | Pages     |
|---------|---|-----------|
| 1.      | Minutes   | 5 - 10    |
| 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.      | Approval of premises for Weddings and Civil Partnership Registrations   | 11 - 16   |
| 8.      | Appointment to an Outside Body  | To Follow |
| 9.      | Nominations to School Governing Bodies  | To Follow |
| 10.     | Decision of a School Governing Body not to Appoint a Local Authority Representative Nominated by the Council          | 17 - 20   |
| 11.     | General Functions Committee Work Programme  | 21 - 30   |
| 12.     | Motion to exclude the press and public  |           |
| 13.     | Decision of a School Governing Body not to Appoint a Local Authority Representative Nominated by the Council (exempt) | 31 - 32   |
| 14.     | Any item(s) that the Chairman decides is 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 Maria Lugangira 020 8359 2761 maria.lugangira@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.

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## Decisions of the General Functions Committee

29 June 2016

Members Present:-

AGENDA ITEM 1

Councillor Joan Scannell (Chairman)  
Councillor Wendy Prentice (Vice-Chairman)

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

### 1. MINUTES

The General Functions Committee **RESOLVED** that the minutes of the meetings held on 21 March 2016 and 9 June 2016 be agreed as correct records.

### 2. ABSENCE OF MEMBERS

None

### 3. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None

### 4. REPORT OF THE MONITORING OFFICER (IF ANY)

None

### 5. PUBLIC QUESTIONS AND COMMENTS

None

### 6. MEMBERS ITEM (IF ANY)

None

## 7. BARNET COUNCIL'S ANNUAL HEALTH AND SAFETY REPORT

The Head of Health, Safety and Wellbeing (Commissioning Group) presented the report which provided information on Barnet Council's health and safety performance for the period 2016/17 based on data recorded in the accident / incident reporting system, together with independent audit results, corporate training records and ill health data. The committee was asked to consider and confirm the proposed priorities for the 2016/17 period.

The committee asked questions of the officer including how the data measured against results shared by comparator local authorities (accident / incident rates) or public sector organisations (reporting of injuries, diseases and dangerous occurrences (RIDDOR)). The committee understood that there had been a reduction in the number of RIDDOR incidents.

The committee reviewed stress-related illnesses affecting employees and discussed potential links to organisational change together with the sources of support made available by Barnet Council.

It was noted that a concerted effort had been made to increase the engagement with health and safety training by council employees. Training modules had been incorporated into the Management Academy curriculum and staff induction.

In response to questions about the health and safety standards expected of contractors, the officer confirmed that the council expected them to comply with the same high standards and checked their policies and practices for evidence of this.

The committee thanked the officer for including comparative benchmarking data in the annual report.

**The General Functions Committee RESOLVED 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 to the committee report).**

## 8. REPLACEMENT OF PROJECTORS AT HENDON TOWN HALL

The Director of Resources presented a report which sought permission to replace the projectors at Hendon Town Hall.

The committee understood that the recommendation to replace six projectors with new laser type projectors, which could operate without lamps and had long life spans, would benefit from a shared cost with Middlesex University. The arrangement would also include training for council custodians with support from university audio visual staff (between 7am and 10pm weekdays) and access to spare projectors in stock and ready to be swapped should the need arise.

The Director confirmed that the new laser projectors would comprise the following specifications:

- 4x Panasonic PT-RZ370
- 2x Panasonic PT-CW331RE.

The committee was reassured that the projectors would be compatible with existing IT facilities and should these be upgraded, were 'future-proofed' with HDMI capability. It

was noted, that subject to the committee's agreement, the order would take three weeks to be processed with installation scheduled in August.

The committee requested the Director of Resources to secure written confirmation of compatibility and that installation of the new projectors would be completed by the end of August.

**The General Functions Committee RESOLVED:**

1. **That the Director of Resources secure written confirmation that the new projectors:**
  - **are compatible with existing IT facilities at Hendon Town Hall and prospective future upgrades**
  - **will be installed and operational at Hendon Town Hall by the end of August 2016.**
  
2. **That subject to (1) above the replacement of projectors in Hendon Town Hall (comprising four Panasonic PT-RZ370 models and two Panasonic PT-CW331RE models) be approved.**

**9. TERMS OF REFERENCE FOR ELECTIONS AND ELECTORAL REGISTRATION REVIEW**

The committee received a report from the Interim Chief Executive and Returning Officer, Mr John Hooton. The report sought approval of the draft terms of reference for a review of the elections and electoral registration function.

Committee members asked questions regarding the review which were responded to by Mr Hooton and Mr Evans, the Interim Chief Operating Officer.

In response to a request from members, Mr Hooton undertook to provide a copy of the Electoral Commission's performance standards framework following the meeting.

The committee amended the description of "alternative delivery models" in the draft terms of reference to clarify that "different ways of running elections and electoral services" would be investigated. Reference to "wording process of individual elector registration" was recommended to be included in the review of the effectiveness of elections and the electoral registration function.

A typographical error in the last bullet point of the draft terms of reference was amended to clarify that the May 2016 poll was being referred to.

Mr Hooton confirmed that the draft terms of reference had been circulated to Group Leaders, Councillor Cohen, and the Electoral Commission for comment.

Following discussion about the composition of the project board cited in section 4.1 of the report, the committee was advised that London Councils and the Electoral Commission had assisted to identify an independent investigator to lead the review.

The committee endorsed the submission of a report to the General Functions Committee meeting due to be held on 9 November 2016.

**The General Functions Committee RESOLVED:**

**1. That the draft terms of reference set out in Appendix 1 to the committee report be amended and approved to read as follows:**

“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 different ways of running elections and 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; the wording process for individual electoral registration
  - 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 2016 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.”

**10. COMMISSIONING RESTRUCTURE AND ASSOCIATED SENIOR MANAGEMENT POSITION**

The Interim Chief Executive presented a report detailing proposed changes to the senior management structure in respect of the commissioning group and delivery units.

A typographical error in the report (recommendation 1) was corrected to clarify that the proposed line management arrangements were set out in section 2.7 of the report.

**The General Functions Committee RESOLVED to agree:**

- 1. The deletion of one post from Barnet Council's establishment, the re-grading of two posts and the change in line management arrangements for Commissioning Directors and Delivery Unit Directors as set out in section 2.7 of the committee report.**



2. To implement a restructure in accordance with the ‘Proposed Structure’ chart at Appendix A of the committee report, with the list of posts on the establishment at this level being as set out in that chart. The restructure will be implemented as from 1st April 2016.

## 11. APPOINTMENTS TO OUTSIDE BODES

The committee received a report in the name of the Head of Governance. The report asked the committee to appoint a representative to a vacancy on the Nicholl and Daniel Homes Charity.

**The General Functions Committee RESOLVED to appoint Mr Fabio Seccatorie in respect of the vacancy on the Nicholl and Daniel Homes Charity.**

## 12. NOMINATIONS TO SCHOOL GOVERNING BODIES

The committee received a report in the name of the Head of Governance. The report asked the committee to nominate representatives to local authority governor vacancies on the school governing bodies listed in Appendix A to the report.

Nominations were circulated in respect of 10 schools. The nominations were uncontested.

**The General Functions Committee RESOLVED that:**

1. The following representatives be nominated to vacancies on school governing bodies:

| School Governing Body               | Representative            |
|-------------------------------------|---------------------------|
| All Saints CE School (N20)          | Ms Charlotte Lea-Robbins  |
| Church Hill School                  | Mrs Bobbie Cotterill      |
| Moss Hall Nursery                   | Councillor Brian Salinger |
| St Joseph’s Catholic Primary School | Mr Ernest Ambe            |
| St Vincent’s Catholic School        | Councillor John Hart      |

2. Nominations to the following school governing bodies be deferred:

| School Governing Body        |
|------------------------------|
| Copthall School              |
| Dollis Junior School         |
| Livingstone School           |
| St Paul’s CE School          |
| St Theresa’s Catholic School |

## 13. WORK PROGRAMME

The committee reviewed the 2016-17 work programme.


**The General Functions Committee RESOLVED to agree the 2016-17 work programme.**

**14. ANY ITEM(S) THAT THE CHAIRMAN DECIDES TO BE URGENT**

There were no urgent items of business.

Councillor Wendy Prentice, seconded by Councillor Richard Cornelius, however, congratulated the Chairman, Councillor Joan Scannell, in recognition of being awarded the British Empire Medal for services to local government and the community.

The meeting finished at 7.45 pm

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|---|---|
|  | <p style="text-align: center;"><b>General Functions Committee</b><br/><b>10 October 2016</b></p>  |
| <p style="text-align: center;">Title</p>  | <p><b>Approval of premises for Weddings and Civil Partnership Registrations:</b></p> <ul style="list-style-type: none"> <li>• <b>Cavendish Banqueting Suite, The Hyde, Edgware Road, NW9 5AE</b></li> <li>• <b>Adam and Eve Public House, The Ridgeway, Mill Hill, NW7 1RL</b></li> <li>• <b>The Oak Room, 182 Burnt Oak Broadway, Edgware, HA8 0AU</b></li> <li>• <b>The Haven Bistro and Bar, 1363/5 High Road, Whetstone, N20 9LN</b></li> <li>• <b>Greenvue Venue, Mill Hill Country Club, Burtonhole Lane, Mill Hill, NW7 1AS</b></li> </ul> |
| <p style="text-align: center;"><b>Report of</b></p>                               | <p>Proper Officer for Registration (Head of Customer Strategy and Programmes, Commissioning Group)</p>  |
| <p style="text-align: center;"><b>Wards</b></p>                                   | <p>Burnt Oak<br/>Mill Hill<br/>Totteridge</p>   |
| <p style="text-align: center;"><b>Status</b></p>                                  | <p>Public</p>   |
| <p style="text-align: center;"><b>Urgent</b></p>                                  | <p>No</p>   |
| <p style="text-align: center;"><b>Key</b></p>                                     | <p>No</p>   |
| <p style="text-align: center;"><b>Enclosures</b></p>                              | <p>None</p>   |
| <p style="text-align: center;"><b>Officer Contact Details</b></p>                 | <p>Mark Rimmer, Head of Registration and Nationality,<br/><a href="mailto:mark.rimmer@brent.gov.uk">mark.rimmer@brent.gov.uk</a>; 020 8937 1011</p>   |

## Summary

This report seeks approval for the applications received from the Cavendish Banqueting Suite, The Adam and Eve Public House, The Oak Room, The Haven Bistro and Bar and the Greenvue Venue to have their approvals renewed as venues 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.

## Recommendation

**1. That the General Functions Committee approve the applications received from The Cavendish Banqueting Suite, The Adam and Eve Public House, The Oak Room, The Haven Bistro and Bar and The Greenvue Venue to renew approvals for the solemnisation of civil marriages and civil partnerships for a further period of three years from the date of expiry of the most recent approvals.**

### 1. WHY THIS REPORT IS NEEDED

1.1 Applications have been received from the above venues to have their approvals as venues 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) of the Civil Partnerships Act 2004 renewed for a further three years. This report seeks approval for these applications.

### 2. REASONS FOR RECOMMENDATION

2.1 The Registrar General has issued guidance to local authorities for the approval of premises as venues for civil marriages and civil partnerships (June 2015). The Authority may grant approval only if it is satisfied that:

- The application has been made in accordance with the regulations.
- The premises fulfil the requirements set out in the regulations.
- The premises fulfil any other reasonable requirements which the Authority considers appropriate. Local requirements were agreed in 1995 by the former Policy & Resources Committee.

2.4 The applications have all been made in accordance with the regulations and the necessary public notices were published in the Barnet Press. No objections or other comments have been made.

2.5 The premises have all been inspected by the Head of Registration and Nationality, who has confirmed that they are suitable for this purpose and meet health and safety requirements.

2.6 The London Fire and Emergency Planning Authority require venue owners to commission a fire risk assessment through an accredited person. All the venues possess an up to date fire risk assessment.

- 2.7 The premises were found to be seemly and dignified venues for the solemnisation of marriages and registration of civil partnerships. A separate room is available for the couple to be interviewed prior to the ceremony. The areas proposed for marriages and civil partnership registrations are detailed on the plans submitted with the applications.
- 2.8 The premises are not religious premises and the rooms in which the ceremonies of marriage will be solemnised and civil partnerships registered are identifiable by the descriptions set out within the applications and are distinct areas within the premises.
- 2.9 The current approvals for the premises have expired. However, under the relevant regulations, as long as the application for renewal was received within 12 months of expiry of an approval, it is deemed to be ongoing until the application is determined. The renewal then takes effect from the date of expiry of the previous approval. All the applications were received in accordance with this condition.

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

- 3.1 Not applicable as the applications meet all the conditions required.

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

- 4.1 The approvals for these premises are ongoing and all the applications were received prior to the expiry date of the previous approval. Implementation is therefore effective from the date the previous approval expired.

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

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

Approval of this decision will maintain the wide local choice of venues for marriages and civil partnerships and will generate additional income and therefore, supports the Corporate Plan and one of the priorities of “promote responsible growth, development and success across the borough”.

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

- 5.2.1 The application fee of £875 has been received from all the venues with the exception of The Oak Room which is located within the Barnet Registration Office in Burnt Oak Broadway and is a council building.
- 5.2.2 The income received by the council when weddings take place at licensed venues is either £275 (Monday to Friday) £330 (Saturdays) or £385 (Sundays).

#### **5.3 Social Value**

- 5.3.1 Maintaining a variety of attractive wedding venues in Barnet increases the number of weddings being held in the borough, which can create additional

social and economic value. There is a need for more venues catering for bigger wedding ceremonies in the borough, and these venues will cater for bigger events.

### 5.3.2 The full list of Approved Premises in Barnet is as follows:

The Adam and Eve Public House  
Cavendish Banqueting Suite  
The Haven Bistro and Bar  
The Greenvue Venue  
Hendon Hall Hotel  
Avenue House  
The Oak Room  
Hendon Town Hall  
Crowne Moran Hotel  
Finchley Golf Club  
Allianz Park  
Ariana Banqueting Suite

## 5.4 Legal and Constitutional References

5.4.1 Local authorities are able to approve premises as venues for civil marriages and civil partnerships 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) of the Civil Partnerships Act 2004. Such premises are required to meet certain criteria when making an application and they are set out in guidance from the Registrar General:

- The application must be made in accordance with regulations and the necessary public notice must be given.
- Any objections or comments must have been considered by the local authority.
- The premises are a seemly and dignified venue for the solemnisation of marriages and civil partnership.
- The premises meet the necessary Health and Safety and Fire requirements.
- The premises will be available for regular use by the general public for both the solemnisation of marriages and civil partnership registrations.

5.4.2 Council Constitution, [Responsibility for Functions Annex A](#) states that the terms of reference of the General Functions Committee include 'Approving premises for marriages and the formation of civil partnerships'.

## 5.5 Risk Management

5.5.1 The risk of a venue not being suitable is managed through the process followed by the Registrars service, as indicated above.

5.5.2 The ongoing suitability of venues is reviewed each time a marriage or civil partnership ceremony is conducted, at which two qualified registration staff must always be present. Should a venue subsequently fail to meet the national and local requirements, an approval can be withdrawn subject to a

statutory procedure. This has never happened in Barnet.

## **5.6 Equalities and Diversity**

5.6.1 The Marriage and Civil Partnership (Approved Premises) Regulations 2005 provide for the joint approval of premises for both civil marriages and civil partnerships.

5.6.2 All the venues are accessible for persons with a physical disability.

## **5.7 Consultation and Engagement**

5.7.1 All the applications were publicised by notice in the Barnet Press for three weeks without any objections being made.

5.7.2 There will be communications of the approval of these applications on each venue's web site and once the approvals have been renewed, on London Borough of Barnet website.

## **5.8 Insight**


5.8.1 Not applicable.

## **6. BACKGROUND PAPERS**

6.1 The application forms and supporting documents are available upon request to members of the Committee and for public inspection.

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|---|--|
|  | <h2>General Functions Committee</h2> <h3>10 October 2016</h3>  |
| <p style="text-align: center;"><b>Title</b></p>                                   | <p><b>Decision of a School Governing Body not to Appoint a Local Authority Representative Nominated by the Council</b></p>                         |
| <p style="text-align: center;"><b>Report of</b></p>                               | <p>Head of Governance</p>  |
| <p style="text-align: center;"><b>Wards</b></p>                                   | <p>All</p>   |
| <p style="text-align: center;"><b>Status</b></p>                                  | <p>Public <i>(with separate associated exempt report)</i></p>  |
| <p style="text-align: center;"><b>Urgent</b></p>                                  | <p>No</p>  |
| <p style="text-align: center;"><b>Key</b></p>                                     | <p>No</p>  |
| <p style="text-align: center;"><b>Enclosures</b></p>                              | <p>None</p>  |
| <p style="text-align: center;"><b>Officer Contact Details</b></p>                 | <p>Kirstin Lambert, Governance Team Leader<br/> <a href="mailto:kirstin.lambert@barnet.gov.uk">kirstin.lambert@barnet.gov.uk</a> 020 8359 2177</p> |

|   |
|---|
| <h2>Summary</h2>  |
| <p>The Council nominated a candidate to a vacancy on a school governing body. Following consideration of the candidate's skills and experience, the school governing body decided not to appoint the nominee. The position of a local authority governor remains vacant on that governing body. The Committee is asked to note the Governing body's decision, together with the reason for that decision.</p> |

|   |
|---|
| <h2>Recommendations</h2>  |
| <p><b>The Committee is requested to note:</b></p> <ol style="list-style-type: none"> <li><b>1. That the governing body of a school considered the Council's nomination (made on 21 March 2016) and decided not to appoint the candidate.</b></li> <li><b>2. The reason for the governing body's decision (as set out in section 1.6 of the report).</b></li> <li><b>3. That the local authority governor position at that school remains vacant.</b></li> </ol> |

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

- 1.1 The Council can nominate any eligible person as a local authority governor, but it is for the governing body to decide whether the candidate has the skills to contribute to the effective governance and success of the school. The governing body must decide if the candidate meets any stated eligibility criteria, together with the general expectations of a school governor and appoint or reject a candidate on that basis.
- 1.2 On 23 June 2015 the General Functions Committee resolved that where a governing body chose to reject a candidate because they did not meet any stated eligibility criteria, it should explain its decision to the Head of Governance who will inform the General Functions Committee.

### **Nomination**

- 1.3 On 21 March 2016 General Functions Committee nominated a candidate to a vacancy on the governing body of a school within the borough.

### **Decision of the School Governing Body**

- 1.4 The Governance Team (Assurance Group) received notification (22 September 2016) that the school governing body had met to consider the Council's nomination and collectively voted to not appoint the candidate as a local authority governor.

### **Reason**

- 1.5 Statutory guidance<sup>1</sup> recommends that a governing body (in filling a vacancy) should (amongst other things) conduct an interview or detailed discussion with each prospective candidate, with references (oral or written) taken as necessary and appropriate, to make an informed decision.
- 1.6 Following a skills assessment the governing body identified a requirement for a local authority governor appointment with an education background. The school also identified that the nominated candidate had previously served as a governor of the school, but that attendance in the final term had been unsatisfactory. It was further noted that the school had received no formal notification of the candidate's resignation, nor had it received any recent contact from the candidate signalling an interest to seek reappointment. Another concern expressed was that the role of a school governor requires regular visits and monitoring, and that there was no record of the candidate attending the school outside of scheduled meetings during the previous tenure.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 To comply with the General Functions Committee resolution conveyed in section 1.2 of this report.

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<sup>1</sup> [Constitution of Governing Bodies of Maintained Schools](#)

### **3. POST DECISION IMPLEMENTATION**

- 3.1 Statutory guidance makes it clear that the Council needs to understand the school governing body's requirements and any skills gap identified by them. Following consideration of this requirement, the General Functions Committee has indicated that governing bodies should be encouraged to express a preference for desirable skills but urged that they should give particular consideration to a candidate's willingness and ability to learn and develop as a local authority governor.
- 3.2 The Head of Governance is working to communicate this message to school governing bodies through the appointments process.
- 3.3 The Committee is asked to note the decision of the school governing body and that a local authority governor position remains vacant.

### **4. IMPLICATIONS OF DECISION**

#### **4.1 Corporate Priorities and Performance**

- 4.1.1 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.
- 4.1.2 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.

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

- 4.2.1 None in the context of this report.

#### **4.3 Legal and Constitutional References**

- 4.3.1 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:

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

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

[School Governance \(Federations\) \(England\) Regulations 2012 \(as amended\)<sup>3</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.

### **Risk Management**

4.3.3 None in the context of this report.

### **4.4 Equalities and Diversity**

4.4.1 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.

4.4.2 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.

### **4.5 Consultation and Engagement**

4.5.1 Not applicable.

## **5. BACKGROUND PAPERS**

5.1 None

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

<sup>3</sup> [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#)

|  |   |
|--|---|
|  | <p><b>General Functions Committee</b><br/><b>10 October 2016</b></p>  |
| <p style="text-align: right;"><b>Title</b></p>                   | <p><b>General Functions Committee Work Programme</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 – Committee Work Programme 2016-17</p>  |
| <p style="text-align: right;"><b>Officer Contact Details</b></p> | <p>Kirstin Lambert, Governance Team Leader<br/> <a href="mailto:kirstin.lambert@barnet.gov.uk">kirstin.lambert@barnet.gov.uk</a><br/>                 020 8359 2177</p> |

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| <p><b>Summary</b></p>  |
| <p>The Committee is asked to consider and comment on the items included in the 2016-17 work programme in Appendix A.</p> |

|   |
|---|
| <p><b>Recommendation</b></p>  |
| <p><b>1. That the Committee consider and comment on the items included in the 2016-17 work programme in Appendix A.</b></p> |

**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  
October 2016 – March 2017**

Contact: Governance Service 020 8359 2177 [kirstin.lambert@barnet.gov.uk](mailto:kirstin.lambert@barnet.gov.uk)

| Title of Report  | Overview of decision  | Report Of ( <i>officer</i> )           | Issue Type (Non key/Key/Urgent) |
|--|---|--|---------------------------------|
| 10 October 2016  |   |  |                                 |
| <p>Approval of premises for Weddings and Civil Partnership Registrations:</p> <ul style="list-style-type: none"> <li>• Cavendish Banqueting Suite (Edgware Rd_</li> <li>• Haven Restaurant (Whetstone)</li> <li>• Oak Room (Registrars' Office Burnt Oak Broadway)</li> <li>• Adam Eve Public House</li> </ul> | <p>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.</p> | <p>Proper Officer for Registration</p> | <p><b>Non Key</b></p>           |
| <p>Nomination of Local Authority Representatives on School Governing Bodies</p>  | <p>To nominate candidates to vacancies on school governing bodies.</p>  | <p>Head of Governance</p>              | <p><b>Non Key</b></p>           |
| <p>Appointments to Outside Bodies</p>  | <p>To appoint representatives to outside bodies.</p>  | <p>Head of Governance</p>              | <p><b>Non Key</b></p>           |



| <b>Subject</b>   | <b>Decision requested</b>  | <b>Report Of</b>  | <b>Issue Type</b> |
|--|--|---|-------------------|
| Decision of a School Governing Body not to Appoint a Local Authority Representative Nominated by the Council | The Committee is asked to note the Governing body's decision, together with the reason for that decision.  | Head of Governance  | <b>Non Key</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>    |
| 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>    |
| 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>    |
| Appointment of Directors to the Council's wholly owned company   | This report recommends the appointment of senior council officers as Directors of a wholly owned company (WOC) that the council wishes to establish to deliver housing on public land. | Commissioning Director – Growth and Regeneration                        | <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>    |
| <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               |   |                              |                   |
| TBC                         |   |                              |                   |

| <b>Unassigned</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> |
| Indemnities for council representatives on outside bodies | A report concerning a policy on indemnities for council representatives on outside bodies.  | Monitoring Officer, Director of Assurance                               | <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>    |

| Subject  | Decision requested   | Report Of                                       | Issue Type     |
|--|--|---|----------------|
| Hendon Town Hall Facilities  | Following a referral from Group leaders or the Chairman, 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> |
| Communications with the Public by Text and Social Media Policy for Staff | The Head of Information Management was requested (11 Nov 2015) to ensure that any plans to approve the use of any video media software by staff (to communicate with the public) be brought back to the General Functions Committee for comment and approval.  | Head of Information Management                  | <b>Non Key</b> |
| Health and Safety  | <p>To receive quarterly monitoring statistics (Safety, Health and Well-being) on a twice-yearly basis).</p> <p>And</p> <p>Annual report - 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> |

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

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

## AGENDA ITEM 13

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