

APPENDIX B DRAFT TERMS OF REFERENCE OF PROPOSED COMMITTEES

FULL COUNCIL

Only the full Council will exercise the following functions:

- 1.1 Approving the strategic financing of the Council, upon recommendations of the Policy and Resources Committee, including:
 - 1.1.1 Determination of the financial strategy;
 - 1.1.2 Approval of the Budget;
 - 1.1.3 Approval of the capital programme;
 - 1.1.4 Setting the Council Tax;
 - 1.1.5 Determination of fees and charges where authority to set these has not been delegated; and
 - 1.1.6 Determination of borrowing limits.
- 1.2 Adopting and changing the Constitution, except where otherwise provided in the Constitution or by resolution of the Council.
- 1.3 Approving and adopting the Policy Framework (as described in Article 4).
- 1.4 Approving matters which require a decision that represents a significant departure from any existing strategy, policy or budget previously agreed by the Council.
- 1.5 Receiving reports and recommendations from the Health Overview and Scrutiny Committee, Health and Well Being Board and any other Committee.
- 1.6 All policy matters and new proposals relating to significant partnerships with external agencies and local authority companies.
- 1.7 Agreeing and amending the terms of reference of Committees, deciding on their composition and making appointments to them.
- 1.8 Appointing representatives to outside bodies, unless that appointment has been delegated by the Council.
- 1.9 Delegating significant functions to other local authorities or their executives and deciding whether or not to accept such a delegation from another local authority.
- 1.10 Adopting a Members' Allowance Scheme.
- 1.11 Changing the name of the Borough.
- 1.12 Electing Chairs and Vice-Chairs of Committees.
- 1.13 Conferring the title of Freeman of the Borough
- 1.14 Confirming the appointment of the Head of Paid Service.

1.15 Determining any delegation to Officers which does not fall within the scope or terms of reference of any Committee.

1.16 Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal bills.

1.17 All other matters which, by law, must be reserved to the Council.

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The following are proposed Committees:

POLICY and RESOURCES													
Member Composition	Leader, Deputy Leader and the remainder of the composition to be made up in accordance with proportionality												
Size of Committee	The exact size will depend on political proportionality however ideal size is between 10-12												
Frequency of Meetings	6 – 8 per annum depending on business required to be transacted												
Role of Committee	An overarching Committee of the Council with responsibility for the overall strategic direction and leadership of the Council.												
Responsibilities	<p>(1) To be the principal means by which advice on strategic policy and plans is given and co-ordinated and to recommend to Full Council, as necessary, on strategic issues. This is to include:</p> <ul style="list-style-type: none"> • Approval of the Corporate Plan • Council’s Capital and Revenue Budget setting (subject to Full Council) and Medium Term Financial Strategy • Ensuring effective Use of Resources and Value for Money <p>(2) To be responsible for the overall strategic direction of the Council including the following specific functions/activities:</p> <table border="1" data-bbox="533 1162 1390 1740"> <tbody> <tr> <td>Customer Care, Communications and Resident Engagement</td> <td>Strategic Partnerships</td> </tr> <tr> <td>Equalities, Diversity and Community Cohesion</td> <td>Local Development Framework and associated documents (for adoption by Full Council)</td> </tr> <tr> <td>Internal Transformation programmes</td> <td>Local Taxation- Billing, Collection and Recovery</td> </tr> <tr> <td>Write off of debt</td> <td>Insurance</td> </tr> <tr> <td>Treasury Management Strategy and Activity</td> <td>Information Technology provision</td> </tr> <tr> <td>Housing Benefit, Council Tax Support and Welfare programmes</td> <td></td> </tr> </tbody> </table> <p>(3) To submit recommendations to the Council in the event of a difference of opinion arising between committees upon a matter which falls within the terms of reference of more than one committee.</p>	Customer Care, Communications and Resident Engagement	Strategic Partnerships	Equalities, Diversity and Community Cohesion	Local Development Framework and associated documents (for adoption by Full Council)	Internal Transformation programmes	Local Taxation- Billing, Collection and Recovery	Write off of debt	Insurance	Treasury Management Strategy and Activity	Information Technology provision	Housing Benefit, Council Tax Support and Welfare programmes	
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(4) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.

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

(6) Approve the budget, business plan and Annual Report of the Barnet Group Ltd

If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.

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PERFORMANCE and CONTRACT MANAGEMENT

Member Composition	Chairman appointed, may be appropriate to be the Deputy Leader, and decision required on the use of Vice Chairs in the Committee system		
Size of Committee	10 according to proportionality and number of Committees		
Frequency of Meetings	6 per annum		
Role of Committee	<p>To maintain general oversight of performance and operational working of the Council.</p> <p>Quarterly Performance Monitoring of Council Delivery Units (internal and external) against Corporate Plan objectives</p>		
Responsibilities	<p>(1) Overall responsibility for quarterly budget monitoring, including monitoring trading position and financial strategy of Council Delivery Units</p> <p>(2) Monitoring of Performance against agreed financial and performance targets by External providers- including CSG; Re; the Barnet Group; HB Public Law; and NSL.</p> <p>(3) Receive and scrutinise contract variations and change requests in respect of the above contracts</p> <p>(4) To make recommendations to Policy and Resources and Theme Committees on relevant policy and commissioning implications arising from the scrutiny of performance of Delivery Units and External Providers</p> <p>(5) Specific responsibility for the following functions within the Council:</p> <table border="1" data-bbox="533 1305 1370 1451"> <tr> <td>Corporate Procurement (including agreement of the Procurement Forward Plan and agreeing exceptions to CPRs)</td> <td>Risk Management</td> </tr> </table> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	Corporate Procurement (including agreement of the Procurement Forward Plan and agreeing exceptions to CPRs)	Risk Management
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THEME COMMITTEES

The role of the ‘theme committees’ is to establish strategy and policy across their areas of expertise, and commission for better outcomes using the full variety of providers- Council Delivery Units, external providers, and public service partners.

CHILDREN, EDUCATION, LIBRARIES and SAFEGUARDING	
Member Composition	Chairman appointed and decision required on the use of Vice Chairs in the Committee system. Requirement to have a Lead Member for Children’s Services.
Size of Committee	10 according to proportionality and number of Committees
Frequency of Meetings	6 per annum
Role of Committee	<p>Raise and enhance Education standards across the Borough.</p> <p>To create better life chances for all children and young people, championing their causes and promoting opportunity.</p> <p>To ensure the Council’s safeguarding responsibilities are met in relation to Children.</p> <p>Promotion of libraries (incl. community libraries).</p>
Responsibilities	<p>(1) Specific responsibilities include:</p> <ul style="list-style-type: none"> • Planning the adequate provision of school places in the Borough • Investment in educational infrastructure to meet the needs of the Borough’s learners • Development and enhancement of the Library Service • Development of cultural activities • To be responsible for those powers, duties and functions of the Council in relation Children’s Services: <p>(2) Lead the Council’s responsibilities under the Children Act 2004 and Education and inspection Act 2007</p> <ul style="list-style-type: none"> • Oversee effective support for young people in care; and enhance the Council’s corporate parenting role • Oversee the multi-agency Youth Offending Team • Oversee the effective provision of support across partners for the well-being of vulnerable families - including the Troubled Families programme <p>(3) Approve the Children and Young People Plan and associated sub strategies promoting the following areas:</p> <ul style="list-style-type: none"> • Education • Inclusion • Child Poverty • Early Intervention and Prevention <p>(4) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and</p>

	<p>Resources.</p> <p>(5) To ensure that the Council’s safeguarding responsibilities are taken into account.</p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>
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ADULTS and SAFEGUARDING

Member Composition	Chairman appointed and decision required on the use of Vice Chairs in the Committee system		
Size of Committee	10 according to proportionality and number of Committees		
Frequency of Meetings	6 per annum		
Role of Committee	<p>Ensuring the well-being of people in later life, empowering them to lead active and independent lives.</p> <p>Promoting choice and independence for all service users and carers</p> <p>Safeguarding the well-being of all service users who may be vulnerable.</p> <p>Promote active and healthy lifestyles for all people</p>		
Responsibilities	<p>(1) Specific responsibilities include: To be responsible for those powers, duties and functions of the Council in relation to Adults and Communities including the following specific functions:</p> <ul style="list-style-type: none"> Promoting the best possible Adult Social Care services <p>(2) Work with partners on the Health and Well Being Board to ensure that social care, interventions are effectively and seamlessly joined up with public health and healthcare and promote the Health and Well Being Strategy and its associated sub strategies.</p> <p>(3) Develop fees and charges for those areas under the remit of the Committee for consideration by Policy and Resources Committee</p> <p>(4) Specific responsibilities to include:</p> <table border="1" data-bbox="512 1341 1402 1415"> <tr> <td>Leisure Services.</td> <td>Grants to Voluntary Sector within the remit of the Committee</td> </tr> </table> <p>(5) To ensure that the Council’s safeguarding responsibilities are taken into account.</p> <p>(6) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>	Leisure Services.	Grants to Voluntary Sector within the remit of the Committee
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ENVIRONMENT

Member Composition	Chairman appointed and decision required on the use of Vice Chairs in the Committee system
Size of Committee	10 according to proportionality and number of Committees
Frequency of Meetings	6 per annum
Role of Committee	To ensure the Borough’s attractive environment, public realm and transport infrastructure is effectively designed and managed to meet the needs of today and the challenges of the future.

Responsibilities	(1) To include specific responsibilities for commissioning the following:																		
	<table border="1"> <tr> <td>Street Scene including pavements and all classes of roads</td> <td>Parking provision and enforcement</td> </tr> <tr> <td>Road Safety</td> <td>Street Lighting</td> </tr> <tr> <td>Transport and traffic management- including agreement of London Transport Strategy-Local Implementation Plan</td> <td>Refuse and recycling</td> </tr> <tr> <td>Street Cleaning</td> <td>Waste Minimisation</td> </tr> <tr> <td>Waterways</td> <td>Allotments</td> </tr> <tr> <td>Parks and Open Spaces</td> <td>Fleet Management</td> </tr> <tr> <td>Trees</td> <td>Cemetery and crematorium and Mortuary</td> </tr> <tr> <td>Trading Standards</td> <td>Contaminated land and all statutory nuisances.</td> </tr> <tr> <td>Commons registration and town and village greens including powers of protection and enforcement</td> <td>Flood Risk Management (scrutiny aspect)</td> </tr> </table>	Street Scene including pavements and all classes of roads	Parking provision and enforcement	Road Safety	Street Lighting	Transport and traffic management- including agreement of London Transport Strategy-Local Implementation Plan	Refuse and recycling	Street Cleaning	Waste Minimisation	Waterways	Allotments	Parks and Open Spaces	Fleet Management	Trees	Cemetery and crematorium and Mortuary	Trading Standards	Contaminated land and all statutory nuisances.	Commons registration and town and village greens including powers of protection and enforcement	Flood Risk Management (scrutiny aspect)
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	Commons registration and town and village greens including powers of protection and enforcement	Flood Risk Management (scrutiny aspect)																	
(2) Council highways functions (including highways use and regulation, access to the countryside, arrangements and extinguishment of public rights of way) which are limited to																			
<ul style="list-style-type: none"> • creating, stopping up and diverting footpaths and bridleways • asserting and protecting public rights to use highways • removing things deposited on highways which cause nuisance 																			
(3) Gaming, entertainment, food and miscellaneous licensing in so far as not otherwise the responsibility of the Licensing Committee or the Licensing Sub-Committee																			

Health and Safety regulation (otherwise than as an employer).

(4) Develop fees and charges for those areas under the remit of the Committee for consideration by Policy and Resources Committee

(5) Specific responsibilities to include:

- Grants to Voluntary Sector within the remit of the Committee

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

If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.

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ASSETS, REGENERATION and GROWTH

Member Composition	Chairman appointed and decision required on the use of Vice Chairs in the Committee system
Size of Committee	10 according to proportionality and number of Committees
Frequency of Meetings	4 per year
Role of Committee	<p>To create the right environment for economic growth to ensure Barnet is a successful place where people want to live and work and businesses can develop and thrive.</p> <p>To ensure the asset strategy is aligned effectively to the development of the borough.</p> <p>Ensuring housing supply and provision that meets the Borough's needs.</p>
Responsibilities	<p>(1) Specific responsibilities include:</p> <ul style="list-style-type: none">• Develop and oversee a Regeneration Strategy• Develop strategies which maximise the financial opportunities of growth- e.g. New Homes Bonus, localisation of business rates• Promote skills and enterprise and approve a Skills Enterprise and Employment Strategy• Engagement with the business community and measures to support local business• Oversee major regeneration schemes- including those of key social housing estates• Town Centre regeneration programmes• Asset Management – all matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council• Neighbourhood Plans (for adoption by Full Council) <p>(2) Develop fees and charges for those areas under the remit of the Committee for consideration by Policy and Resources Committee</p> <p>(3) Specific responsibilities to include:</p> <ul style="list-style-type: none">• Grants to Voluntary Sector within the remit of the Committee <p>(4) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>

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HOUSING	
Member Composition	Chairman appointed and decision required on the use of Vice Chairs in the Committee system
Size of Committee	10 according to proportionality and number of Committees
Frequency of Meetings	4 per year
Role of Committee	Ensuring housing supply and provision that meets the Borough's needs.
Responsibilities	<p>(1) Specific responsibilities include:</p> <ul style="list-style-type: none"> • Housing Strategy (incorporating Homelessness Strategy) • Work with Barnet Homes, RSLs and social housing providers to ensure the optimum provision of housing and associated facilities for those who require social housing • Commissioning of Environmental Health <p>(2) Develop fees and charges for those areas under the remit of the Committee for consideration by Policy and Resources Committee</p> <p>(3) Specific responsibilities to include:</p> <ul style="list-style-type: none"> • Grants to Voluntary Sector within the remit of the Committee <p>(4) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.</p>

COMMUNITY LEADERSHIP

Member Composition	Chairman appointed and decision required on the use of Vice Chairs in the Committee system
Size of Committee	10 according to proportionality and number of Committees
Frequency of Meetings	4 per year
Role of Committee	To work with and influence other public, private and voluntary partners in the delivery of services that meet the needs of the Borough's residents
Responsibilities	<p>Specific responsibilities include:</p> <ul style="list-style-type: none">• Grants to Voluntary Sector within the remit of the Committee• Responsibilities for the Registration and Nationality Service <p>(1) To oversee arrangements for cross partner co-operation including any pooling of budgets e.g. Community Budgets</p> <p>(2) To maintain good community relations with Barnet's diverse communities ensuring that all communities have the opportunity to participate fully in the Borough's affairs</p> <p>(3) To represent Barnet's strategic interests in dealings with sub-regional, regional and national Government and influence relevant tiers of Government</p> <p>(4) To contribute to achieving better outcomes in the Safer Communities Strategy through CCTV, fighting crime and anti-social behaviour, combating graffiti flytipping and other environmental crime, action against Domestic Violence and any other relevant Council activity.</p> <p>(5) To work together with partners on the Barnet Safer Communities Partnership including Police, Fire and Criminal Justice Agencies to help make Barnet a safer place.</p> <p>(6) Provide scrutiny aspect of Community Safety</p> <p>(7) To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy and Resources.</p> <p>If any report comes within the remit of more than one committee,</p>

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AREA SUB COMMITTEES

There are three Area Committees – Finchley and Golders Green, Chipping Barnet and Hendon.

AREA SUB-COMMITTEES	
Member Composition	1 member for each ward and 1 substitute for each.
Size of Committee	7 based on number of wards. The proportionality regulations provide an exception from the political balance requirements where a committee is established to discharge functions in part of an authority's area, and: (a) Consists entirely of Members elected for wards which comprise the area, and (b) Either the area or its population does not exceed two-fifths of the total for the authority.
Frequency of Meetings	4 per year
Role of Committee	Members represent Electoral Wards in their area. Area Sub-Committees are in place to listen and act on local issues within their remit or to refer to appropriate Committees where appropriate.
Responsibilities	<ol style="list-style-type: none"> 1. Consider matters raised at Residents Forums and determine how they are to be taken forward, including whether to request a report for a future meeting, refer to an Officer and/or ward councillors 2. Discharge any functions, within the budget and policy framework agreed by P and R, of the theme committees that they agree are more properly delegated to a more local level. These include but are not limited to: <ul style="list-style-type: none"> • <i>Town Centre Regeneration and Management</i> • <i>Sewers, drainage, public conveniences, water courses</i> • <i>Refuse collection, litter, cleansing, waste and recycling</i> • <i>Parks, open spaces, nature reserves, allotments, recreation and leisure facilities</i> • <i>Libraries and Culture</i> • <i>Cemeteries and Crematoria</i> • <i>Recommending the creation of Conservation Areas to Environment Committee</i> • <i>Day to day environmental issues and management of land on Council Housing estates</i> • <i>Local highways and safety schemes</i> 3. Considering any proposals for Neighbourhood Planning under the 2011 Localism Act and proposing plans to the Assets, Regeneration and Growth Committee. 4. Administer any local budget delegated from Policy and Resources Committee for these sub-committees. 5. Powers to deal with small public works <p>Area Sub-Committees should not deal with issues that are specifically</p>

	within the remit of other committees (e.g. Licensing), that should be exercised at a Borough wide level or that are outside the budget and policy framework.
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Statutory Requirements

HEALTH and WELL BEING BOARD	
Member Composition	Three Members, Director of Public Health, Barnet and Harrow Director for People (Director for Children’s Service), Adults and Communities Director; Barnet Clinical Commissioning Group- Board members x 3; Barnet Clinical Commissioning Group- Chief Officer; and Barnet Healthwatch representative and NHS England.
Size of Committee	12 Each member will be able to nominate a substitute member if they are unable to attend. The flexibilities given in the Local Authority (Public Health, Health and Well-Being Board and Health Scrutiny) Regulations 2013(SI 218) to disapply elements of the 1972 Local Government Act have been used to: Waive requirement for proportionality Allow voting rights to members other than Members of the Council.
Frequency of Meetings	Minimum 6 per year
Role of Committee	To improve the health and well-being and narrow the gaps in health inequalities for the residents of the borough. To ensure the voice of the patient is heard.
Responsibilities	<ol style="list-style-type: none"> 1. To jointly assess the health and social care needs of the population with NHS commissioners, and apply the findings of a Barnet joint strategic needs assessment (JSNA) to all relevant strategies and policies. 2. To agree a Health and Well-Being Strategy for Barnet taking into account the findings of the JSNA and performance manage its implementation to ensure that improved outcomes are being delivered. 3. To work together to ensure the best fit between available resources to meet the health and social care needs of the population of Barnet (including children), by both improving services for health and social care and helping people to move as close as possible to a state of complete physical, mental and social well-being. Specific resources to be overseen include money for social care being allocated through the NHS; dedicated public health budgets; and Section 75 partnership agreements between the NHS and the Council. 4. To consider all relevant commissioning strategies from the CCG and the NHS Commissioning Board and its regional structures to ensure that they are in accordance with the JSNA and the HWBS and refer them back for reconsideration 5. To receive assurance from all relevant commissioners and providers on matters relating to the quality and safety of services for users and patients 6. To directly address health inequalities through its strategies and have a specific responsibility for regeneration and development as they relate to health and care. To champion the commissioning

	<p>of services and activities across the range of responsibilities of all partners in order to achieve this.</p> <ol style="list-style-type: none">7. To promote partnership and, as appropriate, integration, across all necessary areas, including the use of joined-up commissioning plans across the NHS, social care and public health.8. To receive the Annual Report of the Director of Public Health and commission and oversee further work that will improve public health outcomes.9. Specific responsibilities for:<ul style="list-style-type: none">• Overseeing public health• Developing further health and social care integration
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HEALTH OVERVIEW and SCRUTINY COMMITTEE

Member Composition	10 Members of the Council, co-opted members, as necessary
Size of Committee	10
Frequency of Meetings	Minimum 6 per year
Role of Committee	Carry out the statutory requirements of health scrutiny within the Borough.
Responsibilities	<ol style="list-style-type: none">1. To perform the overview and scrutiny role in relation to health issues which impact upon the residents of the London Borough of Barnet and the functions services and activities of the National Health Service (NHS) and NHS bodies located within the London Borough of Barnet and in other areas.2. To make reports and recommendations to Council, Health and Well Being Board, the Secretary of State for Health and/or other relevant authorities on health issues which affect or may affect the borough and its residents.3. To receive, consider and respond to reports, matters of concern, and consultations from the NHS Barnet Health and Wellbeing Board, Health Watch and/or other health bodies.5. To scrutinise and review promotion of effective partnerships between health and social care, and other health partnerships in the public, private and voluntary sectors.6. To make recommendations as necessary to the Council for the formation of Joint Overview and Scrutiny Committees in accordance with the provisions of the Section 21 of the Local Government Act 2000 as amended by the Health and Social Care Act 2001 and Health and Social Care Act 2012.