

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

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| Title of Report  | Overview of decision  | Report Of ( <i>officer</i> )  | Issue Type (Non key/Key/Urgent) |
|--|---|---|---------------------------------|
| <b>9 November 2016</b>   |   |   |                                 |
| 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                           | <b>Non Key</b>                  |
| Nomination of Local Authority Representatives on School Governing Bodies | To nominate candidates to vacancies on school governing bodies.   | Head of Governance  | <b>Non Key</b>                  |
| <b>6 December 2016</b>   |   |   |                                 |
| 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<br>Director of Human Resources | <b>Non Key</b>                  |
| Adult Social Care Mental Health Staff Restructure Final Proposals        | A report outlining the outcomes of the staff consultation to restructure the Social Care Mental Health service in order to deliver efficiencies and better services to residents as per the Barnet Mental Health Enablement Model.: | Adults and Communities  | <b>Non Key</b>                  |

| <b>Subject</b>   | <b>Decision requested</b>  | <b>Report Of</b>             | <b>Issue Type</b> |
|--|--|------------------------------|-------------------|
| Nomination and Appointment of Representatives on School Governing Bodies | To receive an update on the Assurance Group project.   | Head of Governance           | <b>Non Key</b>    |
| Representatives on Outside Bodies  | To review the Council's policy on indemnities for representatives on outside bodies.                       | Head of Governance           | <b>Non Key</b>    |
| <b>16 January 2017</b>   |  |                              |                   |
| 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        | <b>Non Key</b>    |
| 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              | <b>Non Key</b>    |
| Annual Pay Policy Statement  | To receive the annual review of the Council's pay policy statement together with any amendments            | Director for Human Resources | <b>Non Key</b>    |

| Subject   | Decision requested  | Report Of   | Issue Type     |
|---|---|---|----------------|
| 20 March 2017   |   |   |                |
| TBC   |   |   |                |
| <b>Unassigned</b>   |   |   |                |
| Members IT and Telephony                                  | To receive an update following the members' workshop on IT and telephony.   | Head of Governance  | <b>Non Key</b> |
| Members' Notional Allowance                               | To consider the arrangements in respect of members' notional allowances.  | Head of Governance  | <b>Non Key</b> |
| 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<br>Director of Human Resources | <b>Non Key</b> |
| 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                               | <b>Non Key</b> |

| 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 | <b>Non Key</b> |
| Nominations to Vacancies on School Governing Bodies                   | That the committee nominates candidates to fill the vacancies on school governing bodies.  | Head of Governance              | <b>Non Key</b> |
| Appointments to Outside Bodies  | To appoint representatives to outside bodies.  | Head of Governance              | <b>Non Key</b> |
| Staff matters   | Salaries and conditions of service other than those within the remit of Chief Officer Appointment Panel.   | Director of Human Resources     | <b>Non Key</b> |
| Information Management  | To determine Member requests for non-committee information as specified in the Members' Information Management Policy.   | Head of Information Management  | <b>Non Key</b> |

| 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                           | <b>Non Key</b> |
| 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                  | <b>Non Key</b> |
| 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 | <b>Non Key</b> |

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|----------------|---------------------------|------------------|-------------------|
|----------------|---------------------------|------------------|-------------------|