

**MEETING**

**GENERAL FUNCTIONS COMMITTEE**

**DATE AND TIME**

**WEDNESDAY 28TH JUNE, 2017**

**AT 7.00 PM**

**VENUE**

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

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

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

**Councillors**

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

**Substitute Members**

Councillor Geof Cooke      Councillor Tom Davey      Councillor Adam Langleben  
Councillor David Longstaff      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 at 10AM, Friday 23 June. Requests must be submitted to Maria Lugangira 020 83592761 [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 83592761  
[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 of the meetings held on 20th March 2017 and 3rd May 2017                                  | 5 - 14    |
| 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.      | Member's Item - Electoral Registration for General Election 2017 - Councillor Barry Rawlings      | 15 - 18   |
| 7.      | Acting Returning Officer's (ARO's) Preliminary Report on the General Election held on 8 June 2017 | 19 - 26   |
| 8.      | Hendon Town Hall Committee and Meeting Room Utilisation   | 27 - 32   |
| 9.      | Nomination of Local Authority Representatives on School Governing Bodies                          | 33 - 42   |
| 10.     | Corporate Health and Safety Policy  | To Follow |
| 11.     | Barnet Council's Annual Health and Safety Report  | To Follow |
| 12.     | Creation of Director of Public Health Post - Adults, Communities & Health Department              | To Follow |
| 13.     | Approval of premises for Weddings   | To Follow |
| 14.     | Any item(s) that the Chairman decides is urgent   |           |

### FACILITIES FOR PEOPLE WITH DISABILITIES

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## Decisions of the General Functions Committee

20 March 2017

Members Present:-

AGENDA ITEM 1

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

Councillor Richard Cornelius  
Councillor Alison Moore  
Councillor Ammar Naqvi

Councillor Barry Rawlings  
Councillor Daniel Thomas

### 1. MINUTES

**RESOLVED** that the minutes of the meeting held on 6th December 2016 be approved as a correct record.

### 2. ABSENCE OF MEMBERS

None.

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

The following interest was declared at the meeting:

| Councillor  | Agenda Item(s) | Interests declared   |
|-------------|----------------|--|
| Ammar Naqvi | 7              | Non-pecuniary interest by virtue of being a co-opted Governor at Barnfield School. |

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

None.

### 5. PUBLIC QUESTION AND COMMENTS (IF ANY)

Mrs Kate Salinger addressed the Committee and made a public comment in relation to agenda item 7 Annual Review of Polling Districts and Polling Places.

### 6. MEMBERS ITEM (IF ANY)

There were none.

## **7. ANNUAL INTERIM REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

The Chief Executive (Returning Officer) presented the report on behalf of the Chief Executive (Returning Officer) which sought the committees approval on the arrangements being proposed by the London Borough of Barnet's Returning Officer for polling districts and polling places (including proposed changes to five current polling places) to be used at all relevant future elections and referendums that take place within the borough.

Following discussion, the following motions were seconded, put to the vote and agreed:

- a. To refuse the proposed change within Coppetts Ward (CDB and CDD polling districts); being a proposal to combine polling districts CDB and CDD (by removing the current boundary between them) and place the polling place at St John's Parish Centre, Friern Barnet Road, N11 3EQ
- b. To refuse the proposed change within Totteridge Ward (CFA polling district); being a proposal to locate the Polling Place for CFA at Totteridge and Millhillians Cricket Club for future elections.
- c. To agree the remaining proposed changes to polling place arrangements as set out in Appendix A, B and C.

### **RESOLVED that the General Functions Committee:**

- 1. approve the polling place arrangements as proposed by the Returning Officer set out in Appendix A, B and C to the committee report subject to the following exceptions:**
  - a. To refuse the proposed change within Coppetts Ward (CDB and CDD polling districts); being a proposal to combine polling districts CDB and CDD (by removing the current boundary between them) and place the polling place at St John's Parish Centre, Friern Barnet Road, N11 3EQ
  - b. To refuse the proposed change within Totteridge Ward (CFA polling district); being a proposal to locate the Polling Place for CFA at Totteridge and Millhillians Cricket Club for future elections.
  - c. To agree the remaining proposed changes to polling place arrangements as set out in Appendix A, B and C.

## **8. ANNUAL ELECTORAL REGISTRATION REPORT 2016**

The Chief Executive (Returning Officer) presented the report which provided the Committee with an overview on the status of the Register of Electors in Barnet as at 1 December 2016 and on the work done by officers on behalf of the Council's Electoral Registration Officer.

He explained that the annual report on the Electoral Register has been produced in accordance with the accepted recommendations of the 'Review of the London Borough of Barnet's Registration and Elections Services' as undertaken by Dr Dave Smith and reported to the Council's General Functions Committee in November 2016.

The Head of Electoral Services highlighted the key activities undertaken by the Electoral Registration Team in 2016 – specifically activity in relation to maintenance of the register of electors and the timings of a number of these activities during 2016.

He informed the Committee that the key priority for this year would be the implementation of the improvement recommendations resulting from the recent independent ‘Smith’ review. He explained that this work was already underway and would continue to progress throughout the coming year and into the run up to the Local Government elections scheduled for 3 May 2018. He confirmed that additional reports on the progress of the implementation of the improvement recommendations would be provided to future meetings of General Functions Committee.

The Committee welcomed the detailed report.

**RESOLVED - That the General Functions Committee considered and commented on this first annual Electoral Registration report.**

#### **9. CREATION OF ASSISTANT DIRECTOR POST, ADULTS & HEALTH JOINT COMMISSIONING UNIT**

The Commissioning Director for Adults and Health introduced the report which sought approval to proceed with the creation of an Assistant Director post in the Adults Joint Commissioning Unit. She explained to the Committee that this has arisen following on from a formal staff consultation and subsequent restructure of the Adults Joint Commissioning Unit – the restructure affected fewer than 20 staff.

Having considered the report, **the Committee RESOLVED to approve;**

- 1. The creation of an Assistant Director post in the Adults Joint Commissioning Unit, as set out in this report.**
- 2. The advertising of, and recruitment to, the Assistant Director post.**

#### **10. PAY POLICY STATEMENT**

The Strategic HR Director presented the report which asked the Committee to review the Council’s Pay Policy Statement for the financial year 2017/18 and to recommend it for approval by Full Council on 4th April 2017.

With regards to the Barnet Living Wage he confirmed that for 2017/18 there no employees paid below the Barnet Living wage rate.

Having considered the report, **the Committee RESOLVED;**

- 1. That the General Functions Committee agrees the Council’s Pay Policy Statement for the financial year 2017/18 and recommends it for approval by Council on 4th April 2017.**

#### **11. SENIOR MANAGEMENT PAY REVIEW**

The Chief Executive and Head of Paid Service introduced the report which sought the Committee’s approval to formally authorise a review the senior management salary structure and reporting lines. He confirmed that consultation with staff had been

undertaken through which included individual meetings with those directly affected. He further confirmed that consultation would continue with affected individuals while the restructure was implemented.

Having considered the report, **the Committee RESOLVED;**

- 1. That a review of the Senior Management pay Structure is undertaken and a report of the results be brought back to a future meeting of this Committee.**

## **12. SENIOR MANAGEMENT CHILDREN AND FAMILY SERVICES RESTRUCTURE**

The Commissioning Director (Children & Families) introduced the report with sought approval the Committee to (i) proceed with the proposed restructure of the Senior Management Children & Family Services and (ii) implement the pay and grading of the amended positions, in line with the Council's existing senior management pay scales.

In line with the Committee's terms of reference the Chairman, duly seconded moved the additional recommendation.

*That the Committee approve the salary set out in paragraph 6.4 for the new posts created in the proposed structure.*

On being put to the vote the recommendation was carried

Having considered the report, **the Committee RESOLVED to;**

- 1. The deletion of 6 posts from the Council's establishment, the creation of 3 posts, re-grading of 2 posts and the realignment of the senior management structure 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 together with the relevant recruitment to vacant posts. The list of posts on the establishment at this level will be as set out on that chart. The restructure will have a phased implementation from 1st April 2017.**
- 3. That the Committee approve the salary set out in paragraph 6.4 for the new posts created in the proposed structure.**

## **13. BI-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 1st April to 30th September 2016. The report detailed information for corporate performance as well as for individual Delivery Units. It further detailed the statistical information and commentary for the first 6 months of 2016/17, and included:

- Accidents and Incident statistics
- Audit results
- Health and Safety Training undertaken

The Head of Health, Safety and Wellbeing summarised the planned audits and work undertaken in the quarter improved with the focus on inspection of construction sites. In



addition to these, 5 audits were undertaken over this period within the Family Services and Streetscene Delivery Units as well as in 2 schools.

With regards to training he confirmed that 298 training modules had been completed within these 2 quarters, with DSE, fire safety and manual handling modules have the biggest uptake.

Having considered the report **the Committee resolved to note the report.**

**14. APPROVAL OF PREMISES FOR WEDDINGS AND CIVIL PARTNERSHIP REGISTRATIONS: CLAYTON CROWNE HOTEL (PREVIOUSLY CROWNE MORAN HOTEL) 142-152 CRICKLEWOOD BROADWAY, CRICKLEWOOD, NW2 3ED**

The Committee received a report in the name of the Proper Officer for Registration. The report sought determination on an application received from The Clayton Crowne Hotel to have their approval renewed 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. The renewal would be for a further period of three years.

Having considered the report **the Committee resolved;**

- 1. That the General Functions Committee approve the application received from The Clayton Crowne Hotel to renew approval 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 approval.**

**15. NOMINATION OF LOCAL AUTHORITY REPRESENTATIVES ON 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 13 schools. The nominations were uncontested.

**The Committee RESOLVED;**

- 1. That the following representative be nominated to vacancies on school governing bodies**

| <b>School Governing Body</b>         | <b>Representative</b> |
|--------------------------------------|-----------------------|
| Childs Hill – NW2 1SL                | Nicholas Sowemimo     |
| Christ Church CE – EN5 4NS           | Duncan Macdonald      |
| Livingstone School – EN4 9BU         | Joanna Bown           |
| Mathilda Marks Kennedy – NW7 3RT     | Mrs Deborah Cohen     |
| St Pauls Primary School CE – NW7 1QU | Lisa Mazzucoelli      |
| Woodridge - N12 7HE                  | Keith Hill            |
|                                      |                       |

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

| <b>School Governing Body</b>           |
|--|
| Dollis Junior School – NW7 3ED         |
| Holly Trinity School CE – NW2 8GA      |
| Sunnyfields School – NW4 4JH           |
| Woodcroft School – HA8 0QF             |
| Bishop Douglass – N2 0SQ               |
| St Michaels Catholic Grammar – N12 7NJ |
| Barnfield School – HA8 0DA             |

**16. GENERAL FUNCTIONS COMMITTEE WORK PROGRAMME**

The Committee reviewed and noted the work programme for March 2017 – June 2017

**17. ANY ITEM(S) THAT HE CHAIRMAN DECIDES IS URGENT**

There were none.

The meeting finished at 8.05 pm

## Decisions of the Special General Functions Committee

3 May 2017

Members Present:-

Councillor Joan Scannell (Chairman)

Councillor Alison Moore  
Councillor Ammar Naqvi

Councillor Barry Rawlings  
Councillor Daniel Thomas

Apologies for Absence

Councillor Wendy Prentice

Councillor Richard Cornelius

### 1. ABSENCE OF MEMBERS

Apologies were received from Councillor Wendy Prentice and Councillor Richard Cornelius.

### 2. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None.

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

None.

### 4. PUBLIC QUESTION AND COMMENTS (IF ANY)

None.

### 5. MEMBERS ITEM (IF ANY)

None.

### 6. SENIOR MANAGEMENT RESTRUCTURE

The Chief Executive and Head of Paid Service introduced the report which detailed the proposed changes to the senior management structure affecting the Commissioning Group and Delivery Units.

He clarified that the structure would come into effect as of 1<sup>st</sup> June 2017, following the close of consultation. As such recommendation 2 is amended as follows: The committee agrees;

2. **The implementation of the restructure in accordance with the 'Proposed Structure' chart at Appendix 1 of this report with effect from ~~1st April 2017~~ 1st June 2017.**

He further explained that Council only need approve the appointment of the Head of Paid service. Therefore the appointment of the Director of Finance as Chief Finance Officer and Section 151 Officer could be agreed by this Committee.

As such recommendation 4 is amended as follows: The committee agrees;

- 4. ~~Recommend to Council that~~ The **appointment of the Director of Finance in the new structure (formerly Director of Resources) is appointed as Chief Finance Officer and Section 151 Officer.****

He drew the Committee's attention to the circulated addendum report which set out the proposal to separate the Monitoring Officer role from the Director of Assurance and explained the rational for doing so (this forming an additional 5<sup>th</sup> recommendation). He confirmed that further proposals setting out the roles and responsibilities would be brought back to this Committee.

Regarding the role of the Director of Commercial Services and responsibilities that fall within that role as set out in paragraph 6.4 the Committee sought clarification as to whether the '*.....shared service partners*' included HB Public Law. The Head of Paid Service confirmed it did.

**RESOLVED that the General Functions Committee approves:**

- 1. The deletion of three posts from the Council's establishment, and the realignment of the senior management structure as set out in Section 6.5 of this report.**
- 2. The implementation of the restructure in accordance with the 'Proposed Structure' chart at Appendix 1 of this report to with effect from 1st June 2017.**
- 3. The implementation of the senior salaries review, pay progression arrangement and annual pay awards as outlined at paragraph 6.6 including the salaries for the posts in the proposed structure.**
- 4. The appointment of the Director of Finance in the new structure (formerly Director of Resources) as Chief Finance Officer and Section 151 Officer.**
- 5. That in addition to the proposals set out in section 6.5 of the main report the Committee agrees the further proposal to separate the Monitoring Officer role from the Director of Assurance role.**

**7. ANY ITEM(S) THAT THE CHAIRMAN DECIDES IS URGENT**

The Chief Executive and (Acting) Returning Officer introduced the report which advised the Committee of two 'emergency' temporary changes to polling places undertaken in preparation for Parliamentary General Election on 8 June 2017.

The changes were necessitated as result of the 'snap' election called by the Prime Minister on 18 April 2017. The 'emergency' temporary changes to two further polling places were as follows:

- CFC – Totteridge: St John's Hall has changed ownership. This has therefore been moved to Queenswell Infants School, Sweets Way, Friern barnet Lane, London N20 0NQ

- FIB - East Finchley: East Finchley Library is undergoing refurbishment. This has therefore been moved Martin School (Sports Field Building) Plane Tree Walk, N2 9JP

The Committee requested that details of the changes are clearly communicated and visibly sign posted to ensure members of the public are correctly directed to the polling places.

**RESOLVED - That the General Functions Committee note the changes set out in Appendix A that have been undertaken by the (Acting) Returning Officer for use in the Parliamentary General Election on 8 June 2017.**

The meeting finished at 6.25 pm

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|  | AGENDA ITEM 6<br><b>Community Leadership Committee</b><br><b>8 March 2017</b>  |
| <p style="text-align: center;"><b>Title</b></p>                                   | <p><b>Member’s Item – Electoral Registration for General Election 2017 – Councillor Barry Rawlings</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</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>Maria Lugangira – Governance<br/> <a href="mailto:maria.lugangira@barnet.gov.uk">maria.lugangira@barnet.gov.uk</a>, 020 8359 2761</p> |

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| <b>Summary</b>   |
| <p>The report provides detail on the Member’s Items submitted for the General Functions Committee to consider and for instructions to be provided to Officers.</p> |

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|--|
| <b>Recommendations</b>   |
| <p><b>That the General Functions Committee’s instructions are requested in relation to the item submitted by a member of the Committee highlighted at section 1.1.</b></p> |

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

- 1.1 Councillor Barry Rawlings has requested that a Member's Item be considered on the following matter:

### **Electoral Registration for General Election 2017**

Councillors from across political parties will be aware of a number of complaints from residents who applied online to go on the electoral register by the deadline for the General Election 2017, received a confirmation email acknowledging receipt of their application but then received no further contact from the Council. On failing to receive a polling card some have contacted the Council to be informed that they needed to supply verification evidence to complete their application – but they received no email or other written request to provide any verification evidence.

Some of these residents had their registration resolved through contacting the Council and were able to vote, others did not.

A number of these residents applied many weeks before the deadline, and despite contacting the Council were not able to resolve their application through the verification process.

While the number of residents who contacted councillors and political parties about this issue may seem relatively small, any individual deprived of their right to vote should be unacceptable to the Council.

Having seen the details of some of the complaints I am concerned that there has been a system error in the verification process – whether IT error, human process error or both – and that this may mean many more people were affected than the small number of cases I have been made aware of.

I request that the General Functions Committee is advised in the first instance how many people registered online before the deadline but were not verified.

I also request that this issue is addressed in detail as part of the General Election review report that will come to a future meeting of General Functions.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 No recommendations have been made. The Committee are therefore requested to give consideration and provide instruction.

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

- 3.1 The options available to the Committee are to;
- i. Instruct an officer to prepare a report for a future meeting of the Committee on the issue(s) raised with a recommended course of action, or



- ii. Take no action

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

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

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

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

- 5.1.1 As and when issues raised through a Member's Item are progressed, they will need to be evaluated against the Corporate Plan and other relevant policies.

##### **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 None in the context of this report.

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

- 5.4.1 The Council's Constitution (Meeting Procedure Rules, Section 6) states that a Member, including appointed substitute Members of a Committee may have one item only on an agenda that he/she serves. Members' items must be within the term of reference of the decision making body which will consider the item.

##### **5.5 Risk Management**

- 5.5.1 None in the context of this report.

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

- 5.6.1 Members' Items allow Members of a Committee to bring a wide range of issues to the attention of a Committee in accordance with the Council's Constitution. All of these issues must be considered for their equalities and diversity implications.

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

- 5.7.1 None in the context of this report.

##### **5.8 Insight**

- 5.8.1 None in the context of this report.

## **6. BACKGROUND PAPERS**

6.1 Email to Governance Service.

|  |  |
|--|--|
|  | <h2>General Functions Committee</h2> <h3>28 June 2017</h3>   |
| <p style="text-align: right;"><b>Title</b></p>                   | <p><b>Acting Returning Officer's (ARO's) Preliminary Report on the General Election held on 8 June 2017</b></p>                                  |
| <p style="text-align: right;"><b>Report of</b></p>               | <p>John Hooton - Chief Executive and (Acting) 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>Yes</p>   |
| <p style="text-align: right;"><b>Key</b></p>                     | <p>No</p>  |
| <p style="text-align: right;"><b>Enclosures</b></p>              | <p><b>Appendix A</b> - ARO's Preliminary Report of the Election Review on the UK Parliamentary Election on 8 June 2017</p>                       |
| <p style="text-align: right;"><b>Officer Contact Details</b></p> | <p>John Bailey – Head of Electoral Services<br/>020 8359 3008 - <a href="mailto:john.e.bailey@barnet.gov.uk">john.e.bailey@barnet.gov.uk</a></p> |

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|---|
| <h2>Summary</h2>  |
| <p>This report provides committee with a preliminary report on the planning, implementation and delivery of the UK General Election on 8 June 2017 in the three parliamentary constituencies within the London Borough of Barnet. A full report on the election review findings will follow and is proposed to publish in time for the committee's meeting on 9 October 2017.</p> |

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| <h2>Recommendations</h2>  |
| <ol style="list-style-type: none"> <li>1. That the General Functions Committee note and comment upon the preliminary findings of the ARO in the report set out in Appendix A.</li> <li>2. The General Functions Committee note that a full (more detailed) report will be presented at the committee's meeting on 9 October 2017 – and that such a report will form part of an annual process of elections review.</li> </ol> |

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

- 1.1 So that the General Functions Committee has oversight of the delivery of statutory elections within the borough and of the resources (including staff, accommodation, equipment and services) made available by the Council to the London Borough of Barnet's (Acting) Returning Officer and Electoral Registration Officer.
- 1.2 The 'Smith Review' of Electoral Registration and Election Services (GFC November '16) commended Barnet's current practice of undertaking post-election reviews and in keeping with the theme of the recommendations made in that report, the ARO committed to bringing these post-election reviews to General Functions Committee.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 The designation of the temporary polling places seeks to ensure that electors are given reasonable and accessible facilities for voting (so far as is practicable within the circumstances)
- 2.2 The Council must provide the authority's Returning Officer (who has full and overall responsibility for the preparation and conduct of all elections within the borough) with appropriate resources to ensure the efficient and legislatively compliant conduct of all statutory elections. This report helps to provide General Functions Committee with relevant information to;
  - ensure that the Council has met its obligations in this regard
  - ask any necessary questions to satisfy themselves that provision for future elections will be sufficient and appropriate.

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

- 3.1 None.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 A full review of the delivery of the UK Parliamentary elections will be completed and is expected to be published in time for inclusion as an item at the General Functions Committee meeting on 9 October 2017.
- 4.2 The Returning Officer, (Interim) Assurance Director and Head of Electoral Services will re-commence the planning and implementation of all actions appropriate to fulfil the recommendations of the Smith Review.

## **5. IMPLICATIONS OF DECISION**

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

- 5.1.1 It is a 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 and the use of post-election reviews has been commended as a way of ensuring that future improvements to the conduct of elections are identified and introduced where possible.

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

- 5.2.1 In accordance with electoral legislation specific to each electoral franchise, the majority of costs for most borough-wide elections are met by other relevant governmental agencies (e.g. Parliamentary election costs are met by

parliament, London Mayoral/GLA election costs are met by the GLA etc.). The costs of Council (local) elections however are met in full by the council and any increases in the cost of conducting any election activities will have to be met by the council (whether for full Council elections, such as those scheduled for May 2018, or for single vacancy 'by elections').

### **5.3 Social Value**

5.3.1 Not applicable.

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

5.4.1 Each London Borough is required by Section 35(3) of the Representation of the People Act 1983 Act to appoint an officer of the council (the proper officer of the council) to be the Returning Officer (RO) for elections of borough councillors. Section 8(2)(a) of the Act also requires the Council to appoint an officer to be the Electoral Registration Officer (ERO). The ERO is responsible for the preparation and maintenance of the electoral register for any parliamentary constituency or part of a constituency within its area.

5.4.2 According to Section 28(1)(a) of the Act, only the ERO may act as the (Acting) Returning Officer at Parliamentary elections for constituencies in London, the Returning Officer for these elections being the Council's Mayor. It is common practice throughout therefore, that a single officer is appointed as both the RO and ERO.

5.4.3 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".

### **5.5 Risk Management**

5.5.1 The purpose of the election review (of which the attached is a preliminary report) is to assess the most recent performance and suitability of Barnet's election preparations, planning and delivery. Further to that it is designed to identify where improvements can be made to reduce the risk of poor performance or outcomes at future elections so the actions proposed by the full review report will be specifically targeted at identifying and minimising risks at future elections.

### **5.6 Equalities and Diversity**

5.6.1 No separate equalities impact assessment has been undertaken as the delivery of all electoral processes are strictly governed by legislation, which is in itself designed to provide for reasonable access to voting for all electors – including persons who have different forms of disability (so far as is reasonably practicable in the circumstances). In addition to providing polling stations that are as accessible as practicable in the circumstances, section 2 Representation of People Act 2000 provides that all voters have the right to request the use of postal or proxy voting arrangements.

### **5.7 Consultation and Engagement**

5.7.1 The full review of the election will include feedback from individuals and/or groups that will represent all stakeholders in the statutory electoral process.

## **6. BACKGROUND PAPERS**

- 6.1 'Independent Review of the Electoral Registration and Elections Services in Barnet and the council's Response' – General Functions Committee 9 November 2016.**

## **London Borough of Barnet**

### **ARO's Preliminary Report on the conduct of the General Election June 2017**

#### 1. Summary:

Not surprisingly, the calling of a snap general election posed significant logistical challenges for election teams and Returning Officers across the country, and overall, teams responded very well to this challenge. In Barnet the process for the administration of the General Election ran smoothly across all three Parliamentary constituencies and the level of turnout (both in-station and postal voting) across the constituencies indicates that voter engagement and participation was at an extremely high level.

The preparations in Barnet involved confirmation of nearly 100 polling venues (including in a few instances where pre-designated venues had to be replaced at very late notice), the count venue, and the coordination of multiple statutory processes that involved over 700 staff across polling stations, security and logistics, postal voting and finally, the count and declarations. It also involved standing up additional resources to manage the typical surge in registration around national elections, as well as the preparation and issuing of polling cards, postal votes, proxy votes and so on. Further to this the requirements of staff recruitment and training and the preparation of materials and equipment for ballot boxes, polling stations and the count were all successfully delivered in just 50 days.

#### 2. Staffing and Preparation

The Electoral Services team was quickly supplemented with an additional five members of full-time staff, who were seconded-in from across the Assurance Directorate (4) and Adult Social Services (1). The full complement of staff was then split between a 'Registration Team' and an 'Elections Project Team' although a high degree of flexibility in temporarily moving staff members between these teams as required (e.g. to meet specific statutory deadlines etc.) was necessary in order to make best use of these available resources.

The Acting Returning Officer held a weekly Election Project Board to ensure that full oversight was maintained of ongoing activities and to ensure that organisational resources were sought and supplied as required. In particular, partners in CSG were tasked with providing essential support via the implementation of a dedicated Elections Call Centre to ensure that all enquiries from electors, residents and other stakeholders were suitably responded to.

Recruitment started immediately for staff that would be required for polling, counting and other electoral duties. In addition to contacting staff that had worked on recent elections, a relatively low-key campaign seeking applications from current staff from LBB and partner organisations was highly successful and recruitment to the approx. 725 posts was well managed throughout. A key element to ensuring staffing levels were sufficient throughout was to 'over-recruit' to key polling and count roles and this successfully compensated for the inevitable late staff withdrawals and the handful of no-shows on the day.

#### 3. Electoral Registration

Despite some initial public opinions that eligible electors might not engage in high levels with this election, activity on the electoral register increased significantly (even beyond the levels witnessed for the EU Referendum last year) with almost 19,000 amendments being made to the register of electors during the period following the announcement of the election and the publication of the final election register on 1 June 2017. This figure included over 12,000 additions to the register so that it currently stands at its highest ever level in Barnet at 253,591 (this includes electors without

the Parliamentary franchise). This total register figure was also achieved on the back of the annual register published on 1 December 2016, which itself stood at a post-annual canvass record of 241,737 (and represented an increase of 4.7% over previous year, versus the average London increase of circa 3.6%).

However, whilst registration applications have undoubtedly been simplified and aided by the 'gov.uk/register-to-vote' online registration portal that was introduced under Individual Electoral Registration (IER), a known side-effect of this application channel is the significant number of duplicate applications made. These duplicate applications cause a great deal of unnecessary administrative time and effort.

Further to this, as the deadline for registering in time for the election approaches, the high number of late applications made via the gov.uk route subsequently created a high number of contacts in the run up to and on the day of polling, enquiring as to whether their application has been successful (under IER all applications to join the register must be verified against DWP held data, or otherwise confirmed against additionally supplied documentary evidence). Currently, an applicant via the gov.uk portal receives an acknowledgement email from the site stating that the application has gone to a specified local authority, but does not explain that the success of the application is still subject to a central government verification process and may also yet require the applicant to provide further documentary evidence (potentially within a very short period of time). Whilst the vast majority of these enquiries were successfully resolved and it was clear that all processes utilised were statutorily correct, it will be worth reviewing whether any improvements to existing internal processes are possible and could be made ahead of future elections. It is considered that the Electoral Registration Officer and Head of Electoral Services will make representations to the Cabinet Office (most probably via the Electoral Commission and the Association of Electoral Administrators), regarding the need to clarify that processes are still outstanding in the acknowledgement emails that are sent to applicants from the gov.uk portal. There were also a significant number of proxy applications for this General Election, which despite following on from a trend seen at the EU Referendum (and attributed to a 'June election date' meaning that there is an increased number of electors 'away' on polling day), was up significantly even from those numbers. This caused significant numbers of queries and a lot of administrative time and again it will be worth reviewing this process to understand if the administration of these can be improved.

#### 4. Postal Voting, Polling and Turnout

The number of registered electors in Barnet opting to vote by post continues to increase and 48,828 of those eligible to vote at Parliamentary elections chose this voting method for this election. This represented 21.5% of the eligible electorate and is again a new record number (at the General Election in May 2015 -19.5% of the eligible electorate had a postal vote). A total of 39,849 postal ballot packs were returned by 10pm on polling day, giving a turnout from postal voters of 81.6%. Overall a total of 266 replacement postal vote packs were issued (equating to 0.54% of all postal vote packs) from NLBP and Hendon Town Hall for lost, spoilt or non-received postal vote packs.

On polling day, 120,800 electors cast their votes across Barnet's 155 polling stations at 93 locations, giving an in-person turnout of 67.8%. Anecdotal feedback from polling staff and election agents is that the process ran more smoothly in Barnet than has been the case over recent elections. Registers were complete at all polling stations, and the overall number of queries and complaints around postal votes and polling cards was lower than has been the case historically. Unfortunately there were a small number of issues reported with the behaviour of tellers on polling day that Presiding Officers and Polling Inspectors had to resolve. It will be worth reviewing



the communication, guidance and Returning Officer instructions given to Election Agents in this area, in order to ensure that such issues are not repeated at future elections. Additionally, due to the late changes that had to be made to a small number of polling venues, it is anticipated that the Council's annual 'Interim Review of Polling Districts and Polling Places' (scheduled to be undertaken and then report to GFC this coming autumn/winter) may be more wide-ranging than has been the case in recent years. At 70.7%, overall turnout across Barnet was exactly 2% higher than that nationally (68.7%) and gives good assurance that there were no wide-spread issues that stopped eligible electors from either getting registered or casting their votes in the manner of their choosing. *At present figures for turnout in London as a whole are not yet available.*

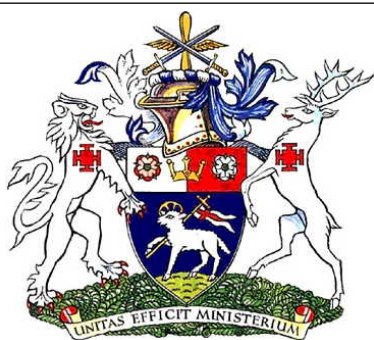
#### 5. Counts and Declarations

The count process ran extremely smoothly, with all constituencies completing their initial counts just before 4am. Whilst this does not match some of the exceptionally fast counts seen in particular parts of the country, it compares favourably with the majority of other London boroughs. However, the results at this election mean that all three of Barnet's constituencies would reasonably now be labelled as 'marginal'. As a consequence the very close results in Hendon and Chipping Barnet in particular meant that Election Agent's requests that 'bundle-flick' rechecks of vote bundles be carried out were agreed by the ARO. This resulted in the declarations for these two constituencies being delayed until 5.15am and 5.40am respectively. Whilst it is felt that there are some further efficiency that can be found, these counts did represent a quicker process than has historically been seen in Barnet, but vitally retained the necessary high levels of transparency and accuracy to ensure confidence in the declared results.

#### 6. Next Steps

A full internal review of the planning and implementation of all activities for the conduct of the General Election on 8 June 2017 will be continue between now and the October GFC to further consider all of the matters outlined above, along with any other elements that the committee feels need to be considered. The 'Smith Review' (of Electoral Registration and Election Services) reported to GFC on 9 November 2016, commended as good practice Barnet's use of such post-election reviews, but these will now also be presented to GFC following each election in future. Although this election necessarily paused many of the planned activities to implement the complete suite of recommendations made by the Smith Review (and accepted in full by the Returning Officer), these will now be rescheduled with progress also being reported to GFC at the meeting in October 2017.

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## General Functions Committee

28 June 2017

|                                |   |
|--------------------------------|---|
| <b>Title</b>                   | <b>Hendon Town Hall Committee and Meeting Room Utilisation</b>  |
| <b>Report of</b>               | Head of Estates   |
| <b>Wards</b>                   | Hendon  |
| <b>Status</b>                  | Public  |
| <b>Urgent</b>                  | No  |
| <b>Key</b>                     | No  |
| <b>Enclosures</b>              | None  |
| <b>Officer Contact Details</b> | Sean Patten, Facilities Manager, <a href="mailto:sean.patten@barnet.gov.uk">sean.patten@barnet.gov.uk</a> , 0208 3597 269 |

### Summary

This report details the current room utilisation at Hendon Town Hall and seeks the comments from the Committee.

### Recommendation

**That the Committee note the utilisation of committee and meeting rooms at Hendon Town Hall and make comments and/or recommendations as appropriate.**

#### 1. WHY THIS REPORT IS NEEDED

##### Background

- 1.1 Hendon Town Hall is a key public facing building which is primarily used by Members (including the Group Rooms and Members Surgeries), for council

and committee meetings (evening meetings), licensing sub-committees, school admission/exclusion appeals, partnership boards and officer meetings (daytime meetings), Registration and Nationality (for registration services, weddings and civil partnerships, and citizenship ceremonies) and the Mayor's Office. Middlesex University also use Committee Rooms 2 and 3 and the Council Chamber during the day to hold lectures and other meetings. There are also other occasional uses which are set out in detail in section 1.9.2 below.

- 1.2 Following the relocation of Registration and Nationality from Burnt Oak to Hendon Town Hall in February 2017 it is timely to review room utilisation at the Town Hall to ensure that all stakeholders understand each other's requirements and that prioritisation of different users is documented and understood.

### **Middlesex University Use of Hendon Town Hall**

- 1.3 At present there is no clear formal agreement between the Council and Middlesex University, in regard to the use of both Committee Rooms 2 and 3 and the Council Chamber at Hendon Town Hall.
- 1.4 However, the current informal arrangement is that the University may use Committee Rooms 2 and 3 and the Council Chamber, summarised as follows:
  - 1.4.1 Committee Rooms 2 and 3: Monday to Friday between 9.00am and 5.00pm
  - 1.4.2 Council Chamber: Monday and Tuesday ONLY between 9.00am and 5.00pm except on the Tuesday of a Full Council meeting.
- 1.5 Should the University not require any of these rooms, they are always made available for the Council or other organisations to use on a commercial basis.
- 1.6 Within the arrangement, the Council can cancel any University bookings, should the need for a room arise, for example where there is a statutory council meeting, for public enquiries, or for elections. Such a cancellation is provided by giving the University 48 hours' notice of the Council's requirement. In practice the Council will provide the University with as much notice as possible.
- 1.7 It is proposed that the current informal arrangement with Middlesex University continues as this will provide the Council with the flexibility to amend or terminate the arrangement should there be a change in demand for rooms at Hendon Town Hall in the future as a result of changes in Members requirements or forthcoming office moves.

### **Council Use of Hendon Town Hall**

- 1.8 The current Council use of Hendon Town Hall is outlined below:
  - 1.8.1 Frequent users of Hendon Town Hall:

- The Governance Service and other service areas use committee rooms for statutory meetings which are held during the daytime. These include Licensing Sub-Committees, School Admissions/Exclusions Appeals, other formal meetings (e.g. such as partnership boards) and the SACRE (Standing Advisory Committee on Religious Education).
- The Governance Service use Committee Rooms and the Council Chamber for statutory meetings which are held in the evening including Full Council and committee meetings. The Service also use rooms for other meetings such as Member Development and Youth Assembly meetings.
- Registration and Nationality use the Town Hall during the daytime. This includes the ground floor offices, a first floor office, and the use of the Council Chamber for Citizenship Ceremonies and the Heritage Room for marriage and civil partnership ceremonies.
- Councillors use the downstairs meeting rooms (used by Registration and Nationality during the day) after 5.00pm for Members Surgeries.
- A Business Centre (adjacent to Committee Room 3) on the first floor is used by council officers. There is priority for chief officers attending committee, custodians and Governance Officers, but this space can also be used as a touchdown base by other officers.

#### 1.8.2 Other uses, including occasional requirements:

- During an election period Committee Rooms 1 and 2 are required in the three weeks in the lead up to the election (late April/ early May) for the sorting and verification of postal votes.
- Use of meeting rooms by council departments (e.g. team away days, meetings involving partners)
- Daytime use of meeting rooms by Members (e.g. Leaders Office, Members Group Rooms, etc.)
- Candidates at a parliamentary election or European parliamentary election are entitled to hold public meetings to support their campaigns (only between the receipt of the writ for the election and the day preceding the election).
- Use of Council Chamber by the Mayor's Office (e.g. for Robe Shows which are held during the day approximately six times per year).

1.10 Members are also able to book the committee rooms and council chamber. A general accepted principle is that there no charge where the meeting is in relation to Council business. However, where the meeting is a personal meeting or the Member is acting in a private capacity, it will be subject to the usual market rate: <https://www.barnet.gov.uk/citizen-home/parks-sport-and-leisure/room-hire-hendon-town-hall.html>

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 The General Functions Committee has responsibility for all other Council functions that are not reserved to Full Council. As the use of rooms at Hendon Town Hall is a matter which directly affects Members it falls with the remit of the Committee to consider and determine matters relating to room usage at Hendon Town Hall. This will ensure that stakeholders are accommodated and prioritised appropriately.

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

- 3.1 Maintain the current status quo. This is not recommended as the move of the Registration and Nationality Service into Hendon Town Hall has increased the usage of rooms and it is therefore necessary to review arrangements.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Post decision implementation will be dependent on the recommendations of the committee.
- 4.2 Should there be any urgent requirement for the Council to use rooms that would ordinarily be available to Middlesex University the Council will provide a minimum of 48 hours' notice. In this instance, Facilities Management will inform the University Facilities Manager to confirm the room cancellation.

## **5. IMPLICATIONS OF DECISION**

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

- 5.1.1 The Corporate Plan 2015 – 2020 has a strategic target relating to One Public Estate, particularly: "Working with central government and local agencies on public property and land issues through sharing and collaboration, we will deliver more integrated and customer focused services, reduce running costs, create economic growth (new homes and jobs) and generate capital receipts." Shared use of Hendon Town Hall with other agencies such as Middlesex University contributes to delivering this target.

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

- 5.2.1 None other than those already committed to the maintenance and management of Hendon Town Hall.
- 5.2.2 Candidates at a parliamentary or European parliamentary elections holding public meetings to support their campaigns or Members using Hendon Town Hall for a personal meeting or acting in a private capacity will be subject to charges at the usual market rate (as detailed in section 1.10 above).

### **5.3 Social Value**

5.3.1 Not applicable in the context of this report.

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

5.4.1 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 all other Council functions that are not reserved to Full Council.

5.4.2 The Representation of the People Act 1983 obliges a local authority to permit the use of certain schools and other council premises for purposes connected to parliamentary and local government elections.

### **5.5 Risk Management**

5.5.1 Not considering the current room utilisation at Hendon Town Hall could result in some users not being able to access rooms when required. As a primary public facing building it is important that the Council has access to the rooms it requires to support Members, hold formal meetings, accommodate the Mayor's Office and enable the Registration and Nationality Service to operate effectively.

### **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

5.6.2 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.

### **5.7 Consultation and Engagement**

5.7.1 Subject to the views of the Committee discussions take with the various stakeholders to ensure that all parties are clear how meeting rooms are managed at Hendon Town Hall.


### **5.8 Insight**

5.8.1 Not applicable in the context of this report.

**6. BACKGROUND PAPERS**

6.1 None.



|   |  |
|---|--|
|  | AGENDA ITEM 9  |
|   | <b>General Functions Committee</b><br><b>28 June 2017</b>  |
| <b>Title</b>  | <b>Nomination of Local Authority Representatives on School Governing 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 LA Vacancies on School Governing Bodies   |
| <b>Officer Contact Details</b>  | Maria Lugangira, Governance<br><a href="mailto:maria.lugangira@barnet.gov.uk">maria.lugangira@barnet.gov.uk</a><br>020 8359 2761 |

**Summary**

The Committee is asked to nominate representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.

**Recommendation**

1. That the General Functions Committee nominates representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.

## **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.

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<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](#)

## 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 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 – 28 June 2017

LOCAL AUTHORITY VACANCIES ON SCHOOL GOVERNING BODIES

The General Functions Committee is asked to make nominations to the vacancies shown below and shaded grey.  
The Governor Support Service is invited to nominate a representative after a position has been vacant for three months or more.

| BARNFIELD - HA8 0DA                               |         |             |              |                  |                  |
|---|---------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status  | Nominations |              |                  |                  |
|   |         | Labour      | Conservative | Liberal Democrat | Governor Support |
| Mr Michael Catley (C)<br>Resigned February 2017   | Vacancy |             |              |                  |                  |

| BELL LANE – NW4 2AS                               |          |             |              |                  |                  |
|---|----------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status   | Nominations |              |                  |                  |
|   |          | Labour      | Conservative | Liberal Democrat | Governor Support |
| Mr John Hickman(C)<br>Expired 10 June 2017        | Vacancy* |             |              |                  |                  |

\*Governor Support have advised that Mr John Hickman wishes to be reappointed

| BISHOP DOUGLASS – N2 0SQ                          |         |             |              |                  |                  |
|---|---------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status  | Nominations |              |                  |                  |
|   |         | Labour      | Conservative | Liberal Democrat | Governor Support |
| Reconstituted<br>LA Governor required             | Vacancy |             |              |                  |                  |

| COURTLAND – NW7 3BG                            |           |             |              |                  |                  |
|--|-----------|-------------|--------------|------------------|------------------|
| Current Representative & Period of Appointment | Status    | Nominations |              |                  |                  |
|  |           | Labour      | Conservative | Liberal Democrat | Governor Support |
| Mr Michael Rose (C)<br>Retiring September 2017 | Retiring* |             |              |                  |                  |

\* Governor Support has advised that the governing body has expressed a preference for a candidate with Legal experience

| CROMER ROAD – EN5 5HT                          |          |             |              |                  |                  |
|--|----------|-------------|--------------|------------------|------------------|
| Current Representative & Period of Appointment | Status   | Nominations |              |                  |                  |
|  |          | Labour      | Conservative | Liberal Democrat | Governor Support |
| Mr Tony Vourou (L)<br>Expired 10 June 2017     | Vacancy* |             |              |                  |                  |

\*Governor Support have advised Mr Tony Vourou wishes to be reappointed

| DOLLIS JUNIOR SCHOOL - NW7 3ED                                  |          |             |              |                  |                  |
|---|----------|-------------|--------------|------------------|------------------|
| Current Representative & Period of Appointment                  | Status   | Nominations |              |                  |                  |
|   |          | Labour      | Conservative | Liberal Democrat | Governor Support |
| Cllr Sury Khatri (C)<br>Appointment expired 14<br>November 2015 | Vacancy* |             |              |                  |                  |

\* Governor Support has advised that the governing body has expressed a preference for a candidate with HR and/or PR experience. The Governing Body will also consider someone with Education skills.

| HOLLY PARK – N11 3HG                              |         |             |              |                  |                  |
|---|---------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status  | Nominations |              |                  |                  |
|   |         | Labour      | Conservative | Liberal Democrat | Governor Support |
| Cllr Brian Salinger (C)<br>Resigned May 2017      | Vacancy |             |              |                  |                  |

| HOLY TRINITY SCHOOL CE – N2 8GA                   |         |             |              |                  |                  |
|---|---------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status  | Nominations |              |                  |                  |
|   |         | Labour      | Conservative | Liberal Democrat | Governor Support |
| Roderick Tella (L)<br>Resigned January 2017       | Vacancy |             |              |                  |                  |

| MONKFRITH – N14 5NG                                |          |             |              |                  |                  |
|--|----------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment  | Status   | Nominations |              |                  |                  |
|  |          | Labour      | Conservative | Liberal Democrat | Governor Support |
| Mr Andreas Tambourides (C)<br>Expired 10 June 2017 | Vacancy* |             |              |                  |                  |

\*Governor Support have advised that Mr Andreas Tambourides wishes to be reappointed

| SACRED HEART CATHOLIC - N20 9JU                   |                 |             |              |                  |                  |
|---|-----------------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status          | Nominations |              |                  |                  |
|   |                 | Labour      | Conservative | Liberal Democrat | Governor Support |
| <b>Ms Clare Hegarty (GS)</b><br>Expired May 2017  | <b>Vacancy*</b> |             |              |                  |                  |

\*Governor Support have advised that Ms Clare Hegarty wishes to be reappointed

| ST JAMES CATHOLIC HIGH SCHOOL - NW9 5PE               |                |             |              |                  |                  |
|---|----------------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment     | Status         | Nominations |              |                  |                  |
|   |                | Labour      | Conservative | Liberal Democrat | Governor Support |
| <b>Ms Lynn Holman-Fox</b><br>Expired 17 February 2017 | <b>Vacancy</b> |             |              |                  |                  |

| SUNNYFIELDS SCHOOL – NW4 4JH                      |                |             |              |                  |                  |
|---|----------------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status         | Nominations |              |                  |                  |
|   |                | Labour      | Conservative | Liberal Democrat | Governor Support |
| <b>Mr Alan Maund (C)</b><br>Resigned October 2016 | <b>Vacancy</b> |             |              |                  |                  |



| WOODCROFT SCHOOL – HA8 0QF                        |          |             |              |                  |                  |
|---|----------|-------------|--------------|------------------|------------------|
| Current Representative<br>& Period of Appointment | Status   | Nominations |              |                  |                  |
|   |          | Labour      | Conservative | Liberal Democrat | Governor Support |
| Cllr Claire Farrier (L)<br>Resigned 7 March 2016  | Vacancy* |             |              |                  |                  |

\*The Governing Body is seeking a candidate with an Education background, who is able to meet the requirements of the role of school governor regarding regular visits and monitoring.

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