

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

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Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
10 October 2016			
<p>Approval of premises for Weddings and Civil Partnership Registrations:</p> <ul style="list-style-type: none"> • Cavendish Banqueting Suite (Edgware Rd_ • Haven Restaurant (Whetstone) • Oak Room (Registrars' Office Burnt Oak Broadway) • Adam Eve Public House 	<p>This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004.</p>	<p>Proper Officer for Registration</p>	<p>Non Key</p>
<p>Nomination of Local Authority Representatives on School Governing Bodies</p>	<p>To nominate candidates to vacancies on school governing bodies.</p>	<p>Head of Governance</p>	<p>Non Key</p>
<p>Appointments to Outside Bodies</p>	<p>To appoint representatives to outside bodies.</p>	<p>Head of Governance</p>	<p>Non Key</p>

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

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

Subject	Decision requested	Report Of	Issue Type
Hendon Town Hall Facilities	Following a referral from Group leaders or the Chairman, to comment on any proposed changes incurring expenditure over £5,000 which could affect the provision of facilities for Members.	Director of Resources	Non Key
Communications with the Public by Text and Social Media Policy for Staff	The Head of Information Management was requested (11 Nov 2015) to ensure that any plans to approve the use of any video media software by staff (to communicate with the public) be brought back to the General Functions Committee for comment and approval.	Head of Information Management	Non Key
Health and Safety	<p>To receive quarterly monitoring statistics (Safety, Health and Well-being) on a twice-yearly basis).</p> <p>And</p> <p>Annual report - To monitor and review arrangements for managing occupational health and safety risks.</p> <p>To note the council's high level health and safety risk profile, a summary of health and safety performance and the strategic priorities for improvements over the subsequent period.</p>	Commissioning Lead – Health, Safety & Wellbeing	Non Key

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