

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

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

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

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

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

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

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

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