

MEETING

GENERAL FUNCTIONS COMMITTEE

DATE AND TIME

MONDAY 15TH JANUARY, 2018

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
Alison Moore

Amar Naqvi
Barry Rawlings

Daniel Thomas BA (Hons)

Substitute Members

Geof Cooke
David Longstaff

Tom Davey
John Marshall

Adam Langleben
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 Wednesday, 10 January at 10am. Requests must be submitted to Andrew Charlwood 020 8359 2014 andrew.charlwood@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: Andrew Charlwood 020 8359 2014
andrew.charlwood@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 - 8
2.	Absence of Members	
3.	Disclosable Pecuniary interests and Non Pecuniary interests	
4.	Report of the Monitoring Officer (if any)	
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15.	Motion to Exclude the Press and Public	
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Decisions of the General Functions Committee

8 November 2017

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

RESOLVED that the minutes of the meeting held on 9 October 2017 be approved as a correct record.

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 QUESTION AND COMMENTS (IF ANY)

None.

6. MEMBERS ITEM (IF ANY)

None.

7. STREET SCENE RESTRUCTURE

The Street Scene Director presented a report which set out a proposed restructure of the Street Scene service.

John Burgess (Branch Secretary) addressed the Committee on behalf of Barnet Unison Trade Union.

Following debate on the item, the Chairman moved the recommendations set out in the report.

The Committee RESOLVED:

- 1. That the new Street Scene Structure as set out in Appendix A be approved.**
- 2. That the deletion and creation of the post as set out in Appendix B be approved.**
- 3. That the Street Scene Director be authorised to take all necessary steps to appoint to the posts including Assistant Director within the new Street Scene Structure as set out in Appendices A and B.**

Votes were recorded as follows:

For	4
Against	3
Abstain	0

8. RECRUITMENT AND RETENTION PAYMENTS

The Strategic HR Director presented a report on recruitment and retention payments.

The Committee RESOLVED

- 1. That the report be noted.**
- 2. That a further review be reported to the Committee in October 2018.**

9. BI-ANNUAL HEALTH AND SAFETY REPORT

The Head of Health, Safety & Wellbeing presented a report which set out the Council's health and safety performance for the period 1 October 2016 to 31 March 2017.

In response to a question, the Head of Health, Safety & Wellbeing advised the Committee that health and safety performance for the council's outsourced services would also be included in future performance reports.

The Committee RESOLVED:

That the Council's health and safety performance for the period 1 October 2016 to 31 March 2017 be noted.

10. CORPORATE HEALTH AND SAFETY POLICY - ASBESTOS MANAGEMENT

The Head of Health, Safety & Wellbeing presented a report which proposed amendments to Part C of the Corporate Health and Safety Policy and the arrangements for the management of the risk of exposure to asbestos.

The Committee RESOLVED:

1. That the revisions to Part C Section 8; Asbestos Management be approved.
2. That the Head of Health, Safety & Wellbeing be instructed to publicise the revised arrangement in accordance with paragraph 1.6 of the report.

11. 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 13 school governing bodies listed in Appendix A to the report.

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

1. That the following representatives be nominated to vacancies on school governing bodies

School Governing Body	Representative
Akiva Primary School – N3 2SY	Mr Terry Feller (Governor Support Nomination)
Brunswick Park Primary – N14 5DU	Cllr Lisa Rutter
Deansbrook Infant – NW7 3ED	Cllr Hugh Rayner

2. That nominations to the following school governing bodies be deferred.

School Governing Body
All Saints CE – NW2 2TH
Barnfield Primary – HA8 0DA
Chalgrove Community Primary – NW3 3PL
Childs Hill School – NW7 3ED
Finchley Catholic High School – N12 8TA
Hasmonean – NW4 1NA
Holy Trinity C of E Primary School – N2 8GA
Moss Hall Infant – N12 8PB
St James Catholic High School – NW9 5PE
Sunnyfields School – NW4 4JH

12. COMMITTEE WORK PROGRAMME

The Committee reviewed their 2017/18 Work Programme as set out at Appendix A.

RESOLVED that the Committee Work Programme be approved.

The meeting finished at 7.52 pm

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	<h2>General Functions Committee</h2> <h3>15 January 2018</h3>
<p style="text-align: right;">Title</p>	<p>Annual Electoral Registration Report 2017</p>
<p style="text-align: right;">Report of</p>	<p>John Hooton – Electoral Registration Officer</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix 1 – Annual Electoral Registration Report 2017</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>John Bailey – Head of Electoral Services john.e.bailey@barnet.gov.uk 0208 359 3008</p>

<h2>Summary</h2>
<p>The annual Electoral Registration report provides an overview on the status of the Register of Electors in Barnet as at 1 December 2017 and on the work done by officers on behalf of the Council’s Electoral Registration Officer.</p>

<h2>Recommendation</h2>
<p>That the General Functions Committee considers and comments on this first annual Electoral Registration report.</p>

1. WHY THIS REPORT IS NEEDED

- 1.1 At their meeting on 9 November 2016, the General Functions Committee recommended that, following statutory publication of the Annual Register of Electors on 1 December each year, the Electoral Registration Officer bring an annual report to the committee. The report should detail the status of the Electoral Register and give an overview of the activities and performance of the Electoral Registration service over the past year.

2. REASONS FOR RECOMMENDATIONS

2.1 N/A

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 N/A

4. POST DECISION IMPLEMENTATION

4.1 That the Electoral Services Team will continue to deliver the work required to ensure that the ERO complies with his statutory duties on behalf of the Council.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The Council has a responsibility to protect the public purse through proper administration and control of the public funds and assets to which it has been entrusted. By having oversight of the work being done on behalf of the borough's Electoral Registration Officer, the General Functions Committee can ensure that appropriate resources are being made available to the ERO and that they are used in an appropriate and cost effective manner. Ensuring that the Register of Electors is as complete and accurate as possible allows all eligible residents to have their say in the democratic processes conducted within the borough.

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

5.2.1 The Council has a duty to provide the ERO with the resources needed to discharge his statutory functions, and any expenses properly incurred by an ERO in the performance of their functions must be paid by the local authority that appointed them.

5.3 Legal and Constitutional References

5.3.1 The local authority must appoint an ERO and must provide the resources needed by them to discharge their statutory functions. These functions include the duties of the ERO that are set out in legislation, and any further duties imposed by a direction of the Secretary of State. The Secretary of State has a power to direct EROs in the discharge of their functions. The Secretary of State can only exercise this power of direction in accordance with a recommendation of the Electoral Commission.

5.3.2 The ERO has a duty under Section 9A of the Representation People Act 1983 (as amended by the Electoral Registration and Administration Act 2013) to take all necessary steps to comply with his duty to maintain the electoral register, and to ensure, as far as is reasonably practicable, persons who are entitled to be registered in the register (and no others) are registered in it

5.3.3 Council's Constitution, Article 7 - Committees Sub-Committees Area Committees and Forums and the Local Strategic Partnership - the General Functions Committee's terms of reference detail the functions of the Committee which include "Elections in general"

5.4 Risk Management

5.4.1 The on-going work of the Electoral Registration Service ensures that the ERO and the Council meet their legal obligations.

5.5 Equalities and Diversity

5.5.1 Pursuant to section 149 of the Equality Act, 2010, the council has a public sector duty to have due regard to eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advancing equality of opportunity between those with a protected characteristic and those without; promoting good relations between those with a protected characteristic and those without. The, relevant, 'protected characteristics' are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to elimination discrimination

5.5.2 Effective processes and activities with regards registering residents in compliance with relevant electoral legislation ensures that all eligible individuals are able to exercise their democratic rights in the manner in which they choose.

5.6 Consultation and Engagement

5.6.1 None

6. BACKGROUND PAPERS

6.1 At the meeting of the General Functions Committee held on 9 November 2016 the Committee received the independent review, undertaken by Dr Dave Smith, into Barnet's 'Elections and Electoral Registration Services'. An accepted recommendation of the Smith review was for an annual report on Electoral Registration to be presented to the Committee.

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Electoral Registration Annual Report 2017

19 Dec 2017
John Bailey
Head of Electoral Services

Executive Summary

The purpose of this annual report is to provide an overview of the activities and outcomes of the work of the Electoral Registration Team throughout 2017 and to summarise the current status of the London Borough of Barnet's Register of Electors as at the 1 December 2017 (when statutory publication of the annual revision of the full register of electors took place).

It is widely reported that Barnet has one of the largest regeneration and house building programmes in London and one of the outcomes of this (along with a number of other significant factors), is that Barnet also has one of the fastest growing populations in the capital. Alongside this, the General Election that was unexpectedly called by the Prime Minister on 18 April and took place on 8 June this year saw a usual surge in registration applications (as well as many thousands of 'duplicate' applications – as seen since the introduction of online registration applications) that high profile national elections are renowned for. It is perhaps therefore not surprising that the Register of Electors is at a record high of 260,290 as at publication of the Full Register of Electors on 1 December 2017.

Overall the London Borough of Barnet's Electoral Services team has had a busy and eventful year in 2017 that has included:

- 41,356 successful applications to join the register of electors (including review and determination of over 20,000 'duplicate' applications)
- 20,198 deletions from the register of electors
- 102,252 amendments to elector records including; elector name changes, changes to voting arrangements, recording of additional contact details and changes to electors' 'opt-out' status with regards of the 'Open' register (e.g. whether or not they are showing on the portion of the register that can be purchased and used for any purpose)
- The full implementation of, and migration to, a new Elections and Electoral Registration Management System (EMS)
- Planning, preparation and delivery of the General Election held on 8 June 2017
- Completion of the statutory Annual Household Enquiry Form (HEF) Canvass between 1 July 2017 and 30 November 2017.

1 Introduction and Background Information

All electoral registration work is conducted in line with the appropriate legislation and is statutorily carried out on behalf of the borough's Electoral Registration Officer (ERO). The ERO has a duty to compile and maintain a register of parliamentary electors, a register of local government electors and a register of relevant citizens of the European Union entitled to vote at European Parliamentary elections. These registers contain the details of all those who are registered to vote and must be combined so far as is practicable – this combined version of the register is the 'Full Register'. In addition the ERO must also produce a version of the register called the 'Open Register' (formerly known as the 'Edited Register') which contains only the names and addresses of those on the Full Register who have not taken the decision to 'opt-out' their details from appearing on the Open Register. All references to 'the register' or 'the register of electors' in this report should therefore be taken as referring to the combined totals of the Full Register unless otherwise stated.

In order to effectively carry out the multitude of administrative duties and processes required for electoral registration and the conduct of elections, electoral service teams in local authorities are wholly reliant upon a critical software system that the whole team uses (almost constantly) on a daily basis. This software system is typically referred to as an 'Elections Management Software System' (EMS) - this common name having arisen despite these systems generally being used more critically and for a greater period of time to manage electoral registration rather than actual elections. A key element of the statutory process within Individual Electoral Registration (IER) legislation is the requirement that EROs must attempt to verify all submitted applications using data held by central government and it is the EMS that has the highly secure, encrypted interface with the Government Digital Service's (GDS) relevant software system.

As the (four year) contract for the provision of the existing EMS was due to expire on 31 March 2017, a full procurement process was run between November 2016 and February 2017 in accordance with the London Borough of Barnet's Contract Procedure Rules. The outcome of this procurement process was to award the new contract to for an EMS system to a new supplier for four years from 1 April 2017. Although it was anticipated and planned that there would be a period of training and familiarisation in order for the Electoral Services staff to become fully productive on the new EMS, it was considered a relatively low-impact risk given that there were no scheduled elections due in the forthcoming year. However - given the unexpected event that followed (within two weeks of a critical 'no-return' point - when the single encrypted connection to GDS had been transferred between the old and new systems), the impact of having a new system upon the team was far greater than anticipated. However, with extra resource provided from teams across the organisation, additional support from the new supplier and high levels of management control, all of these pressures were managed to ensure successful outcomes were achieved.

On 18 April 2017, the Prime Minister called a general election that was held on 8 June 2017. Although this was the only statutory election to be held in the London Borough of Barnet during 2017, it was of course an exceptionally high-profile political and electoral event. Subsequently, it resulted in a significant level of applications being made by residents that wanted to join the electoral register. Between the calling of the election and the deadline for applications to be made in time to be included on the register of electors in time for polling day (22 May 2017), some 22,270 applications were submitted in Barnet. Of these however, 7,611

were actually identified as duplicate applications and were in fact made by applicants that were either already on the register or already had a submitted application being processed.

Since the election on 8 June 2017, it has been reported by the Electoral Commission (EC) that the electorate for this general election was in fact the highest ever for an election within the UK, with some 46.8million individuals being registered by the time of the publication of the final register to be used on polling day¹. This situation was clearly reflected in Barnet, where the total number of registered electors reached a record high for the borough at 254,220.

As outlined in the executive summary above, the London Borough of Barnet has a growing population and by extension the Register of Electors understandably also continues to grow. However, it is worth re-stating that there are a number of significant factors that mean that the correlation of numbers between population statistics, that to an extent must always be estimated, and the actual number of electors on the register is not directly comparable. Barnet is an extremely diverse borough and this includes many residents whose nationality means that they cannot join the register of electors (as they do not have the franchise to vote in any statutory election). Some common examples of residents who cannot be on the electoral register are those with Turkish, American, Japanese, Iranian or Afghan nationality. In addition, whilst 16 and 17 year olds can be recorded on the register as 'attainers' (i.e. somebody that will attain eligibility to vote upon turning 18), anybody below 16 years of age is not captured and again, Barnet is known to have a significant and fast growing population of young residents in this category. From the perspective of the Register of Electors any household that contains only individuals that are ineligible is termed 'empty' (as in empty of electors) along with those that have no occupants at all (thus statistics from Electoral Services typically state a far higher number of 'empty' properties when compared to those from other services)

Two further factors that have a considerable impact upon how complete and accurate the register is able to be at any specific point in time are; 1) the redevelopment and creation of housing – obviously when new housing is built, but just as importantly where existing properties are being demolished and 2) the growing prominence of properties that are being rented by residents on a short term basis, as it is well documented that individuals that move frequently (especially more than once in a calendar year) are much less likely to register than other residents. Both of these factors are of particular significance within specific Wards (and even polling districts) within Barnet.

¹ https://www.electoralcommission.org.uk/_data/assets/pdf_file/0003/238044/The-administration-of-the-June-2017-UK-general-election.pdf

2 Key Activities of the Electoral Registration Team in 2017

In accordance with electoral legislation, all amendments to the register are published on specifically determined dates between January and September (often still termed ‘rolling registration’) and then the full revised version of the register is published each year on 1 December. Following the introduction of IER in June 2014, the Electoral Commission has continually made the point that even the annual publication of the Full Register of Electors on 1 December each year must be seen as a ‘snapshot’ of the register as there are still always many electors (or even ‘households’) at different stages of the various processes and chase cycles that EROs must follow before they can make additions to or deletions from the register of electors.

As outlined in the previous section of this report, there were some significant events that took place within 2017 that made it a busy year for the Electoral Services team. However, alongside these particular events there were still the more usual activities that must be administered within the normal cycle of electoral registration, such as the statutory Annual Household Enquiry Form (HEF) Canvass between July and December, to maintain the Register of Electors. Brief details and the timings of the most significant electoral registration periods and activities undertaken in 2017 are summarised in the following table:

Period:	Description of Activities
January - March 2017	Refresh of 5 year Absent Voter’s Personal Identifiers (Letters and Reminders to approx. 5,500 PV electors) – Post Votes are deleted for some electors where no new personal identifier is supplied.
March - April 2017	Installation of new Elections Management System – including the migration of the entire ERO database and the transfer of the encrypted connection with Government Digital Services.
April - June 2017	Increased registration applications, postal vote applications and other processes in relation to the 8 June general election.
July - December 2017	Planning and management of the statutory Annual ‘Household Enquiry Form’ (HEF) canvass – 156,000 Initial HEFs (followed by reminders) and then over 50,000 personal visits to non-responding properties throughout the borough.

However, the bulk of the work of the Electoral Registration team to maintain the accuracy and completeness register of electors is relatively constant and spread throughout the year. Whilst the IER legislation introduced in June 2014 increased the security of the register and reduced the opportunities for fraud, it did mean that in virtually all cases, the processes to maintain the register lengthened and increased in complexity. Amongst the most common activities undertaken on a daily basis by the Electoral Officers in relation to the register are:

- processing applications to join the register, including as required the follow up on incomplete or initially unsuccessful applications to request further evidence or information that will allow the application to be correctly determined
- processes to ensure that duplicate entries are not added to the register for individuals that have submitted multiple applications (these are even more common during election periods when registration campaigns are focussed on messages encouraging individuals to ‘make sure that they are registered’ in time to vote)
- identifying individuals that may be eligible to register but have not applied and contacting them, followed by statutory Invitation to Register (ITR) forms (whilst the new

EMS system does mean that many of these are now sent by email, where email addresses are not available posted A3 forms still have to be despatched)

- managing the processes to delete individuals on the register that are no longer resident or for which information has been received that means they may no longer be eligible to be on the register (in almost all instances, two pieces of evidence must be obtained before a verified elector can be removed from the register)
- operating as a front line service to deal with the high quantity of queries received directly from electors (including overseas electors), residents and other people that have an interest in the register of electors or a specific request in relation to it.

In summary, as Barnet has the largest electoral register in London², it is to be expected that it will also therefore perform amongst the highest number of total additions, deletions and other amendments to its register. A combined total 102,252 of these amendments were performed on Barnet's Electoral Register in 2017 (as recorded by the EMS system).

² This is based upon the registers published for the General election held on 8 June 2017. Information on the register sizes for all London boroughs at publication on 1 Dec 2017 is not available at the time of writing.

3 Analysis of Barnet’s Full Revised Register of Electors

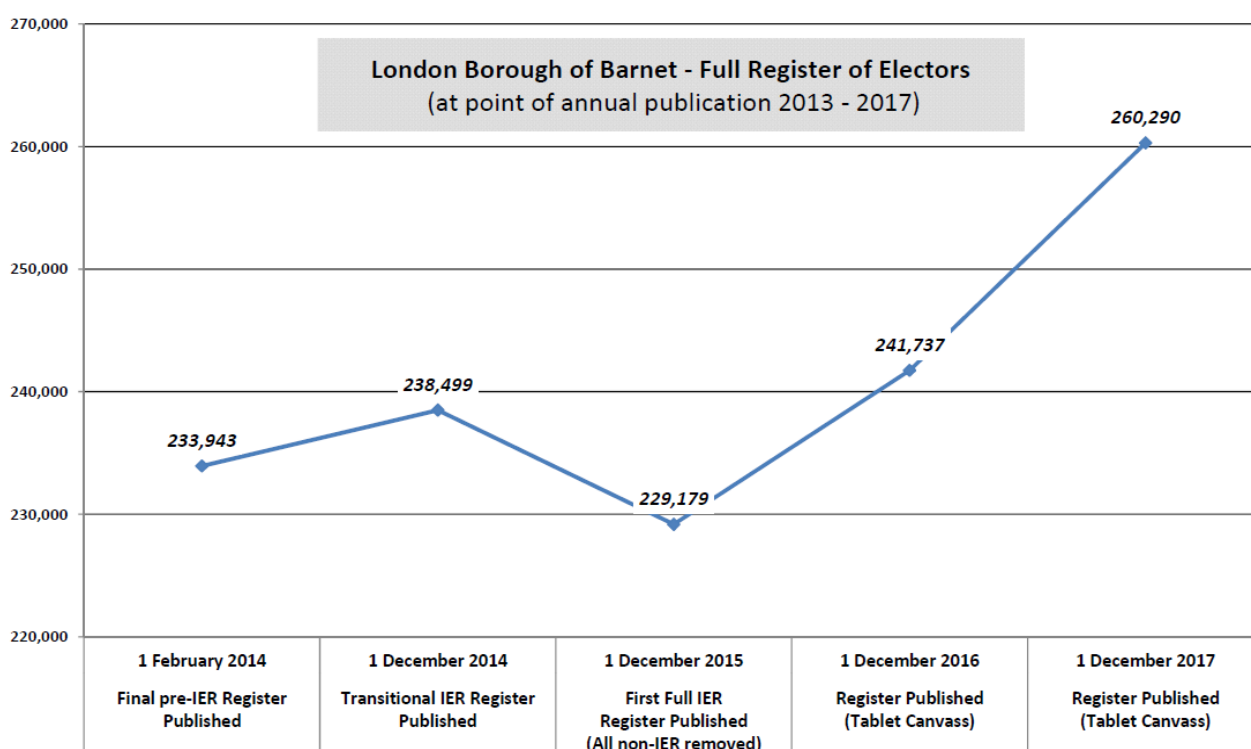
Last year the first annual report on the Electoral Registration in Barnet³ provided some key data to illustrate the growth trend for the overall register and also offered information to enable indicative identification on those Wards within the borough where registration rates may be lower than the borough average.

By providing comparable data, this year’s report is able to show not only how the electorate is growing as a whole across the borough, but also allow further analysis by Ward to show where electorate sizes are changing outside of the borough average. When the change in the number of residential properties by Ward is also taken into account, this information will also help Electoral Services to identify where there may still be opportunities to improve the accuracy and completeness of the register.

There are of course many other factors that affect registration rates by Ward (and even polling district), such as for example, higher densities of ineligible residents by nationality or the willingness of individuals to apply to register for non-electoral reasons (e.g. frequent movers or students etc.). It is therefore useful to factor in any relevant local knowledge when reviewing registration rates across the Wards of the borough. The electoral register does not (and cannot in order to comply with data protection legislation) hold any data that is not considered essential for use in the processes of electoral registration and elections – this would include many possible fields that might contain data about individuals, even if these might be useful for non-electoral reasons.

3.1 Full Register totals at annual publication 2014 to 2017 (Pre-IER to date)

This graph (shown full size at Appendix A) shows the total number of registered electors as at the date that the register of electors was published, either upon final Notice of Amendment before a borough-wide election or as the annual publication of the Full Revised Register.



³ Presented to General Functions Committee on 20 March 2017.

3.2 Electors by Ward and Electors per Household (EPH) at annual publication

This table compares data from the 1 December registers published this year and last year - so the change in electorates by Ward across the borough is illustrated. In addition, although affected by many other variables (e.g. demographics of nationality, age, social housing etc.), comparing the number of registered electors against the current number of residential properties (and includes those properties that are 'empty' in electoral registration terms) can be effective in highlighting Wards where registration rates are below the borough average (**two highest and **two lowest figures underlined*):

Ward	Electors 2017	Electors 2016	+/- % '17 vs. '16	Households	EPH 2017	EPH 2016
High Barnet	12115	11412	+6.16%	7251	1.67	1.64
East Barnet	12240	11637	+5.18%	7057	1.73	1.70
Brunswick Park	12555	11985	+4.76%	6476	<u>*1.94</u>	<u>*1.91</u>
Coppetts	12539	11522	+8.83%	7385	1.70	1.61
Oakleigh	12315	11742	+4.88%	6854	1.80	1.78
Totteridge	10709	10080	+6.24%	6421	1.67	1.66
Underhill	12162	11640	+4.48%	6958	1.75	1.72
Woodhouse	12916	12037	+7.30%	7779	1.66	1.64
East Finchley	12215	11162	+9.43%	7268	1.68	1.61
Garden Suburb	11381	10634	+7.02%	6912	1.65	1.58
Childs Hill	13493	12236	+10.27%	9455	<u>**1.43</u>	<u>**1.36</u>
Golders Green	11699	10907	+7.26%	7457	1.57	1.57
Finchley Church End	11985	11125	+7.73%	7341	1.63	1.62
West Finchley	11553	10522	+9.80%	7389	1.56	1.51
Hale	12623	11916	+5.93%	6584	<u>*1.92</u>	<u>*1.85</u>
Mill Hill	14087	12935	+8.91%	8245	1.71	1.69
Hendon	12377	11376	+8.80%	8246	1.50	1.44
West Hendon	12200	11023	+10.68%	7542	1.62	1.57
Colindale	14682	13078	+12.26%	11352	<u>**1.29</u>	<u>**1.27</u>
Burnt Oak	12285	11478	+7.03%	6922	1.77	1.67
Edgware	12159	11290	+7.70%	6881	1.77	1.69
LBB TOTALS:	260,290	241,737	+7.67%	157,775	1.65	1.61

**Based on information from the 2011 census, we know that Colindale Ward has the highest percentage of residents from BAME groups and that Childs Hill has the highest number of residents that privately rent their homes (both of these are recognised as groups within the community that have a higher tendency not to be registered).

4 Priorities for Electoral Registration in Barnet in 2018

There are a number of statutory activities that electoral registration offices (on behalf of their ERO) must complete at specific times throughout the year and ensuring that these are completed in full compliance with legislation remains an ongoing priority for the Electoral Services team. There is currently one borough-wide election scheduled to take place in Barnet in 2018 - although an ongoing review of arrangements to mitigate some of the potential pressures should another general election be called at short notice is being maintained.

The second half of the year is, as ever, largely taken up with the statutory Annual HEF Canvass that must be conducted between the 1 July and 30 November. However the Local Government Boundary Commission for England has already notified Barnet's Chief Executive that they will be conducting an electoral review of Barnet in 2018/19 and that the work on this will commence in September 2018. In all, this means that there is in place already a reasonably full calendar of events that Electoral Services must deliver to ensure that the register of electors is consistently maintained and as accurate and complete as ever.

The first key activity to be undertaken (and which must statutorily commence) in January is the Absent Vote Refresh. This is to comply with the legislative requirement that any elector that has had a permanent absent voting arrangement in place for five years, must provide new personal identifiers (i.e. re-submit their date of birth and a fresh copy of their signature). Due to the very high number of postal voters within Barnet (over 50,000 at present), this activity will require that in the region of 10,000 postal voters are contacted by letter (and subsequently sent reminders where appropriate) who must then respond within six weeks or have their postal vote arrangement removed.

As has already been touched upon, Barnet (along with all other London boroughs) has its Local Government elections scheduled to take place on 3 May 2018. Within the current political climate it is anticipated that these will be of significant interest to the borough's residents. Therefore, to make sure that all of the borough's residents have as up to date information as possible regarding whether or not they are on the Register of Electors, the ERO has taken the decision to send a discretionary Household Notification Letter (HNL) to every residential property in the borough in the second half of February. Whilst residents cannot be legally obliged to respond to this letter, it is anticipated that it will have a positive effect in prompting those eligible residents that are not registered to take appropriate action and submit an application to join the register of electors. In addition, it is also expected the Electoral Registration team will also receive a lot of useful information from households where there are individuals registered that are no longer living at the address.

Despite the whole borough activity with HNLs in February, the run up to the election on 3 May is still expected to bring a significant increase in registration applications and changes to voting arrangements as the deadlines to register in time to vote at the elections (Tuesday 17 April 2018) and to apply for a new postal vote (5pm Wednesday 18 April 2018) approach. A reasonably high turnout, relative to other local elections, is considered likely and is being prepared for.

Notwithstanding any currently unscheduled elections being called, the Annual HEF Canvass will be planned for after the May elections and then conducted - starting with the mailing of a HEF to of all residential properties (which conceivably could have exceeded 160,000 properties by

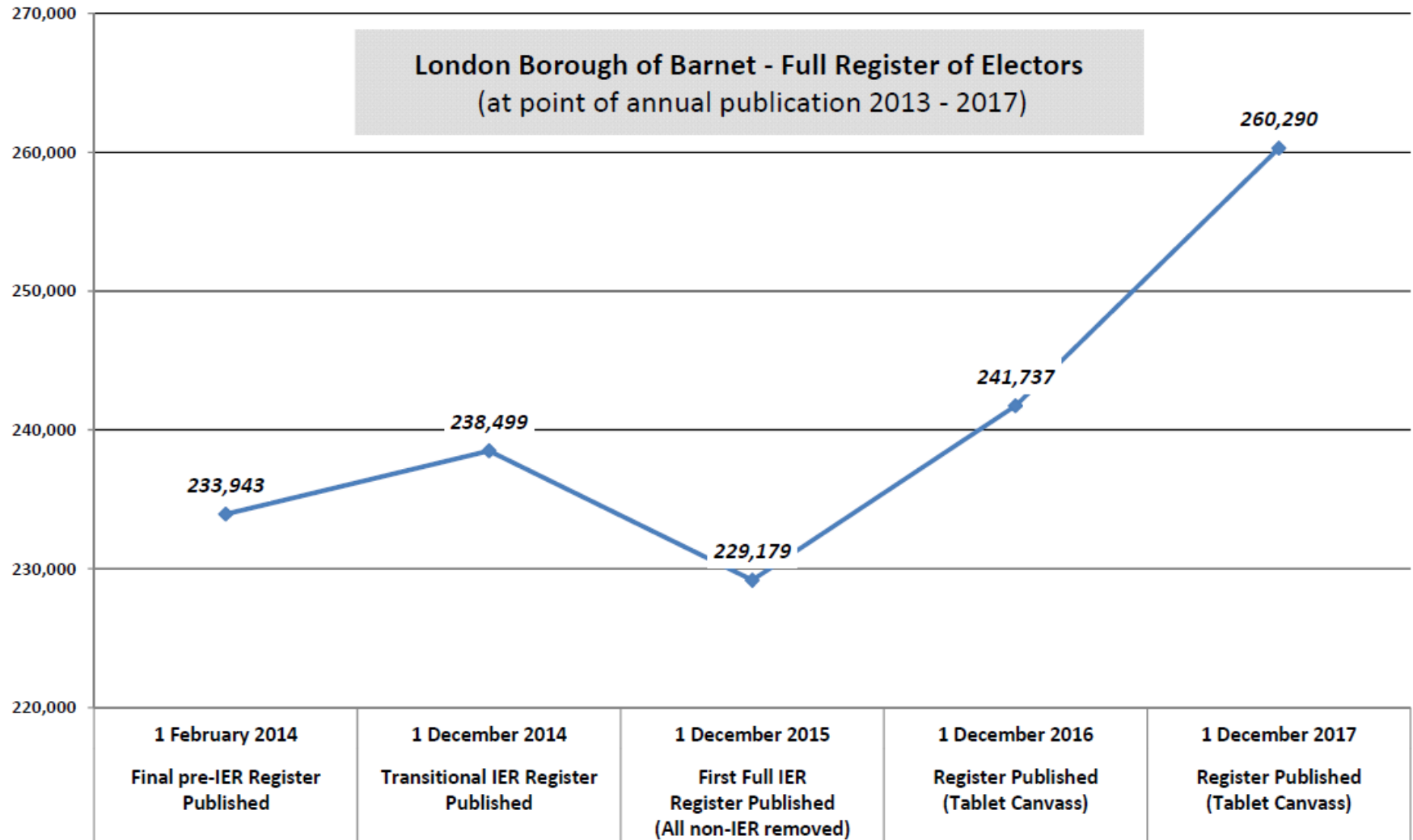
that point) on a date to be set between mid-July and mid-August. As per legislation this will then be followed with HEF reminders, HEF 2nd reminders and personal visits by canvassers to non-responding properties as appropriate.

Information shared from the results of the Cabinet Office's 2017 canvass pilots (these trialled different resident/household contact methods and strategies and also piloted new HEF documentation templates) that were conducted within a small number of local authorities across the UK, along with feedback from other London boroughs and Barnet's own canvass in 2017 will be reviewed and where suitable learnings are identified, these will be applied in order to improve the response rates and outcomes of the canvass.

In September 2018, Barnet's Electoral Services will work with the Local Government Boundary Commission for England (LGBCE) and assist them in their electoral review of the borough. The overview plan that has been shared so far sets out that the number of councillors to be elected at the May 2022 elections will be decided in September 2018, followed immediately by a consultation on the ward structure and boundaries within the borough that will last until December 2018. Further work on this electoral review will continue into the following year (2019), with final recommendations due to be published by the LGBCE in June 2019. The last electoral review of Barnet was conducted by the LGBCE in 1999, so by the time this review is concluded it will be 20 years since the last review.

In addition to the key pieces of work above, that will form the basis of the activities of the electoral registration team over the next twelve months; the London Borough of Barnet's Democratic Engagement Manager is also developing a running programme of public awareness and engagement activities that will be implemented throughout the year. This will start with the inaugural meeting of a newly formed and non-political 'Democratic Engagement Advisory Panel' (this will be a forum for sharing information on current activities for encouraging electoral registration and listening to feedback from key stakeholders. The group cannot have any decision making powers, but it is designed to help give useful information and suggestions to the Electoral Services team to help with their work to ensure that electoral register is as complete and accurate as possible).

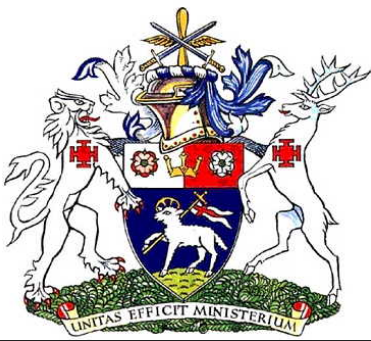
Appendix A



Notes:

- Annual publication of the Full Register was delayed from 1 December 2013 to 1 February 2014 in preparation for the introduction of IER
- The Transitional IER Register published on 1 December 2014 included non-confirmed and verified electors carried over from the previous register
- All non-IER electors were removed immediately ahead of the publication of the first fully IER Register of Electors on 1 December 2015

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General Functions Committee

15 January 2018

Title	Annual Interim Review of Polling Districts and Polling Places
Report of	Chief Executive and Returning Officer
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	<p>Appendix A: Polling arrangement proposals within the Chipping Barnet parliamentary constituency area</p> <p>Appendix B: Polling arrangement proposals within the Finchley and Golders Green parliamentary constituency area</p> <p>Appendix C: Polling arrangement proposals within the Hendon parliamentary constituency area</p> <p>Appendix D: Copy of representation received in relation to this Interim Review</p>
Officer Contact Details	Emily Bowler, Democratic Engagement Project Manager 020 8359 4463 / emily.bowler@barnet.gov.uk

Summary

This report advises the Committee on the arrangements being proposed by the London Borough of Barnet’s Returning Officer for polling districts and polling places (and includes proposals to change five current polling places and split one polling district) to be used at all relevant future elections and referendums that take place within the borough.

The next scheduled elections to take place within the borough are the local council election on 3 May 2018. Decisions of the committee will take effect in time for those elections.

Recommendation

That the Committee approve all polling place arrangements as proposed by the Returning Officer and laid out in Appendixes A, B and C.

1. WHY THIS REPORT IS NEEDED

- 1.1 In order to comply with the requirements of the Representation of the People Act 1983 sections 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), the Council was required to undertake a full review of all polling districts and polling places in the period between 1 October 2013 and 31 January 2015 and must subsequently do so every five years thereafter (in the equivalent period leading up to a UK Parliamentary General Election).
- 1.2 It became apparent during the conduct of the review (taken to Committee on 11 November 2014) that further amendments would be necessary to the polling arrangements within the borough on a more regular basis than every five years. At the meeting held on 11 November 2014, the Committee decided that an annual interim review of the borough's polling districts and polling places would be undertaken thereafter.

2. REASONS FOR RECOMMENDATIONS

- 2.1 After a review by the Democratic Engagement Project Manager, Head of Electoral Services and the borough's Returning Officer, during which representations were sought from electors and elected stakeholders, it is submitted to the committee that the needs of affected electors will be best met at future elections and referendums within the borough by adopting the proposed changes to polling arrangements detailed within the attached appendixes.
- 2.2 The current polling arrangements within the borough are considered to be predominantly satisfactory and have all been shown at elections conducted in recent years to be practicable given the circumstances that prevail within the areas that they serve. The approach throughout this interim review has been to only propose changes where a clear conclusion has been reached that new arrangements:
- will on balance better serve the affected **electors** by offering superior polling facilities, accessibility and/or location in comparison with existing arrangements
 - will reduce inconvenience caused by polling day arrangements for local **residents** without any substantive detrimental effect upon the voting arrangements for affected electors
- 2.3 Reviewing and approving polling arrangements annually ensures that optimal voting arrangements are maintained in response to the borough's changing electorate size and densities (e.g. as caused by new housing developments). Regular changes to a smaller number of polling arrangements will help to

avoid the need for the more drastic and wide scale changes that could be necessary if the arrangements are only reviewed once every five years (as required by section 18C of the Representation of People Act 1983).

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 As the Council must statutorily only undertake a review of polling districts and polling places within a defined period once every five years, in accordance with the provisions of the Representation of the People Act 1983 section 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), there is an option to make no changes to any polling arrangements at this time. This was rejected for the reasons outlined in 2.3 above.

4. POST DECISION IMPLEMENTATION

- 4.1 The polling districts and polling places as approved by Committee will be used in the event that any by elections or borough-wide elections or referendums are called by any relevant statutory body before the next annual interim review of polling districts and polling places takes place (currently scheduled in the autumn of 2018).
- 4.2 On an annual basis (and following any borough-wide election or referendums where held), Electoral Services, in consultation with the Returning Officer, will review all polling arrangements for suitability. Following this any proposed changes to existing polling arrangements (e.g. polling districts and polling places) will be submitted for approval to the General Functions Committee.
- 4.3 Provision is contained within Section 18E RPA 1983 to state that no election is to be questioned by reason of any informality relative to polling districts and polling places.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The designation of polling districts and polling places that give all electors reasonable and accessible facilities for voting (so far as is practicable within the circumstances), helps to ensure that the views of all residents that are eligible electors are expressed and taken into consideration on all aspects of the corporate priorities.

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

- 5.2.1 There are savings (location dependent but approx. £1000 to £1500) on rent and staff costs for the administration and delivery of elections if the Committee approves a proposal that *removes* a polling place in comparison with the existing arrangements.
- 5.2.2 In those instances where a polling place is proposed to move between

permanent buildings, the cost will either be cost neutral or will create a negligible increase or decrease in comparison with existing costs (rental costs will differ – staff costs will be static).

5.2.3 In those instances where a polling place is proposed to move away from portable offices to a permanent building, there will be savings in excess of £1,700 per polling station, per election (reduction and/or elimination of costs for; portable office rental, delivery, installation and collection, electricity generator hire & fuel and portable WC hire).

5.2.4 The Council is only responsible for the costs of conducting local (council) elections, including when held, local by elections that elect the Borough's own councillors. At all other elections all 'actual and necessary' costs are recovered by the Returning Officer from the relevant governing body for that particular election (e.g. central government for UK and European Parliamentary elections and the GLA for the London Mayoral and Greater London Assembly elections).

5.3 **Social Value**

5.3.1 Covered at 2.2 above.

5.4 **Legal and Constitutional References**

5.4.1 In order to comply with the provisions of the Representation of the People Act 1983 sections 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 the Council undertook a statutory review of polling districts and polling places in the period between October 2013 and January 2015.

5.4.2 In carrying out any review of polling arrangements, the local authority must comply with the steps set out in Schedule A1 Representation of the People Act 1983. The local authority is required to:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by the Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website (regulation 3 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006)
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).

- on completion of a review, give reasons for its decisions and, in accordance with regulation 4 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, publish:
 - all correspondence sent to an (Acting) Returning Officer in connection with the review
 - all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
 - all representations made by any person in connection with the review
 - the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
 - details of the designation of polling districts and polling places within the local authority area as a result of the review
 - details of the places where the results of the review have been published

5.4.3 Provision is contained within Section 18E RPA 1983 which provides that no election is to be questioned by reason of any informality relative to polling districts and polling places. Representations can be made to the Electoral Commission which may make directions to alter polling districts and/or polling places.

5.4.4 The Council's Constitution, Article 7 Committees, Forums, Working Groups and Partnerships states the terms of reference of the General Functions Committee, including polling stations and Elections in general.

5.5 Risk Management

5.5.1 By approving the outcomes of this review the Council will meet its statutory duty to review polling districts and polling places as designated under the Representation of the People Act 1983 section 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013) and thereby eliminates the risk of breaching this duty.

5.5.2 In conducting and implementing the findings of this review of Polling Districts and Polling Places, the Council mitigates the risk that electors find the arrangements for polling within the Borough to be hampered by poor accessibility or the provision of sub-standard facilities (given the practicable circumstances prevailing in each polling district).

5.5.3 By approving an annual review and submission to the General Functions Committee of the arrangements for polling districts and polling places within the borough, the Council will mitigate the risk of the polling arrangements becoming unfit for purpose. This is an ongoing consideration due to changes to the electorate that naturally occur or that are brought about by housing re-developments and regeneration projects and/or events that change current voter franchises (e.g. the UK leaving the EU, introduction of voting for 16 & 17 year olds by future legislation etc.).

5.6 Equalities and Diversity

5.6.1 No separate equalities impact assessment has been undertaken as the delivery of this electoral process is strictly governed by legislation, which is in itself designed to provide for reasonable access 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, Part 2 Representation of People Act 2000 provides that all voters have the right to request the use of postal or proxy voting arrangements.

5.6.2 The legislation governing this review requires that representations are sought from persons who are considered to have an expertise in access to locations for persons with different forms of disability. In order to fulfil this requirement, representations were sought from The Head of Service for Health and Safety at the London Borough of Barnet

5.7 Consultation and Engagement

5.7.1 Public notice of this review, which invites representations to be made regarding the polling arrangements within the borough, was published and displayed at Hendon Town Hall and posted on the Council's website on 31 October 2017. In addition a copy of the review notice was sent to:

- All 63 London Borough of Barnet Councillors
- The three Members of Parliament that represent the constituencies within the London Borough of Barnet
- The Barnet and Camden London Assembly Constituency Member.
- Promoted through social media.

5.7.2 The proposals of the Returning Officer (as laid out in appendixes A, B and C to this report) were received 17 October 2017 and had to be published within 30 days of receipt. They were published via public display at Hendon Town Hall and on the Council's website on 31 October 2017.

5.7.3 All representations received in response to the published Notice of Review are contained within Appendix D.

6. BACKGROUND PAPERS

6.1 At the meeting of the General Functions Committee held on 20 March 2017 the Committee approved all current polling district and polling place arrangements.

6.2 At the meeting of the General Functions Committee held on 11 November 2014, the Committee approved that an annual 'interim' review be held of polling arrangements within the borough.

**Interim Review of
Polling Districts and Polling Places
2017-2018**

Appendices A-D

**Proposals of the Returning Officer
for the London Borough of Barnet**

December 2017

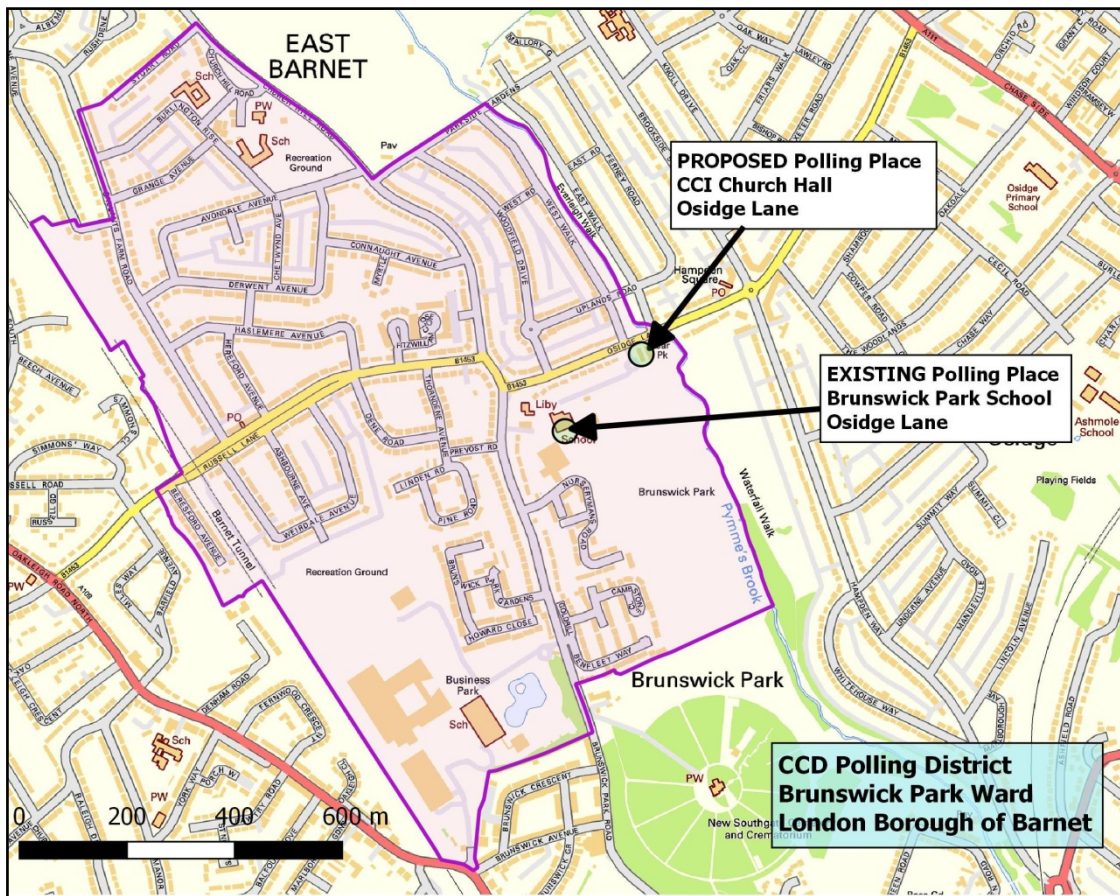
2017-2018 Interim PDPP Review: Appendix A

Chipping Barnet Parliamentary Constituency

Polling District and Polling Place Proposals Overview:

Ward	Polling District	Current Polling Place	Proposal
CAA	High Barnet	Hadley Memorial Hall	No change
CAB	High Barnet	St Marks Church Hall	No change
CAC	High Barnet	Arkley Club	No change
CAD	High Barnet	Q.E Boy's School	No change
CAE	High Barnet	Chipping Barnet Library	No change
CBA	East Barnet	New Bevan Baptist Church Hall	No change
CBB	East Barnet	Trent (CE) Primary School	No change
CBC	East Barnet	Barnet Scout Hall	No change
CBD	East Barnet	Brookside Methodist Church	No change
CBE	East Barnet	New Barnet Community Centre	No change
CCA	Brunswick Park	Monkfrith Primary School	No change
CCB	Brunswick Park	Osidge Primary School	No change
CCC	Brunswick Park	Portable Office (Brunswick Park Road)	No change
CCD	Brunswick Park	Brunswick Park Primary School	Move to: CCI Church Hall, Osidge Lane
CDA	Coppetts	Scout and Guide Hall	No change
CDB	Coppetts	Portable Office (Junction of Balmoral Avenue/ Regal Drive)	No change
CDC	Coppetts	St Peter Le Poer Church Hall	No change
CDD	Coppetts	Hindu Cultural Society	No change
CDE	Coppetts	Freehold Community Centre	No change
CEA	Oakleigh	Barnet Lawn Tennis Club	No change
CEB	Oakleigh	Lyonsdown Main Hall	No change
CEC	Oakleigh	St Mary Magdalen Parish Centre	No change
CED	Oakleigh	Manor Drive Methodist Church Hall	No change
CFA	Totteridge	St Andrew's JMI School	No change
CFB	Totteridge	Totteridge Tennis Club	No change
CFC	Totteridge	St John's Church Hall	Move to: Alma Primary School, Friern Barnet Lane
CFD	Totteridge	Finchley Catholic High School	No change
CFE	Totteridge	Woodside Park Social Club	No change
CGA	Underhill	Hope Corner Community Centre	No change
CGB	Underhill	Underhill Baptist Church Hall	No change
CGC	Underhill	St Stephens Church Hall	No change
CGD	Underhill	The Pavilion	No change
CGE	Underhill	Grasvenor Avenue School	No change
CAA	High Barnet	Hadley Memorial Hall	No change

Brunswick Park Ward: Polling District CCD



Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
<p>CCD: Brunswick Park Primary School, Osidge Lane, Southgate N14 5DU</p>	<p>CCI London Church Hall, Old Veterans Hall, Osidge Lane, Southgate N14 5DU</p>	<p>None</p>
<p>Review Commentary: <i>Number of Electors (13/12/17): CCD= 4239</i></p> <p>The current polling place for CCD is Brunswick Park Primary School on Osidge Lane, Southgate, London N14 5DU. The polling station is situated in the school’s assembly hall which is accessed from the back of the main school building. Access to the venue is from Osidge Lane or Brunswick Park Road. The hall used is a long walk through the school grounds.</p> <p>The proposed alternative venue at CCI Church Hall is located with easy access to both pedestrian voters and ample parking for those wishing to use their car. The parking at the front of the venue can be reserved to enable disabled voters to park. The new location will cause no inconvenience to electors within the polling district as it is a short distance from the current site.</p>		
<p>Returning Officer’s Proposal:</p> <p>Move current polling venue for CCD to CCI London Church Hall, Old Veterans Hall, Osidge Lane, Southgate N14 5DU</p>		

Totteridge Ward: Polling District CFC



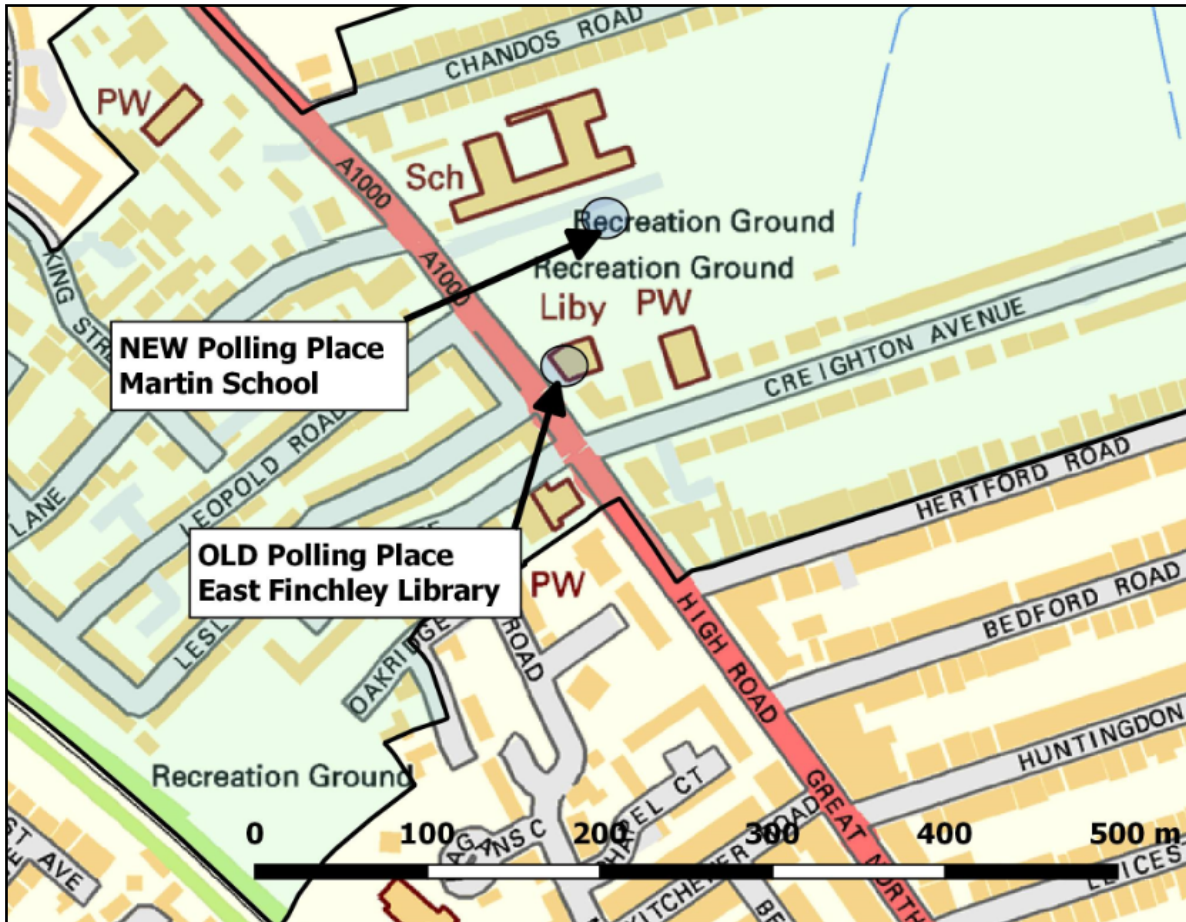
Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
CFC: St John's Church Hall, Friern Barnet Lane, Whetstone	Alma Primary School, Friern Barnet Lane, Whetstone, London N20 0LP	None
<p>Review Commentary: <i>Number of Electors (13/12/17): CFC= 2714</i></p> <p>St John's Church Hall could no longer be used as a Polling Venue for the General Election in June 2017 and Queenswell Primary School was used as an alternative Polling Venue. A number of elderly electors have commented that it was a long walk down Sweets Way to access the school.</p> <p>Alma Primary School presents an excellent polling place to replace St John's Church Hall as it is directly next door to the previous venue. The location is more central in the polling district and easily accessible from the main road. It is also accessible to public transport networks.</p>		
<p>Returning Officer's Proposal:</p> <p>Re-locate the Polling Place for CFC at Alma Primary School.</p>		

2017-2018 Interim PDPP Review: Appendix B

Finchley and Golders Green Parliamentary Constituency Polling District and Polling Place Proposals Overview:

	Ward	Polling District	Current Polling Place	Proposal
1	FHA	Woodhouse	North Finchley Library	No Change
2	FHB	Woodhouse	15th Finchley Scout Group	No Change
3	FHC	Woodhouse	Summerside School	No Change
4	FHD	Woodhouse	Our Lady of Lourdes RC Primary School,	No Change
5	FIA	East Finchley	The Green Man Community Centre (Strawberry Vale Estate)	No Change
6	FIB	East Finchley	East Finchley Library	Formalise change to Martin Primary School
7	FIC	East Finchley	Finchley Youth Centre	No Change
8	FID	East Finchley	Bishop Douglass RC High School	No Change
9	FJA	Garden Suburb	Brookland Infants School	No Change
10	FJB	Garden Suburb	Portable Office (The Green Widcombe Way/Vivian Way)	No Change
11	FJC	Garden Suburb	Portable Office (The Synagogue, Norrice Lea)	No Change
12	FJD	Garden Suburb	St Jude's Church Hall	No Change
13	FJE	Garden Suburb	St Edward the Confessor Church Hall	No Change
14	FJF	Garden Suburb	Fellowship House	No Change
15	FKA	Childs Hill	Harris Room, Trinity Church	No Change
16	FKB	Childs Hill	All Saints Church of England School	No Change
17	FKC	Childs Hill	St Agnes Centre	No Change
18	FKD	Childs Hill	Trading Hut	No Change
19	FLA	Golders Green	St Mary & Archangel Michael Coptic Orthodox Church Hall	No Change
20	FLB	Golders Green	Menorah Primary School	No Change
21	FLC	Golders Green	Claremont Primary School	No Change
22	FMA	Finchley – Church End	St Philip The Apostle Parish Centre	No Change
23	FMB	Finchley – Church End	The Dining Room, Avenue House	No Change
24	FMC	Finchley – Church End	Finchley Baptist Church Hall	No Change
25	FMD	Finchley – Church End	Chalgrove School	No Change
26	FME	Finchley – Church End	Portable Office at Hendon Cemetery	No Change
27	FNA	West Finchley	Trinity Church Centre	No Change
28	FNB	West Finchley	St Paul's Centre	No Change
29	FND	West Finchley	Essex Hall	No Change

East Finchley Ward: Polling District FIB



Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
FIB: East Finchley Library	Martin Primary School (Sports Field building) Plane Tree Walk N2 9JP	None
<p>Review Commentary: Number of Electors (13/12/17): FIB=1781</p> <p>Due to East Finchley Library refurbishment in 2017, Martin Primary School was used as an alternative polling venue for the General Election. Following a recent assessment of the library, the space used previously does not offer a suitable area to be used as a polling venue.</p> <p>The Returning Office would like to formalise the arrangements made for the General Election in June 2017 and continue to use Martin Primary School (Sports Field Building) as a polling place for East Finchley Ward. The out-building on the school’s sports field was successfully used for the General Election, with little disruption to the usual running of the primary school. The primary school did not need to close on polling day.</p>		

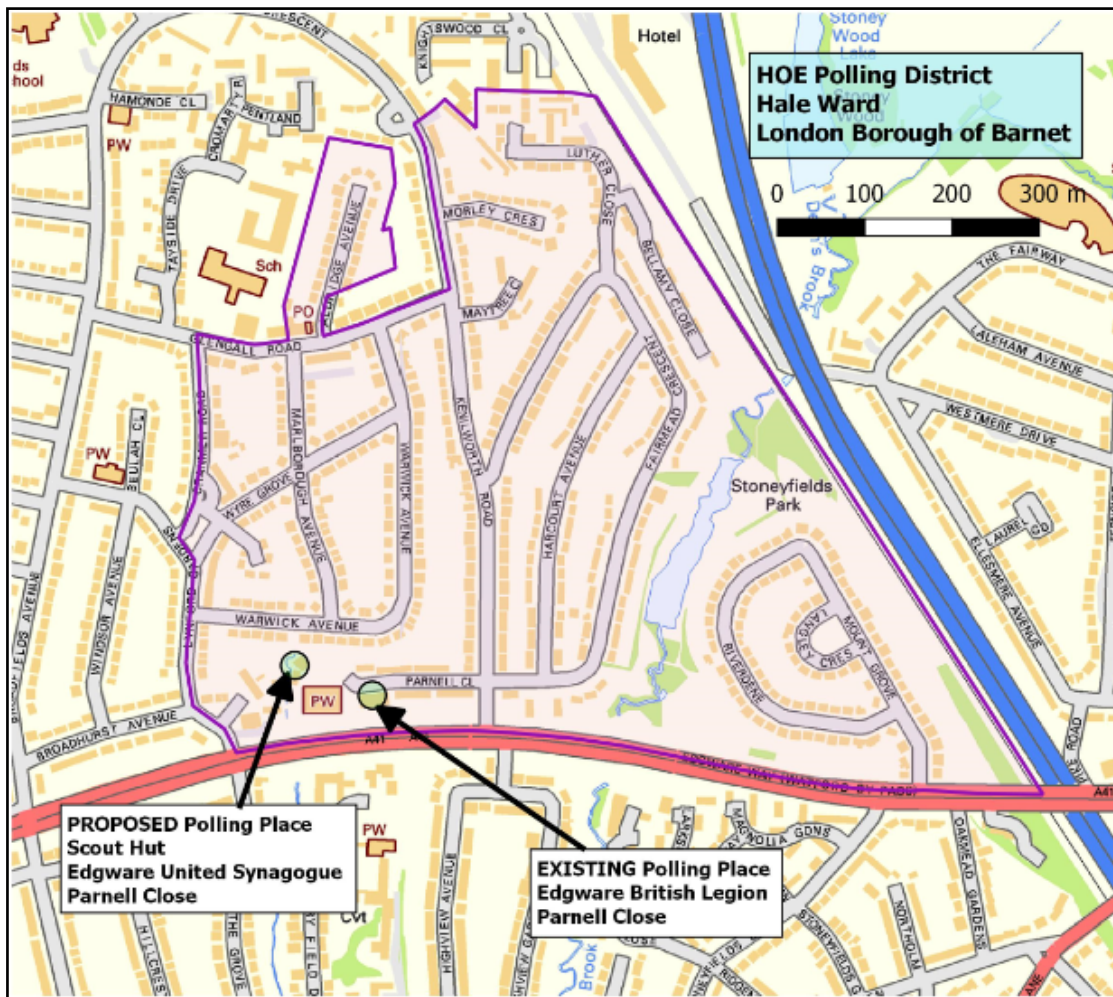
2017-2018 Interim PDPP Review: Appendix C

Hendon Parliamentary Constituency

Polling District and Polling Place Proposals Overview:

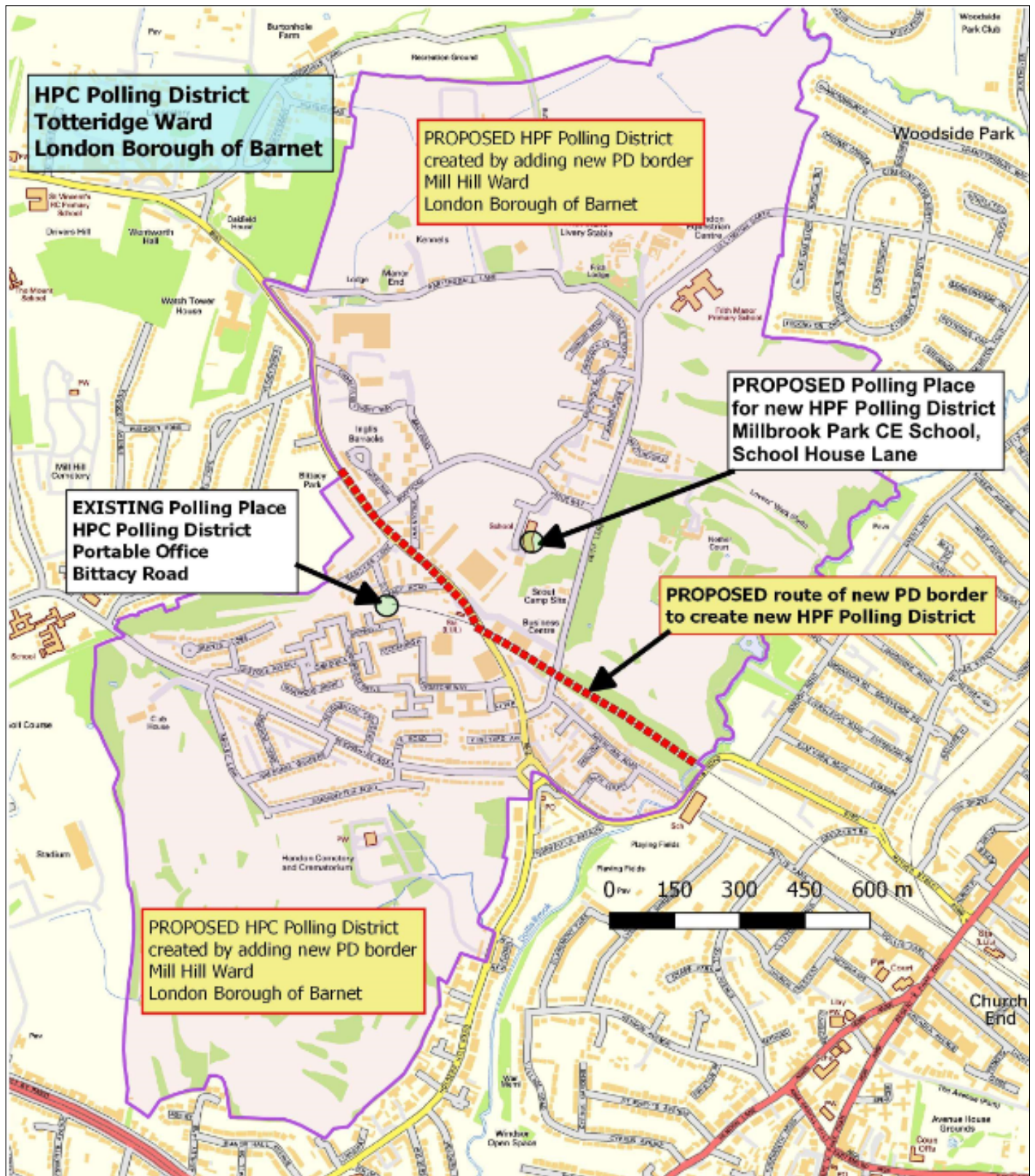
Ward	Polling District	Current Polling Place	Proposal
HOA	Hale	Fairway Primary School	No Change
HOB	Hale	Courtland School	No Change
HOC	Hale	Deansbrook Infant School	No Change
HOD	Hale	Portable Office at Harvester Car Park	No Change
HOE	Hale	Portable Office at the Royal British Legion	Move to: Scout Hut, Edgware United Synagogue, Parnell Close
HOF	Hale	The Annunciation Catholic Junior School	No Change
HPA	Mill Hill	Etz Chaim Jewish School	No Change
HPB	Mill Hill	St Paul's Church Hall	No Change
HPC	Mill Hill	Portable Offices, Bittacy Road	Change to single polling venue
HPD	Mill Hill	Dollis Infants School	No Change
HPE	Mill Hill	Mill Hill Library	No Change
HPF	Mill Hill	NEW *Millbrook Primary School*	Create new polling district HPF and new polling venue at Millbrook Park Primary School
HQA	Hendon	Sunnyfields School	No Change
HQB	Hendon	St Mary & St John CE School	No Change
HQC	Hendon	Bell Lane School	No Change
HQD	Hendon	Hendon School	No Change
HRA	West Hendon	Barnet Multi-Cultural Community Centre	No Change
HRB	West Hendon	Hasmonean Primary School	No Change
HRC	West Hendon	Parkfield Primary School	No Change
HRD	West Hendon	West Hendon Community Centre	No Change
HRE	West Hendon	The Hyde School	No Change
HSA	Colindale	St Augustines Church Hall	No Change
HSB	Colindale	Grahame Park Community Centre	No Change
HSC	Colindale	The Hyde United Reform Church Hall	No Change
HSD	Colindale	Estate Management Suite	No Change
HTA	Burnt Oak	The Eversfield Centre	No Change
HTB	Burnt Oak	Our Lady of the Annunciation Church Hall	No Change
HTC	Burnt Oak	St Alphage Church Hall	No Change
HTD	Burnt Oak	Watling Community Association	No Change
HUA	Edgware	Broadfields School	No Change
HUB	Edgware	Edgware Parish Hall	No Change
HUC	Edgware	New Stonegrove Community Centre	No Change

Hale Ward: Polling District HOE



Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
<p>HOE: Portable Office at the Royal British Legion, New Edgware Branch, Parnell Close, Edgware HA8 8YE</p>	<p>Scout Hut, Edgware United Synagogue, Parnell Close Edgware HA8 8YE</p>	<p>None</p>
<p>Review Commentary: <i>Number of Electors (13/12/17): HOE= 2262</i></p> <p>For the June 2017 General Election, a portable office was located in the car park of the British Legion, following an electricity fault within the building. The Royal British Legion is now selling the premises and an alternative venue needs to be found.</p> <p>Edgware United Synagogue is located next to the Royal British Legion site, and the scout hut within the site offers a suitable alternative venue for a polling station. The access to the Scout Hut is from either Lynford Gardens or Warwick Avenue.</p>		
<p>Returning Officer's Proposal: Change polling venue for HOE from the Royal British Legion building to the Scout Hut in the Edgware United Synagogue site.</p>		

Mill Hill Ward: Polling District HPC - Create *new* HPF and add additional polling place




Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
		<p>Split polling district as indicated on the map to create 2 polling districts.</p> <p>Create new polling district HPF</p>
<p>Review Commentary: <i>Number of Electors (13/12/17): OLD HPC= 3879. New polling district HPC = 2576 / New HPF = 1303</i></p> <p>HPC Polling District is a busy polling district with an electorate of 3879. The polling district is serviced by 2 polling stations located in 2 portable offices located in the south of the polling district in Bittacy Road. The northern part of the polling district has had substantial residential development in recent years.</p> <p>The proposal is to split the polling district as indicated in the map. The portable offices located in Bittacy Road will continue to service HPC. We propose to create a new polling district – HPF, and add an additional polling place to the north part of the polling district in the Millbrook Park Primary School.</p> <p>This proposal would improve the polling place accessibility for a significant proportion of electors in the new Millbrook Housing Estate, and continue to do so as the estate continues to expand.</p>		
<p><u>Returning Officer’s Proposal:</u></p> <p>Split HPC polling district and create new polling district HPF as indicated on the map.</p>		
Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
<p><u>HPC:</u></p> <p>Portable Offices, Bittacy Road</p>	<p>Portable Offices, Bittacy Road, Mill Hill, London NW7 1BP</p>	<p>As indicated on the map.</p>
<p>Review Commentary: <i>Number of Electors (19/10/17): New HPC= 2576</i></p> <p>The proposal is to continue to use portable offices in Bittacy Road to serve the proposed smaller HPC polling district.</p>		
<p><u>Returning Officer’s Proposal:</u></p> <p>Proposal is to continue to use portable offices in Bittacy Road to serve the proposed smaller HPC polling district.</p>		
Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
	<p>Millbrook Park Primary School, School House Lane, London NW7 1JF</p>	<p><u>*New* HPF:</u></p> <p>As indicated above – new polling district HPF</p>
<p>Review Commentary: <i>Number of Electors (19/10/17): New HPF= 1303</i></p> <p>Following the proposed split of HPC Polling District and the creation of a new polling district HPF to service the new Millbrook Park estate, the proposal is to use Millbrook Park Primary school as a new polling venue to service HPF.</p> <p>Millbrook Primary School is located in a prime position to service HPF Polling district. This site is centrally located and easily accessible.</p> <p>This proposal would improve the polling place accessibility for a significant proportion of electors in the new Millbrook estate, and continue to do so as the estate continues to expand.</p>		
<p><u>Returning Officer’s Proposal:</u></p> <p>Add an additional polling place at Millbrook Park Primary School</p>		

2017-2018 Interim PDPP Review: Appendix D

Representations received by Electoral Services in response to the Notice of Review of Polling Districts and Polling Places 2017-2018

1. Representation received from Niamh Arnall and Jane Inzani from Finchley Catholic High School – 27 November 2017



**FINCHLEY CATHOLIC
HIGH SCHOOL**

Headteacher: Niamh Arnall

27th November 2017

Mr John Bailey
Head of Electoral Services
London Borough of Barnet
North London Business Park
Oakleigh Road South
LONDON
N11 1NP

Dear John,
Re Polling District CFD Ward Totteridge Station Number B42,B43

We are writing as Head Teacher and Chair of Governors of Finchley Catholic High School to request that Finchley Catholic High School ceases to be used as a double polling station. Governors and senior leaders believe that there are other better options within the ward to use as alternatives to our school for a number of reasons:

Location
Finchley Catholic High School lies on the ward boundary, indeed the entrance to the site is at the extreme end of the ward, in Woodside Lane, because voters are not allowed to walk through the school site. It is an 8-10 minute walk from the tube. The likelihood is this puts off some voters – for example the elderly – from voting. In general terms this encourages other voters to come by car.

Parking
With the advent of the new CPZ in Ridgeview Road in May 2017, parking is now restricted in all the roads surrounding the school. For those who come by car there is difficulty in parking. Whilst there is a staff car park on site this is not available for public use.

Accessibility
Entrance to the school site entails a walk down a slope through the car park, navigating any movement of cars. There is no handrail and no pedestrian pathway. Once at the building this is not level as the threshold is higher than the ground level and a ramp has to be used.

Safeguarding of students
Safeguarding of our students is a major concern. We have responsibility for 1180 students at school. On election day anybody can legitimately walk onto site, which puts huge pressure on all staff, particularly the senior team, to ensure our students remain safe at all times.

Public Exams and Student arrangements
As a secondary school we cannot close the school completely as elections are normally in May or June – key times for public exams for students aged 16-18.

Elections cause major disruption to our students' learning, as we have to re-room classes.

Woodside Lane, Finchley, London, N12 8TA
Tel: 020 8445 0105 Fax: 020 8446 0691
www.finchleycatholic.org.uk email: info@finchleycatholic.org.uk
Archdiocese of Westminster • London Borough of Barnet

FINCHLEY CATHOLIC

HIGH SCHOOL

Headteacher: Niamh Arnull

We also have a number of vulnerable students and some with Special Educational Needs whose learning needs to be consistent to minimise the impact upon them.

In order to maximise voter numbers we would respectfully suggest the ideal polling station would be in the centre of the ward, on a level, a short distance from the tube, have easy parking and be easily accessible. Finchley Catholic High school is none of these.

We believe that using an alternative polling venue, which lies in the centre of the ward, would improve accessibility for all voters and increase voter turnout. We have identified three potential alternative venues that we feel may be more suited to a polling station than Finchley Catholic:

- The Holmewood School, Holden Avenue
- St Cyril's Belarusian Church Centre, Holden Road
- St Barnabas Church also in Holden Road

Photos are attached for your ease of reference.

These other venues are central to the ward, therefore making accessibility for voters better, especially for disabled electors.

Thank you for allowing us to make this representation. We do appreciate that alternative polling venues are not always readily available, but feel strongly that the other venues put forward are viable options within the Chipping Barnet Ward.

Yours sincerely,



Niamh Arnull
Headteacher



Jane Inzani
Chair of Governors

encl



St Cyril's Belarusian Church

Centre



The Holmewood School

Response from Returning Officer to the representation from Finchley Catholic High School:

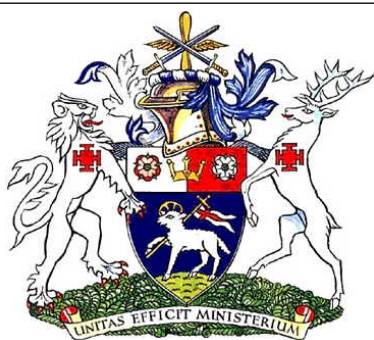
The Returning Officer has considered the representation received from Finchley Catholic High School. The school has been used as a polling venue for many years; however, we appreciate the inconvenience caused to all schools on polling day.

As part of the annual interim review, the Electoral Services team has explored alternative venues suggested to replace Finchley Catholic High School.

- The Holmewood School is an independent school for students with learning disabilities age 7-19. The school does not have suitable place within their grounds to locate a polling venue.
- St Cyril's Belarusian Church does not have a hall that is wheelchair accessible. Although there is a ramp, it is accessed via steps and therefore not DDA compliant.
- St Barnabus Church is moving to Solar House in 2018. Their current location on Holden Road is scheduled to be close in April 2018 and sold to developers to be converted into flats. Therefore, the church is not a suitable alternative polling venue.

After much consideration, the Returning Officer proposes that we continue to use Finchley Catholic High School. We will continue to work closely with the school to minimise disruption to the students learning on polling day causes. In preparation for the Local Election in May, we will visit the school to review specific arrangements for the location of the polling station within the polling place.

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General Functions Committee
15 January 2018

Title	Barnet Living Wage Supplement
Report of	Graeme Lennon, Strategic HR Director
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	N/A
Officer Contact Details	Graeme Lennon, 020 8359 5080, Graeme.Lennon@Barnet.gov.uk

Summary

In 2013 the Council agreed to apply a minimum hourly rate of pay known as the Barnet Living Wage Supplement with effect from 1 October 2013. Since then the Barnet Living Wage Supplement has mirrored the London Living Wage. This report updates the Committee on the current London Living Wage hourly rate of pay as from 1 April 2018.

Recommendation

That the report is noted and that the minimum hourly rate paid by the Council to its staff will rise to £10.42 with effect from 1st April 2018 which is above the recommended London Living Wage rate of £10.20 per hour with effect from 1 April 2018.

1. WHY THIS REPORT IS NEEDED

- 1.1 This report is needed to update the Council on both the Barnet Living Wage and the value of the London Living Wage.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The hourly rate of pay for the London Living Wage was increased in October 2017 to £10.20 per hour for participating organisations to apply on or before 1 April 2018. The national pay award for local government services offer increases the minimum Council rate of pay to £10.42 per hour with effect from the 1st April 2018 and therefore the Barnet Living Wage supplement is no longer needed as the Council will be paying above the London Living Wage.
- 2.2 Council agreed the 2018/19 pay policy statement earlier this month which states that:

‘The Council has developed a fair pay policy to ensure that it applies a minimum wage for Council employees.

“London Borough of Barnet is a fair pay employer and will apply the principles of a living wage (including taking into account the National Minimum Wage, National Living Wage, London Living Wage and national pay awards in the public sector), subject to affordability.”

Employees whose pay rate is less than the agreed amount will receive a pay supplement to bring their pay up to an equivalent of the published Barnet Living Wage rate. The minimum rate will be reviewed on an annual basis.’

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 As the Council has not sought formal accreditation to be a London Living Wage organisation the Council is under no obligation to apply the latest increase in the minimum hourly rate from £9.75 to £10.20 per hour.
- 3.2 These options have not been recommended taking into account the pay policy statement and the fact that the Council has mirrored the London Living Wage since 2013.

4. POST DECISION IMPLEMENTATION

- 4.1 The Barnet Living Wage of £10.42 will apply from 1 April 2018 to 31 March 2019. A report to this committee will be produced in February 2019 that updates members of the situation as it stands at that time.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Council believes that no-one should do a hard day’s work for less than they can live on, and that all our staff deserve to be paid at least the Living Wage. Council considers that if everyone in London on low pay were paid at least the living wage it could potentially save the government money by increasing the tax base and reducing spend on welfare benefits.

5.1.2 In addition, the Council believes that the added benefit to the Council of paying at least the living wage include increased productivity and lower staff turnover, which would reduce recruitment costs.

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

5.3.1 The London Living Wage increased from £9.75 to £10.20 per hour (5.6%) in October 2017. Accredited organisations have until 1 April 2018 to apply the revised value.

5.3 Social Value

5.4.1 Paying employees a living wage has a significant social benefit. It sends a signal to employees, prospective employees and the wider community that staff at the Council are important and valued assets.

5.4 Legal and Constitutional References

5.4.2 Council Constitution, Article 7 (Committees, Forums, Working Groups and Partnerships) – the terms of reference of the General Functions Committee includes responsibility for: Staff matters (i.e. salaries and conditions of service) other than those within the remit of Chief Officer Appointment Panel.

5.5 Risk Management

5.6.1 Not applicable

5.6 Equalities and Diversity

5.7.1 Ensuring the Council's pay arrangements are fair, equitable and comply with equalities legislation are key considerations. The impact of applying the London Living Wage is a positive one for staff and no one is adversely affected.

5.7 Consultation and Engagement

5.8.1 Not applicable


5.9 Insight

5.9.1 Not applicable

6 BACKGROUND PAPERS

6.1 None

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	<p>General Functions Committee</p> <p>15 January 2018</p>
<p style="text-align: right;">Title</p>	<p>Pay Policy Statement</p>
<p style="text-align: right;">Report of</p>	<p>Graeme Lennon, Strategic HR Director</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix A – Pay Policy Statement</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Graeme Lennon, 020 8359 5080, Graeme.Lennon@Barnet.gov.uk</p>

Summary

Local Authorities have to publish a Pay Policy Statement on the 1 April each year or as soon thereafter as is practicable. This report introduces a draft Pay Policy Statement for endorsement by Full Council on 30th January 2018 prior to publication.

Recommendations

That the Committee agrees the Council’s Pay Policy Statement for the financial year 2018/19 and to remit it for endorsement by Council on 30th January 2018.

1. WHY THIS REPORT IS NEEDED

- 1.1 Section 38(1) of the Localism Act requires local authorities to produce an annual pay policy statement.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To comply with the Localism Act, associated statutory guidance, including the transparency requirements on remuneration as set out in the Code of Recommended Practice for Local Authorities on Data Transparency issued by the Department for Communities and Local Government in September 2011 and the council's constitution.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The proposal arises from the statutory obligation cited in sections 1.1 and 2.1 and as such alternative options have not been considered in the context of this report.

4. POST DECISION IMPLEMENTATION

- 4.1 The Pay Policy Statement requires endorsement by Full Council on 30th January 2018 prior to publication.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 No applicable

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

- 5.2.1 The costs of implementing the Pay Policy are provided for within existing approved Budgets.

5.3 Social Value

Not applicable

5.4 Legal and Constitutional References

- 5.4.1 Section 38(1) of the Localism Act requires local authorities to produce an annual pay policy statement.
- 5.4.2 Council Constitution, Article 7 (Committees, Forums, Working Groups and Partnerships) – the terms of reference of the General Functions Committee includes:
- a. To develop the annual pay policy statement for full Council approval and be responsible for the publication of the annual statement
 - b. To review annually remuneration, as defined above

5.5 Risk Management

- 5.5.1 Not applicable

5.6 Equalities and Diversity

- 5.6.1 Not applicable

5.7 Consultation and Engagement

- 5.7.1 Not applicable

5.8 Insight

- 5.8.1 Not applicable

6. BACKGROUND PAPERS

6.1 There are no background papers.

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APPENDIX A

London Borough of Barnet
Pay Policy Statement 2018/19

Published
April 2018

1 Background

Localism Act 2011 - Openness and accountability in local pay

- 1.1. Section 38(1) of the Localism Act requires local authorities to produce an annual pay policy statement.
- 1.2. The provisions in the Act do not seek to change the right of each local authority to have autonomy on pay decisions. However, it emphasises the need to deliver value for money for local taxpayers.
- 1.3. This statement will be presented to Full Council for adoption and any further changes during the year will be brought back to Council for approval.
- 1.4. This statement does not cover schools.

Related Remuneration and Transparency Context

- 1.5. The Council follows the transparency requirements on remuneration as set out in the Code of Recommended Practice for Local Authorities on Data Transparency issued by the Department for Communities and Local Government in September 2011 and specific guidance relevant to the Localism Act issued by the Department in February 2012 and February 2013.
- 1.6. Part of the Code of Recommended Practice for Local Authorities on Data Transparency includes publishing information relating to senior salaries within a local authority. A full list of all posts that are paid more than £58,200 is published on the Council's website. See <https://barnet.gov.uk/citizen-home/council-and-democracy/finance-and-funding/financial-statements-budgets-and-variance-reports/senior-salaries.html>

2. Governance arrangements for pay and conditions of service within London Borough of Barnet

- 2.1. The [General Functions Committee](#) (appointed by [Council](#)) has responsibility for decisions related to the pay and terms and conditions of employment for staff (other than those within the remit of the [Chief Officer Appointment Panel](#)¹) in accordance with [Article 7 \(Committees, Sub-Committees, Area Committees and Forums and the Local Strategic Partnership\) of the Constitution](#)
- 2.2. Included within its responsibilities, is the duty to develop and publish the annual pay policy statement for approval by Council (being its parent body) which will comprise:
 - the level and elements of remuneration for each Chief Officer
 - relationship of the remuneration of Chief Officers and other officers
 - a description of the relationship between decisions made on the lowest paid and top paid employees in the organisation

¹ The Chief Officer Appointment Panel deals with chief officer appointments, discipline and capability matters.

- remuneration of the lowest paid (with the definition of the lowest paid and the reasons for adopting that definition)
- remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments
- transparency arrangements
- reasons for chosen approach to remuneration levels and how this is to be implemented
- differences of approach to groups of employees and the reasons for them
- pay dispersion
- incremental progression factors
- use of honoraria and ex-gratia payments
- determination of remuneration parameters for officers who have returned to work for a local authority
- appointment and remuneration term.

2.3. In addition the Committee must review remuneration annually and ensure that sufficient flexibility exists within the pay policy to allow responses to unforeseen circumstances without having recourse to revising the policy between annual reviews.

2.4. Council is asked to consider the General Functions Committee's recommendation(s) and is ultimately responsible for approval of the annual pay policy statement.

3. Remuneration arrangements for all employees

Introduction

3.1. This section sets out the remuneration arrangements for London Borough of Barnet employees.

Senior Management

- 3.2. The Senior Management Team's pay and reward arrangements include:
- Market based pay structure which links job size to the mid point between Median and Lower Quartile Pay data
 - Evaluation of all roles using Hay job evaluation scheme to size the role.
 - Pay Grade reflect job sizes and evaluated roles are slotted according to the evaluated job size
 - Automatic enrolment into Local Government Pension Scheme (LGPS)
 - Base pay linked to the NJC for Local Government Services
 - 30 days annual leave
 - Sick pay is a maximum of six months at full pay and three months at half pay

Rest of the Council

- 3.3. The Council is reviewing its pay and reward arrangements for all other employees. Current arrangements are:
- Base pay negotiated through collective bargaining arrangements administered by the Local Government Association

- Adoption of the National Joint Council (NJC) for Local Government Services (LGS) pay spine
- Evaluation of all roles using systematic job evaluation.
- Roles placed on the pay spine using job evaluation
- Automatic enrolment into Local Government Pension Scheme (LGPS)
- Other terms and conditions of employment, such as entitlement to sick pay and annual leave, are governed by the NJC LGS

Pay Scales - Senior Management Team

3.4. The Senior Management grade structure and salaries were agreed by General Function Committee on 3rd May 2017. The General Functions Committee (subject to Council approval) sets the pay rates applicable to the grade structure on an annual basis and this pay policy statement is updated. The table below sets out the salaries associated with the pay grades for the Senior Management Team and the Statutory Officer posts. Salaries are reviewed during April each year and an updated pay policy statement is approved and published by the Council as necessary.

Pay Grade	Pay point for Entry On 1 April 2018	Pay point for Fully Competent On 1 April 2018	Chief Officer and Senior Management Posts
1	£181,165	£191,365	Chief Executive*
2	£151,433	£161,633	Deputy Chief Executive*
3	£129,540	£150,960	Strategic Director for Children & Families* (incorporates statutory Director of Children's Services); Strategic Director for Adults & Health* (incorporates Statutory Director for Adults and Social Services) Strategic Director for Environment*
4	£116,280	£129,540	Assistant Chief Executive* Director of Resources(Section 151 Officer)*; Director of Adults and Communities
5	£106,080	£116,280	Commercial Director Director of Development & Regeneration Operational Director (Early help, Children in need of help & protection) Operational Director (Corporate Parenting, Disability and Permanence) Streetscene Director Assurance Director
6	£86,700	£106,080	Senior Management – mainly Assistant Director posts
7	£74,460	£83,640	

Pay Grade	Pay point for Entry On 1 April 2018	Pay point for Fully Competent On 1 April 2018	Chief Officer and Senior Management Posts
8	£66,300	£74,460	

***Chief Officer posts**

- 3.5. Each Pay Grade comprises a minimum (entry pay point) and a maximum (fully competent) pay point. The Fully Competent pay point reflects the evaluated level of the job. The Council does not pay beyond the evaluated level of the job and there is no automatic progression within the Grade.
- 3.6. The appropriate pay point at recruitment will normally depend upon the applicant's assessed level of competence.
- 3.7. All Chief Officer appointments (those officers listed in Article 9) will be conducted by the Chief Officer Appointment Panel, which comprises five elected members appointed to the panel by Council. The Panel includes the Leader of the Council, the Deputy Leader of the Council, the Chairman of the General Functions Committee, the Leader of the Opposition and a further member of the opposition group. The post holder's remuneration will be voted on by the General Functions Committee and reported to Council at the earliest opportunity.
- 3.8. In accordance with supplementary guidance issued by the Department for Communities and Local Government, Council have been given the opportunity to vote on Chief Officer Salary packages, salaries at or above £100,000 per annum and any severance packages per individual of £95,000 or more (see section 4 below). Council delegated this function to the General Functions Committee.
- 3.9. The General Functions Committee is responsible for the appointment of all chief officers with the exception of the Head of Paid Service (Chief Executive) as Council retains the responsibility to confirm the appointment or dismissal of the Head of Paid Service.

Pay Scales - Rest of the Council

- 3.10. The council in accordance with its single status agreement currently has two pay bands in operation for the remainder of the Council as follows:

Pay Band	Relevant employees	Lowest Pay Point on 1 April 2018	Highest Pay Point on 1 April 2018
Hay band M	Senior Managers and some professional staff	£49,947	£64,389
Barnet Broadband	All other employees	£18,375	£66,916

- 3.11. The evaluated grade for a role is normally 4 spinal column points. However the Single Status Agreement allows for some discretion in the number of spinal column points within a grade ranging from single spot grade through to a career grade; this discretion must be in line with the single status agreement.
- 3.12. The pay point on recruitment is normally at the bottom point of the grade for each post unless there is a justifiable reason for doing otherwise. An example might be that for particular roles there is difficulty in recruitment and retention and to ensure that the successful candidate accepts the job offer a salary above the bottom of the grade is required.
- 3.13. Progression through the grade is assessed through the annual performance review cycle with pay awards being subject to those outlined in Table A below until the top of the pay grade is reached.

Table A

Rating	Percentage increase
Development Needs	0%
Satisfactory	0.5%
Good	2.25%
Outstanding	3%

Barnet Living Wage

- 3.14. The Council has developed a fair pay policy to ensure that it applies a minimum wage for Council employees.

“London Borough of Barnet is a fair pay employer and will apply the principles of a living wage (including taking into account the National Minimum Wage, National Living Wage, London Living Wage and national pay awards in the public sector), subject to affordability.”

- 3.15. Employees whose pay rate is less than the agreed amount will receive a pay supplement to bring their pay up to an equivalent of the published Barnet Living Wage rate. The minimum rate will be reviewed on an annual basis.

Other Elements of Remuneration

Pay Protection

- 3.16. The Council’s Managing Organisational Change Policy is applicable to all employees and sets out the Council’s pay protection policy.

Recruitment and Retention Premia

- 3.17. The Council has a recruitment and retention payments policy applicable to all employees which describes when and how the Council may pay beyond the evaluated level of the job. Any market payment will need to be supported by clear market evidence before it can be brought into payment.

Other

- 3.18. The Council does not pay bonuses or performance related pay to senior managers.
- 3.19. The Council does not offer any benefits in kind.
- 3.20. The Council does not use ex-gratia payments.

Payment for election duties

- 3.21. The role of Returning Officer is considered to be secondary employment and any Senior Officer undertaking this role will be expected to either take annual leave or special unpaid leave when fulfilling this function.
- 3.22. Any employee who undertakes election duties is paid for this through the Returning Officer. The level of Fees & Charges payable for election duties are set by the Cabinet Office & London Councils.

Pension Arrangements

- 3.23. The percentage rate of contributions is set according to pension regulations.
- 3.24. Employees of the London Borough of Barnet are automatically enrolled into the LGPS but can opt out if they so wish.
- 3.25. All pension matters are dealt with by LGPS Scheme Rules.

Redundancy Terms

- 3.26. The Council's Managing Organisational Change Policy is applicable to all employees, including Chief Officers, and Head of Paid Service, and sets out redundancy compensation.
- 3.27. Compensation is calculated as 1x actual salary x number of weeks. Number of weeks is calculated using the statutory matrix of Age and Years of Completed Service. The minimum is 1 week's actual gross pay and the maximum is 30 weeks.
- 3.28. The Council's redundancy terms do not enhance pension entitlements.
- 3.29. The Council as part of its duty to mitigate the consequences of redundancy puts in place appropriate employee support, which includes career advice, workshops and trial periods for employees.

Appointment and Remuneration Terms

- 3.30. The Council appoints to roles on a variety of terms and the final decision about the appointment and remuneration terms will be a reflection of the requirements of the role; the evaluated level of the role; the longevity of the role; budgetary constraints and broader value for money considerations.

4. Severance arrangements

- 4.1. The Council does not enhance severance packages beyond statutory and contractual entitlements. In practice this means severance package consist of redundancy pay (see 3.26), any holiday pay the employee is contractually entitled to and pension payments that the employee is entitled to in accordance with the Local Government Pension Scheme (LGPS). The Total severance payment to any individual will be capped at a maximum of £95,000 and includes all payments relating to the employee's contract termination. In respect of the local government pension scheme this will mean that mandatory and discretionary payments towards premature retirement compensation will be included in the assessment of the severance payments made to an individual.
- 4.2. Where an employee is aged 55 or above and is made redundant then by virtue of the LGPS scheme rules the employee's pension will automatically come into payment. It should be noted that an employer cost, known as 'Pension Strain' will be crystallised and is a cost to be paid by the employer to LGPS subject to the £95,000 cap not being exceeded.
- 4.3. For the purposes of calculating the component parts of a severance package this will include:
- redundancy pay
 - holiday entitlement earned but not taken
 - 'pension strain' cost payable by the Council to the Pension Scheme.
- 4.4. Council has been given the opportunity to vote on severance packages at or above £95,000 per annum and have delegated this function to the General Functions Committee.

5. Relationship between the remuneration of its chief officers, and the remuneration of its employees who are not chief officers

Remuneration of the Lowest Paid

- 5.1. The definition of the lowest paid is based on the Council's living wage - see section 3.10.

Pay Dispersion

- 5.2. The highest paid role in the Council is the Chief Executive with earnings of £181,165. The median average paid role is £28,953 and this covers a wide range of roles. The ratio between the highest paid in the authority (Chief

Executive Officer) and the median average paid role is 1:6.26. The lowest paid role in the Council is scp 11 earning £19,557 per annum. The ratio between the highest and lowest paid roles is 1:9.26.

5.3.

5.4. A comparison between the current year and previous year is shown below:

Description	2015/16	2016/17	2017/18	2018/19
Highest Paid	£187,613	£187,613	£187,613	£181,165
Median	£25,710	£27,251	£28,385	£28,953
Lowest paid	£16,518	£16,518	£17,981	£19,557
Highest to median ratio	1:7.3	1:6.9	1:6.6	1:6.26
Highest to lowest ratio	1:11.4	1:11.4	1:10.4	1:9.26

Elements of Chief Officer Remuneration

5.5. All Chief Officers receive only base pay. In common with all other roles in the Council if there was clear market evidence that the evaluated level of the job did not reflect the market then a market supplement would be considered. Any market supplement would need to be agreed by the General Functions Committee.

6. Gender Pay

6.1 Mandatory gender pay gap reporting in the public sector is required as part of the Equalities Act 2010(Specific Duties and Public Authorities) Regulations 2017. This requires the Council to publish the:

- Mean gender pay gap
- Median gender pay gap
- Mean bonus gender pay gap
- Median bonus gender pay gap
- Proportion of males and females receiving a bonus
- Proportion of males and females in each quartile band

The required information is outlined below:

Description	Female	Male
Mean gender pay gap	£29,110 (966)	£27,546 (684)
Median gender pay gap	£28,562	£28,562
Mean bonus gender pay gap	N/A – the Council does not pay bonuses to any staff	N/A – the Council does not pay bonuses to any staff
Median bonus gender pay gap	N/A – the Council does not pay bonuses to any staff	N/A – the Council does not pay bonuses to any staff
Proportion of males and females receiving a bonus	N/A – the Council does not pay bonuses to any staff	N/A – the Council does not pay bonuses to any staff

Proportion of males and females in each quartile band

Quartile Banding	Females	Males
£19,557 - £59,959	928	657
£59,960 – £100,362	32	20
£100,363 - £140,746	4	4
£140,747 - £181,165	2	3

7. Staff moving posts within the public sector

- 7.1. The Council operates a recruitment policy based on merit - in line with section 7 the Local Government and Housing Act 1989.
- 7.2. Should a successful candidate be in receipt of a severance payment or pension the London Borough of Barnet applies the Rules of the Local Government Pension Scheme and Modification Order to manage the following scenarios, should they occur:
- Where previously employed by the same authority, left with a severance or redundancy payment, and have come back as a Chief Officer
 - Are in receipt of a Local Government Pension Scheme or Firefighter pension (whether their previous service was with the same authority or not).
- 7.3. Where the successful candidate was previously employed by the Council then there would normally be a 12 month break before the Council would re-employ either as an employee or under a contract for services


8. Publication of and access to information regarding remuneration of Chief Officers

- 8.1. Remuneration information about Chief Officers is published on the London Borough of Barnet's website which is accessible to all members of the public.
- 8.2. The Council's Annual Accounts set out actual remuneration including all elements of pay for roles paid above £58,200. These accounts are published on the Council's website.

9. Amendments to this Pay Policy Statement

- 9.1. The tables in paragraphs 3.4 and 3.10 includes the recommended NJC Pay Offer.
- 9.2. There is a requirement to keep this Pay Policy Statement as up to date as possible. Therefore, mid-year amendments to the statement will be approved and published by the Council as appropriate.

January 2018

	AGENDA ITEM 12
	<h2>General Functions Committee</h2> <h3>15 January 2018</h3>
Title	Nomination of Local Authority Representatives on School Governing Bodies
Report of	Head of Governance
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A - List of LA Vacancies on School Governing Bodies
Officer Contact Details	Andrew Charlwood, Head of Governance andrew.charlwood@barnet.gov.uk 020 8359 2014

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
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 Article 7 which states that a function of the Committee is: "Nominating local authority representatives to School Governing bodies."

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

[School Governance \(Constitution\) \(England\) Regulations 2012 \(as amended\)¹](#)
[School Governance \(Federations\) \(England\) Regulations 2012 \(as amended\)²](#)

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

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

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

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

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

5.5 Risk Management

5.5.1 None in the context of this report.

5.6 Equalities and Diversity

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

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

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

- 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 – 15 JANUARY 2018

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.

ALL SAINTS CE – NW2 2TH					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mrs Barbara Bash (LD) Resigned 31 August 2017	Vacancy				

BARNFIELD PRIMARY – HA8 0DA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Michael Catley Resigned 20 February 2017	Vacancy				

CHALGROVE COMMUNITY PRIMARY – NW3 3PL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Fiona Bulmer Expired 11 November 2015	Vacancy*				

CHILDS HILL SCHOOL - NW7 3ED					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Michael Angel Resigned October 2016	Vacancy*				

*The Committee nominated Nicholas Sowemimo at the meeting held on 20 March 2017. Mr Sowemimo has not contacted the school and an alternative nomination is requested to fill the LA Governor vacancy.

FINCHLEY CATHOLIC HIGH SCHOOL – N12 8TA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Ms Jane Inzani Expired 13 October 2017	Vacancy				Ms Jane Inzani

HOLLICKWOOD PRIMARY SCHOOL – N10 2NL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Local Authority Governor*	Vacancy	Cllr Barry Rawlings			

HOLY TRINITY C OF E PRIMARY SCHOOL – N2 8GA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Roderick Tella Resigned 27 January 2017	Vacancy				

HOLLY PARK – N11 3HG					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Brian Salinger (C) Resigned May 2017	Vacancy*				Ms Clare Hegarty

MOSS HALL INFANT – N12 8PB					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Pranay Subedi Resigned 17 September 2017	Vacancy*				

*The school are seeking someone with an HR background and good all round management skills

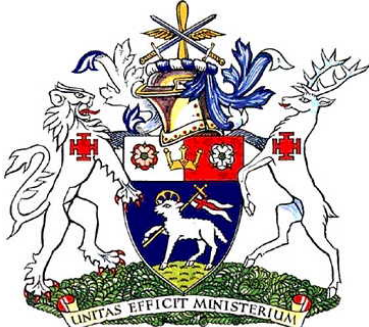
APPENDIX A

OAKLEIGH SCHOOL – N20 0DH					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Sachin Rajput (C) Expiring 31 January 2018	Expiring				

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

WREN ACADEMY – N12 9HB					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Chris Kiernan Expired 13 October 2017	Vacancy				Fran Hargrove

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

	<p>General Functions Committee</p> <p>15 January 2018</p>
<p style="text-align: center;">Title</p>	<p>Decision of a School Governing Body not to Appoint a Local Authority Representative Nominated by the Council</p>
<p style="text-align: center;">Report of</p>	<p>Head of Governance</p>
<p style="text-align: center;">Wards</p>	<p>Hendon</p>
<p style="text-align: center;">Status</p>	<p>Public (<i>with separate associated exempt report</i>)</p>
<p style="text-align: center;">Urgent</p>	<p>No</p>
<p style="text-align: center;">Key</p>	<p>No</p>
<p style="text-align: center;">Enclosures</p>	<p>None</p>
<p style="text-align: center;">Officer Contact Details</p>	<p>Andrew Charlwood, andrew.charlwood@barnet.gov.uk, 020 8359 2014</p>

Summary

The Council nominated a candidate to a vacancy on a school governing body. Prior to the governing body considering the nomination, the school did not receive a nomination form and the nominee did not complete a skills audit. As the governing body were unable to assess the contribution that the nominee might make to the governance of the school, the governing body decided not to appoint the nominee. The position of a local authority governor remains vacant on that governing body. However, the school have proposed their own nominee via Governor Services and the Committee will consider that under the appropriate agenda item elsewhere on the agenda. The Committee is asked to note the Governing body's decision, together with the reason for that decision.

Recommendations

The Committee is requested to note:

- 1. That the governing body of a school considered the Council's nomination (made on 28 June 2017) and decided not to appoint the candidate.**
- 2. The reason for the governing body's decision (as set out in section 1.6 of the**

report).

3. That the local authority governor position at that school remains vacant.

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 school 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 28 June 2017, the 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 Head of Governance (Assurance Group) received notification (5 December 2017) 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 guidance¹ 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. The school reported that the headteacher had tried on several occasions to contact the nominee, but had received no response. The governing body had also not received a nomination form or skills assessment from the nominee; this meant that they governing body considered that they were unable to assess the contribution that the nominee could make to the governance of the school and therefore rejected the nomination at their meeting held on 4 December 2017.
- 1.6 The school have proposed their own nominee via Governor Services and the Committee will consider that nomination under the appropriate agenda item elsewhere on the agenda.

¹ [Constitution of Governing Bodies of Maintained Schools](#)

2. REASONS FOR RECOMMENDATION

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

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. The Head of Governance is working to communicate this message to school governing bodies through the appointments process.

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.

4.2 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 Article 7 (Committees, Sub-Committees, Area Committees and Forums, and the Local Strategic Partnership).

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

[School Governance \(Constitution\) \(England\) Regulations 2012 \(as amended\)²](#)
[School Governance \(Federations\) \(England\) Regulations 2012 \(as amended\)³](#)

- 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.

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

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

4.4 Risk Management

4.4.1 None in the context of this report.

4.5 Equalities and Diversity

4.5.1 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.

4.5.2 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 residents will be treated equally, with understanding and respect, and will have equal access to quality services which provide value to the tax payer.

4.6 Consultation and Engagement

4.6.1 Not applicable.

5. BACKGROUND PAPERS

5.1 None

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

AGENDA ITEM 16

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