

## **Article 7 – Committees, Forums, Working Groups and Partnerships**

### **Committees**

- 7.1 The Council will appoint the committees set out below at 7.5 to discharge the functions described.

### **Sub-Committees and Working Groups**

- 7.2 Following the Annual Meeting of the Council, and at any time during the year, committees may appoint: sub-committees and/or working groups and, if appropriate, agree their terms of reference, a Chairman and, if considered necessary, a Vice-Chairman and substitute members of the sub-committee or working group.

### **Appointment of Members to Committees**

- 7.3 The Council will appoint the Members, Chairman and Vice Chairman to serve on the Committee subject to the right of a political group within the meaning of the Local Government and Housing Act 1989 and any regulations made under that Act to make nominations for those appointments at the meeting that makes the appointments before the appointments are made.

### **Local Strategic Partnership**

- 7.4 A Local Strategic Partnership is an advisory Committee which brings together the key public, private and voluntary organisations within the borough to identify and articulate the needs and aspirations of Barnet's local communities and to provide a forum to assist the Council by collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies. In Barnet, the functions of a Local Strategic Partnership are discharged by the Barnet Partnership Board

- 7.5 Responsibility for Functions\*

*\*If any report appears to come 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.*

Terms of Reference of all Committees are set out below:

Body responsible	Functions	Membership
<p>Policy and Resources Committee</p>	<p>(1) To be responsible for:</p> <ul style="list-style-type: none"> <li>• Strategic policy, finance and corporate risk management including recommending: Capital and Revenue Budget; Medium Term Financial Strategy; and Corporate Plan to Full Council</li> <li>• Finance including: <ul style="list-style-type: none"> <li>➤ Treasury management Local taxation</li> <li>➤ Insurance</li> <li>➤ Corporate procurement</li> <li>➤ Grants</li> <li>➤ Writing-off debt</li> <li>➤ Virements</li> <li>➤ Effective use of resources</li> </ul> </li> <li>• Procurement Forward Plan</li> <li>• Local Plans (except for matters reserved to Full Council)</li> <li>• Information Technology</li> <li>• Strategic Partnerships</li> <li>• Customer Services and Resident Engagement</li> <li>• Emergency Planning</li> </ul> <p>(2) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.</p> <p>(3) Consider for approval budget and business plan of the Barnet Group Ltd.</p> <p>(4) To determine fees and charges for services which are the responsibility of the committee and to note decisions taken by theme committees, the Planning Committee and Licensing Committee on fees and charges within the remit of those committees.</p>	<p>13</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p><del>6-7</del> substitutes</p> <p>Quorum 3</p>

<p>Financial Performance and Contracts Committee</p>	<p>(1) Responsible for the oversight and scrutiny of:</p> <p>(a) the overall financial performance of the council</p> <p>(b) the performance of services other than those which are the responsibility of the: Adults &amp; Safeguarding Committee; Assets, Regeneration &amp; Growth Committee; Children, Education &amp; Safeguarding Committee; Community Leadership &amp; Libraries Committee; Environment Committee; or Housing Committee</p> <p>(c) the council’s major strategic contracts including (but not limited to):</p> <ul style="list-style-type: none"> <li>➤ Analysis of performance</li> <li>➤ Contract variations</li> <li>➤ Undertaking deep dives to review specific issues</li> <li>➤ Monitoring the trading position and financial stability of external providers</li> <li>➤ Making recommendations to the Policy &amp; Resources Committee and/or theme committees on issues arising from the scrutiny of external providers</li> </ul> <p>(2) At the request of the Policy &amp; Resources Committee and/or theme committees consider matters relating to contract or supplier performance and other issues and making recommendations to the referring committee</p> <p>(3) To consider any decisions of the West London Economic Prosperity Board which have been called in, in accordance with this Article.</p>	<p>8</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<p>Children, Education and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to children, schools and education.</p> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p> <p>(5) To receive and consider reports as appropriate from the Corporate Parenting Advisory Panel.</p> <p>(6) Receive an annual report from the Lead Member for Children's Services (Chairman of Children, Education and Safeguarding Committee) covering key matters.</p> <p>(7) Receive an annual report from the Safeguarding Children's Board.</p> <p>(8) Determining arrangements for making nominations to the governing bodies of Local Authority administered schools.</p> <p>(9) To recommend for approval fees and charges for those areas under the remit of the Committee.</p>	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>Requirement to have a Lead Member for Children's Services.</p> <p>6 substitutes Quorum 3</p>
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<p>Adults and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to vulnerable adults, adult social care and leisure services.</p> <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) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</p> <p>(4) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(5) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p> <p>(6) To recommend for approval fees and charges for those areas under the remit of the Committee.</p>	<p><del>4</del><u>0</u>11</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p><del>6</del><u>7</u> substitutes</p> <p>Quorum 3</p>
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<p>Environment Committee</p>	<p>(1) Responsibility for all borough-wide or cross-constituency matters relating to the street scene including, parking, road safety, lighting, street cleaning, transport, waste, waterways, refuse, recycling, allotments, parks, trees, crematoria and mortuary, trading standards and environmental health.</p> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p> <p>(5) To recommend for approval fees and charges for those areas under the remit of the Committee.</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<p><u>Housing and Growth Committee</u></p>	<p><u>(1) Responsibility for:</u></p> <ul style="list-style-type: none"> <li>• <u>housing matters including housing strategy, homelessness, social housing and housing grants, commissioning of environmental health functions for private sector housing.</u></li> <li>• <u>regeneration strategy and oversee major regeneration schemes, asset management (including authorising land transactions and the exercise of statutory powers concerning land), employment strategy, business support and engagement.</u></li> </ul> <p><u>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</u></p> <p><u>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</u></p> <p><u>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</u></p> <p><u>(5) To recommend for approval fees and charges for those areas under the remit of the Committee.</u></p>	<p><u>10</u></p> <p><u>Chairman, Vice Chairman, Members and substitutes appointed by Council.</u></p> <p><u>6 substitutes</u></p> <p><u>Quorum 3</u></p>
<p><del>Assets, Regeneration and Growth Committee</del></p>	<p><del>(1) Responsibility for regeneration strategy and oversee major regeneration schemes, asset management, employment strategy, business support and engagement.</del></p> <p><del>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</del></p>	<p><del>10</del></p> <p><del>Chairman, Vice Chairman, Members and substitutes appointed by Council.—Committee to be made up in accordance with proportionality</del></p>

	<p><del>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</del></p> <p><del>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</del></p> <p><del>(5) To recommend for approval fees and charges for these areas under the remit of the Committee.</del></p>	<p>6 substitutes</p> <p>Quorum – 3</p>
Housing Committee	<p>(1) Responsibility for housing matters including housing strategy, homelessness, social housing and housing grants, commissioning of environmental health functions for private sector housing.</p> <p><del>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.</del></p> <p><del>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</del></p> <p><del>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</del></p> <p><del>(5) To recommend for approval fees and charges for these areas under the remit of the Committee.</del></p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum – 3</p>
Community Leadership & Libraries	<p>(1) Responsibility for libraries, culture, civic events, the mayoralty, community safety, registration and nationality service</p>	<p>10</p> <p>Chairman, Vice</p>



<p>Committee</p>	<p>(2) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p> <p>(3) To submit to the Policy and Resources Committee proposals on the Committee's budget for the following year in accordance with the budget timetable and make recommendations on issues relating to virements, underspends or overspends. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p> <p>(5) To recommend for approval fees and charges for those areas under the remit of the Committee.</p>	<p>Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
<p>Community Leadership &amp; Libraries Sub-Committee</p>	<p>To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid) when there is no scheduled meeting of the full Committee which falls within the eight week statutory deadline for determining applications</p>	<p>3</p> <p>Chairman, Vice-Chairman and Opposition Spokesperson Appointed by Community Leadership Committee</p> <p>3 substitutes Quorum 2</p>

<p>Area Committees</p> <p>Finchley &amp; Golders Green;</p> <p>Chipping Barnet; and</p> <p>Hendon</p>	<p>In relation to the area covered:</p> <p>1) Responsibility for all constituency specific matters relating to the street scene including parking, road safety, transport, allotments, parks and trees.</p> <p>2) Consider constituency specific matters as agreed with the Chairman.</p> <p>3) Consider matters relating to Town Centre regeneration and designating conservation areas.</p> <p>4) 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.</p> <p>5) Determine the allocation of Community Infrastructure Levy funding within the constituency up to a maximum of £25,000 per scheme / project in each case subject to sufficient of the budget allocated to the committee being unspent.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>One Member and one substitute member for each Ward.</p> <p>Quorum 3</p>
<p>Licensing Committee</p>	<p>(1) All policy matters relating to licensing, with licencing hearings concerning all licencing matters delegated to sub-committees.</p> <p>(2) To recommend for approval fees and charges for those areas under the remit of the Committee.</p>	<p>12</p> <p>Chairman, Vice Chairman, Members</p> <p>No substitute members</p> <p>Quorum 3</p>
<p>Licensing Sub-Committees</p>	<p>All functions in relation to licensing as delegated by the Licensing Committee. Members appointed from the membership of the Licensing Committee</p>	<p>3</p> <p>Quorum 3</p> <p>Chairman appointed at each meeting of a Sub-Committee.</p>

<p>Audit Committee</p>	<p>To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.</p> <p><u>Anti-Fraud Activity</u> To monitor the effective development and operation of the Council's Corporate Anti-Fraud Team (CAFT).</p> <p><u>Regulatory Framework.</u> To review any issue referred to it by the Chief Executive and to oversee the production of the authority's Annual Governance Statement and to recommend its adoption.</p> <p><u>Accounts</u> To review and approve the annual statement of accounts and consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><u>Annual Report</u> The Audit Committee shall prepare a report to Full Council on annual basis on its activity and effectiveness.</p> <p><u>Treasury Management</u> To review the implementation of the Treasury Management Strategy.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>The membership should also include two independent, non-voting Members with a period of appointment of four years.</p> <p>6 substitutes</p> <p>Quorum 3</p>
<p>Planning Committee</p>	<p>To determine Applications for Planning Permission, including permissions in principle, made under the Town and Country Planning Act 1990 where the recommendation is for approval and the development:</p> <p>a. is within the categories which must be referred to the Mayor of London under the London Mayor Order;</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p><del>10</del><u>11</u> substitutes</p> <p>Quorum 3</p>

	<p>b. does not accord with the provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or</p> <p>c. is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer], it is a significant development</p> <p>The confirmation of Directions under Article 4 of the Town and Country Planning (General Permitted Development) Order 2015.</p> <p>The confirmation of Town and Village Green Registration Applications under the Commons Act 2006, including considering the recommendations of a non-statutory inquiry chaired by an independent person.</p> <p>Designating neighbourhood areas and neighbourhood forums for the purposes of neighbourhood planning.</p> <p>Consider for approval and confirmation Neighbourhood Development Orders and Community Right to Build Orders.</p> <p>Recommending the creation of Conservation Areas to Full Council</p> <p>Consider approving Article 4 Directions for consultation</p> <p>Take action under Part 8 of the Anti-Social Behaviour Act 2003 relating to high hedges</p> <p>Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.</p> <p>Any other planning application or planning matter referred to this Committee by relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chairman.</p> <p>Reports on all matters reserved to the Committee shall be made direct to the Committee and not through an Area Planning Committee.</p>	
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	<p>Any Planning Area Committee agenda item referred to this Committee for consideration and determination.</p> <p>To recommend for approval fees and charges for those areas under the remit of the Committee.</p> <p>To consider additions, deletions or amendments to the entries in the Council's Brownfield Land Register, including any referrals from the Area Planning Committees, and conduct any other functions related to the Brownfield Land Register.</p>	
<p>Area Planning Committees:</p> <p>Finchley &amp; Golders Green;</p> <p>Chipping Barnet; and</p> <p>Hendon</p>	<p>To determine the following application types, except where they are referable under the Constitution to the Planning Committee:</p> <p>A. Applications for Planning Permission made under the Town and Country Planning Act 1990;</p> <p>B. Applications for Listed Building Consent made under the Planning (Listed Buildings and Conservation Areas) Act 1990;</p> <p>C. Applications for Consent to Display an Advertisement made under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007;</p> <p>D. Applications for permissions in principle made under the Town and Country Planning Act 1990 and any application to add, delete or amend any entries in the Council's Brownfield Land Register" after the words "To determine the following application types, except where they are referable under the Constitution to the Planning Committee</p> <p>Where the recommendation is for:</p> <p>a. approval and there is significant local public objection (defined as 5 or more objectors who have objected in writing in</p>	<p>7 for each Committee</p> <p>One councillor representing each Ward 7 substitutes – one per Ward</p> <p>Quorum 3</p> <p><b>Chipping Barnet Area Planning Committee</b> Brunswick Park Coppetts East Barnet High Barnet Oakleigh Totteridge Underhill</p> <p><b>Finchley and Golders Green Area Planning Committee:</b> Childs Hill East Finchley Finchley Church End, Garden Suburb Golders Green West Finchley Woodhouse</p> <p><b>Hendon Area Planning Committee</b></p>

	<p>response to a planning application)</p> <p>b. approval or refusal and there is a Councillor referral of an application which affects their Ward which that Member has 'called-in' to committee identifying a planning consideration.</p> <p>Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.</p> <p>Any other application or planning matter referred to this Committee by the relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chairman.</p> <p>Applications to undertake treatment to trees included within a Tree Preservation Order</p> <p>Applications for a Hedgerow removal notice made under the Hedgerow Regulations 1997.</p> <p>Applications to demolish buildings on the Council's Local List.</p>	<p>Burnt Oak Colindale Edgware Hale Hendon Mill Hill West Hendon</p>
<p>Constitution and General Purposes Committee</p>	<p>Keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council.</p> <p>To consider and make recommendations to the Council on:</p> <p>(i) how it can satisfy the continuing duty to promote and maintain high standards of conduct by Members;</p> <p>(ii) on the Code of Conduct for Members;</p> <p>(iii) on ethical standards in general across the authority.</p> <p>To have responsibility for overseeing the Council's governance arrangements including:</p> <ul style="list-style-type: none"> <li>• Electoral Services including: elections and electoral registration performance; and</li> </ul>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>polling places and polling district boundaries</p> <ul style="list-style-type: none"> <li>• Determine Members requests for non-committee information as specified in the Members Information Management Policy</li> <li>• Endorsing the calendar of meetings prior to Council approval</li> <li>• Health and Safety Strategy and Performance</li> <li>• Member Development</li> <li>• Staff matters generally (other than those within the remit of Chief Officer Appointment Panel) including: <ul style="list-style-type: none"> <li>➤ salaries and terms and conditions;</li> <li>➤ approval of staffing restructures involving 20 or more employees;</li> <li>➤ deciding on chief officer salary or severance packages over £100,000;</li> <li>➤ approving the chief officer structure;</li> <li>➤ pay and reward strategy;</li> <li>➤ HR policies which go over and above statutory requirements;</li> <li>➤ develop the annual pay policy statement for Full Council approval</li> </ul> </li> </ul> <p>When considering a report on staffing matters, a representative of the trade unions may submit a request to speak which requires the consent of the Chairman, or be questioned by the Committee before a decision is made. Each representative will have up to 3 minutes to address the committee.</p>	
Standards Committee	To investigate and determine allegations of a breach of the Code of Conduct for Members in the context of satisfying the Council's continuing duty to promote and maintain high standards of conduct for Members.	<p>5 (2 Members each from the Administration and the Opposition, and an Independent Member Chairman)</p> <p>2 substitutes each from the Administration and the Opposition.</p> <p>Quorum 3</p>

<p>Pension Fund Committee</p>	<p>To consider approval and act in accordance with statutory Pension Fund documents:</p> <ul style="list-style-type: none"> <li>• Statement of Investment Principles</li> <li>• Funding Strategy Statement</li> <li>• Governance Policy Statement</li> <li>• Pension Administration Strategy</li> <li>• Communication Policy Statement</li> </ul> <p>To review the above documents at least triennially, or more frequently if advised by the Chief Finance Officer of the need to do so</p> <p>To meet review and consider approval of the Pension Fund Statement of Accounts, income and expenditure and balance sheet or record of payments and receipts</p> <p>To receive and consider approval of the Pension Fund Annual Report.</p> <p>To appoint independent investment advisors.</p> <p>To appoint Pension Fund investment managers.</p> <p>To appoint Pension Fund actuaries.</p> <p>To appoint a performance management company.</p> <p>To appoint custodians.</p> <p>To review and challenge at least quarterly the Pension Fund investment managers' performance against the Statement of Investment Principles in general and investment performance benchmarks and targets in particular. One of these meetings to be the annual review, at which the representative from the council's performance management organisation attends to comment on the relative performance of the fund managers.</p> <p>To consider actuarial valuations and their impact on the Pension Fund.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>To invite a recognised representative from the trades unions and a representative from Middlesex University (the largest scheduled / admitted body) to committee meetings</p> <p>These representatives are appointed to advise the committee on behalf of the interests they represent, but are not to have any voting rights. Further invites to scheduled/admitted bodies to be decided by the chairman of the committee.</p> <p>6 substitutes – 3 from each political group</p> <p>Quorum 3</p>
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<p>Local Pension Board</p>	<p>The Board is responsible for assisting with:</p> <ul style="list-style-type: none"> <li>○ securing compliance with Local Government Pension Scheme (LGPS) Government regulations and any other legislation relating to the governance and administration of the LGPS</li> <li>○ securing compliance with the requirements imposed in relation to the PGPS by the Pensions Regulator.</li> <li>○ such other matters that the LGPS regulations may specify</li> </ul> <p>Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund.</p>	<p>7 Members comprising:</p> <p>3 employers side representatives (1 councillor and 2 employer representatives from an admitted body)</p> <p>3 employee side representatives (1 active member and 2 deferred member)</p> <p>1 independent member/advisor</p>
<p>Chief Officer Appointment Panel</p>	<p>To deal with Chief Officer Appointments, Discipline and Capability matters.</p> <p>Members comprise:</p> <p>Chairman – Leader of the Council Deputy Leader of the Council. One Administration Member</p> <p>Leader of the Opposition One Opposition Member</p>	<p>5</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>One substitute from each political group</p> <p>Quorum 3</p>
<p>Health and Wellbeing Board</p>	<p>(1) To jointly assess the health and social care needs of the population with NHS commissioners, and use the findings of a Barnet Joint Strategic Needs Assessment (JSNA) to inform all relevant local strategies and policies across partnership.</p> <p>(2) To agree a Health and Wellbeing Strategy (HWBS) for Barnet taking into account the findings of the JSNA and strategically oversee its implementation to ensure that improved population outcomes are being delivered.</p> <p>(3) To work together to ensure the best fit between available resources to meet the health and social care needs of the whole population of Barnet, by both improving services for health and social care and helping people to move as close as possible</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>Vice Chairman is Chair of Barnet CCG Governing Body</p> <p>Three Members of the Council</p> <p>Director of Public Health</p> <p>Strategic Director for Children &amp; Young People</p> <p>Strategic Director for</p>

	<p>to a state of complete physical, mental and social wellbeing. Specific resources to be overseen include money for social care being allocated through the NHS; dedicated public health budgets; the Better Care Fund; and Section 75 partnership agreements between the NHS and the Council.</p> <p>(4) To provide collective leadership and enable shared decision making, ownership and accountability</p> <p>(5) To promote partnership and, as appropriate, integration, across all necessary areas, including joined-up commissioning plans and joined-up approach to securing external funding across the NHS, social care, voluntary and community sector and public health.</p> <p>(6) To explore partnership work across North Central London where appropriate.</p> <p>(5) Specific responsibilities for:</p> <ul style="list-style-type: none"> <li>• Overseeing public health and promoting prevention agenda across the partnership</li> <li>• Developing further health and social care integration.</li> </ul>	<p>Adults, Communities &amp; Health</p> <p>Barnet Clinical Commissioning Group-Board members x 3</p> <p>Barnet Clinical Commissioning Group- Chief Officer</p> <p>Barnet Healthwatch representative</p> <p>Barnet voluntary and community sector representative</p> <p>Independent Chair of the Adults and Children’s Safeguarding Boards (Non-Voting Member)</p> <p>Each member may nominate a substitute if they cannot attend.</p> <p>Requirement for proportionality is waived and voting rights allowed to members other than Members of the Council.</p> <p>Quorum 3</p> <p>The Quorum should consist of at least one Councillor and one health representative</p>
<p>Health and Wellbeing Board</p>	<p>(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.</p> <p>(2) To agree a Health and Wellbeing Strategy (HWBS) for Barnet taking into account the findings of the JSNA and performance manage its implementation to ensure that</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>Three Members of the Council</p>

	<p>improved outcomes are being delivered.</p> <p>(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 wellbeing. Specific resources to be overseen include money for social care being allocated through the NHS; dedicated public health budgets; the Better Care Fund; and Section 75 partnership agreements between the NHS and the Council.</p> <p>(4) 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. To explore partnership work across North Central London where appropriate.</p> <p>(5) Specific responsibilities for:</p> <ul style="list-style-type: none"> <li>• Overseeing public health</li> <li>• Developing further health and social care integration.</li> </ul>	<p>Director of Public Health</p> <p>Strategic Director for Children &amp; Young People</p> <p>Strategic Director for Adults, Communities &amp; Health</p> <p>Barnet Clinical Commissioning Group-Board members x 3</p> <p>Barnet Clinical Commissioning Group-Chief Officer</p> <p>Barnet Healthwatch representative</p> <p>Independent Chair of the Adults and Children’s Safeguarding Boards (Non-Voting Member)</p> <p>NHS England</p> <p>Each member may nominate a substitute if they cannot attend.</p> <p>Requirement for proportionality is waived and voting rights allowed to members other than Members of the Council.</p> <p>Quorum 3</p>
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<p>Health Overview and Scrutiny Committee</p>	<p>(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 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.</p>	<p>10   Chairman, Vice-Chairman, Members and substitutes to be appointed by Council</p>
<p>Urgency Committee</p>	<p>To consider any item of business which needs a decision as a matter of urgency and where a meeting of the relevant Committee is not scheduled to take place within the time period within which the decision is required.</p>	<p>3 Appointed by Council   Quorum 2</p>
<p>Residents Forums   <u>Chipping Barnet Residents Forum</u>  Underhill, High Barnet, East Barnet, Oakleigh, Brunswick Park, Coppetts and Totteridge Wards.   <u>Hendon Residents Forum</u>  Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards   <u>Finchley and Golders Green Residents Forum</u>  Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards</p>	<p>Residents Forums provide an opportunity for any resident to raise matters affecting the area except matters relating to licensing and planning applications.</p>	<p>A Chairman and Vice-Chairman of each appointed by the Council.</p>

<p>Local Strategic Partnership (Barnet Partnership Board)</p>	<p>A Local Strategic Partnership is an advisory committee which brings together the key public, private and voluntary organisations within the borough to identify and articulate the needs and aspirations of Barnet’s local communities and to provide a forum to assist the Council by collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies</p>	<p>Leader of the Council</p> <p>Council representatives to be appointed by Annual Council</p> <p>Senior representatives from:</p> <ul style="list-style-type: none"> <li>• Met Police</li> <li>• Middlesex University</li> <li>• Barnet Clinical Commissioning Group</li> <li>• Community Barnet</li> <li>• Brent Cross Shopping Centre</li> <li>• Barnet and Southgate College</li> <li>• Job Centre Plus</li> </ul>
<p>Children’s Partnership Board</p>	<p>Barnet’s Children’s Partnership Board brings together all services for children and young people in the borough, to focus on hearing the voice of children and young people and improving their outcomes.</p> <p>Senior representatives from partner organisations make up the Children’s Partnership Board which keeps strategic oversight of the Barnet Children and Young People’s Partnership Plan. Each organisation has agreed to be responsible for implementing this plan which will be monitored by the Board.</p> <p>The legal framework underpinning Barnet’s Children’s Partnership Board arrangements is the ‘duty to cooperate’ and improve the well-being of children across the Borough, set out in S10 of the Children Act 2004. The terms of reference and membership will be the subject of annual review to take account of local or national changes and developments.</p> <p><u>General Responsibilities and Functions</u></p> <p>The Children’s Partnership Board is</p>	<p>The Board will be chaired by the Strategic Director for Children &amp; Young People.</p> <p>Members are able to delegate a deputy of suitable authority if they are unable to attend, by agreement with the chairman.</p> <p>Current partners and members are:</p> <ul style="list-style-type: none"> <li>• LB Barnet – Lead Member for Children’s Services; Strategic Director for Children &amp; Young People; Public Health Strategy Consultant; Director, Joint Commissioning; Head of Joint Children’s Commissioning Unit)</li> <li>• Barnet Clinical Commissioning Group (Board</li> </ul>

	<p>accountable for the following:</p> <ul style="list-style-type: none"> <li>• Ensuring the voice of children and young people is heard in Barnet</li> <li>• Developing and delivering the Children &amp; Young People’s Plan.</li> <li>• Ensuring that the collective resources of the partners are being used to the best effect to meet the priorities in the Children &amp; Young People’s Plan.</li> <li>• Resolving issues that block progress against the priorities.</li> <li>• Summary updates and signing off all agreed Plans and Strategies relating to Children and Young People in Barnet prior to presentation to executive groups (e.g. CELS, H&amp;WBB)</li> <li>• Working with the Voluntary Sector in a particular approach to enable the best outcomes for children and young people</li> </ul> <p>This includes shared responsibility for:</p> <ul style="list-style-type: none"> <li>• Meeting the priorities in the Children &amp; Young People’s Plan</li> <li>• Jointly developing, delivering and resourcing strategies and action plans necessary to meet the priorities</li> <li>• Addressing barriers to meeting the priorities and to identifying future needs, including communication, information and data sharing</li> <li>• Keeping Children’s workforce informed and involved, providing clear direction, development and training as necessary</li> <li>• Releasing staff to develop and attend network events</li> <li>• Clarifying and simplifying governance structures and decision-making</li> <li>• Ensuring that children, young people and families have a voice in decision making that affects them</li> <li>• Monitoring performance towards agreed outcomes and taking remedial action where necessary.</li> <li>• Building upon good practice and developing an evidence-based approach to what works.</li> </ul> <p>The partnerships remit includes the needs of all children and young people in Barnet under</p>	<ul style="list-style-type: none"> <li>• Member, Children’s Clinical Lead)</li> <li>• CommUnity Barnet (Chief Executive)</li> <li>• Barnet and Southgate College (Principal)</li> <li>• Metropolitan Police (Borough Commander)</li> <li>• Primary, Secondary and Special Schools (Representative headteachers from: Barnet primary schools; Barnet secondary schools; Barnet special schools)</li> <li>• Young Persons Representatives (Members of Barnet Youth Parliament x2)</li> <li>• Housing (Head of Strategy &amp; Performance, Barnet Homes)</li> <li>• Multi-Faith Representative (Chair, Barnet Multi-Faith Forum)</li> <li>• Special Educational Needs and Disability (Assistant Director, SEND &amp; Inclusion)</li> <li>• Parent / Carer Group Representative (Chair of the Parent Carer Forum)</li> </ul> <p>Quorum 5 – must include the following:</p> <ul style="list-style-type: none"> <li>• Chairman</li> <li>• At least one representative each of the Council and Barnet CCG</li> <li>• At least one representative of Barnet Police</li> <li>• At least one representative of</li> </ul>
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	<p>the age of 19, young people up to the age of 25 leaving care and young people up to the age of 25 with disabilities and/or learning difficulties. These responsibilities include effective transition arrangements, where necessary.</p> <p><u>Roles and Responsibilities of Board Members</u></p> <p>All members of the Board are required to agree to undertake the following:</p> <ul style="list-style-type: none"> <li>• Attendance at all Board meetings (or representation provided by as senior replacement).</li> <li>• Members will be responsible for an effective two-way communication system whereby the decisions and aims of the Board are widely disseminated and relevant organisational issues from members' own agencies are communicated to the Board.</li> <li>• Provide leadership on strategic issues to members of the Board</li> <li>• Champion the objectives of the Children and Young People's Plan and ensure relevant activities within the plan are implemented by their organisation.</li> <li>• Contribute to the development of a strategic three to five-year vision</li> </ul> <p>Meetings will take every two months.</p>	<p>Public Health</p> <ul style="list-style-type: none"> <li>• At least one member representing the voluntary sector</li> </ul>
<p>Safer Communities Partnership Board</p>	<p>The Safer Communities Partnership Board (SCPB) is the inter-agency mechanism in Barnet to reduce crime and anti-social behaviour and reoffending and promote social cohesion. It acts as the Crime and Disorder Reduction Partnership as defined (and required) by the 1998 Crime and Disorder Act and subsequent amendments including the 2006 Police and Justice Act and the 2009 Policing and Crime Act.</p> <p>The SCPB operates within the constitutional requirements of Barnet Council, the Metropolitan Police and other partner agencies, who ensure that the Board's approaches to policy formulation and resource allocation are consistent with those</p>	<p>Meetings will be quarterly and a quorum will comprise four members provided this consists of:</p> <p>The Chairman (Barnet Councillor) and Vice Chairman (Metropolitan Police)</p> <p>At least one other representative each of the Council and the Metropolitan Police.</p> <p>Other current partners are:</p>

	<p>of the agencies concerned. It is a thematic subgroup of the Barnet Partnership Board which has overall strategic responsibility and has delegated to the SCPB the responsibility for delivering the Strong Safe Communities for Everyone theme of the Sustainable Community Strategy.</p> <p>It is taking forward one of the objectives in the strategy to develop an Integrated Offender Management system that brings together the different agencies involved in managing the punishment and rehabilitation of offenders in a much more efficient and joined up way, reducing the risks of reoffending and ensuring far more offenders complete their drug rehabilitation successfully.</p> <p>Barnet Safer Communities Partnership is an unincorporated body and therefore it does not have a legal personality. Its members work collectively within their own individual legal frameworks.</p>	<ul style="list-style-type: none"> <li>• London Probation Trust</li> <li>• National Probation Service</li> <li>• London Fire Brigade</li> <li>• Barnet Clinical Commissioning Group</li> <li>• MOPAC (Mayor's Office Policing/Crime)</li> <li>• Barnet Safer Neighbourhood Board</li> <li>• Middlesex University</li> <li>• North West London Magistrates' Court</li> <li>• Inclusion Barnet</li> <li>• Victim Support, North London Division</li> <li>• Department for Work and Pensions</li> <li>• CommUNITY Barnet</li> </ul>
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### **Substitute Members – Rules**

- 7.6 A substitute Member may only attend, speak or vote at a meeting in place of a member usually from the same political group who is unable to attend the meeting. In the case of Area Committees and Area Planning Committees, substitutions are made on the basis of ward.
- 7.7 Details of membership substitutions or apologies for absence will be detailed in the formal record of the meeting.

### **Quorum – Rules**

- 7.8 If a Committee or Sub-Committee is inquorate, it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed for up to 15 minutes. When 15 minutes have elapsed, the Head of Governance or their representative will count the number of Members present and if there is no quorum, s/he will advise the meeting that no business can be transacted and the meeting will be cancelled.
- 7.9 If the Chairman finds that a quorum of Members is not present at any time during the meeting, the Chairman must adjourn the meeting until such time as a quorum is returned.



## **Chairman of Meetings**

- 7.10 If the Chairman is absent from a meeting the Vice-Chairman will take the Chair. If both are absent, the Head of Governance (or their representative) will open the meeting and he/she will seek nominations for the position of Chairman. A Chairman must be elected for the business of the meeting to be transacted.
- 7.11 Any procedural issues or challenges to the conduct of the meeting that arise during the course of a meeting shall be determined by the person presiding at the meeting.

## **Minutes**

- 7.12 Apologies for absence, declaration of interests and the confirmation of the minutes of previous meetings are the first items of business at the meeting, (other than Licencing Sub-Committees) except when there is a need to elect a Chairman.
- 7.13 Minutes can only be amended to correct factual inaccuracy in the record, and not to make any retrospective amendment to the decisions made. The meeting will not proceed further until the minutes are approved, either amended or unamended. Upon approval as a correct record, the Chairman shall sign the minutes.

## **Urgent Business**

- 7.14 When an urgent matter has arisen after the publication and dispatch of an appropriate agenda the following procedure applies:
- 7.15 The Chairman has the authority to agree to take urgent items not on the agenda. The Chair will consult with the Vice-Chairman and Opposition Spokesperson for the committee. The Chairman (with advice from the Monitoring Officer as appropriate) needs to be satisfied as to the need for urgency under the following criteria:
- i) the item has arisen between the compilation of the agenda and the date of the meeting.
  - ii) the item requires an urgent decision in the public interest which cannot be dealt with by other means
- 7.16 In all cases the reason for the urgency shall be clearly stated and recorded in the minutes of the meeting and the urgent item will be taken as the Chairman may decide.
- 7.17 If a decision on an issue is required as a matter of urgency [and there is no meeting scheduled] and if time allows under the provisions of the Access to Information Rules then a Committee comprising of the Leader, the Deputy Leader, and the Leader of the Opposition will be called. The decision may be within the terms of reference of another committee, but this will not invalidate the decision as the arrangements to discharge the function in cases of urgency is through a committee comprising the three specified members. The Committee must consult with the Chairman of the relevant Committee.

## **Six Month Rule**

- 7.18 The Six-Month Rule shall apply whereby matters dealt with cannot be raised again within this period

## **Financial Performance and Contracts Committee Call-in Procedure**

- 7.19 The following procedure applies after a decision has been made by the West London Economic Prosperity Board (a Joint Committee in accordance with section 102 of the Local Government Act 2000).

- 7.20 Paragraph 24.4 of the Function and Procedure rules of the West London Economic Prosperity Board read as follows

“Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the Participating Borough concerned have been concluded.”

- 7.21 Where a decision is made by the Board the decision shall be published. Once the decision is published then it may be implemented on the expiry of 7 working days after publication unless 10 members of the Council wish to call it in.

- 7.22 The notice seeking to invoke the call-in procedure must be communicated to the Head of Governance who will then notify the West London Economic Prosperity Board.

- 7.23 A notice seeking to invoke the call-in procedure must state at least one of the following grounds in support of the request for a call-in of the decision:

- (a) Inadequate consultation with stakeholders prior to the decision;
- (b) The absence of adequate evidence on which to base the decision;
- (c) The action is not proportionate to the desired outcome;
- (d) A potential human rights challenge;
- (e) Insufficient consideration of legal and financial advice;
- (f) The decision is contrary to the policy framework, or contrary to, or not wholly in accordance with the budget framework of the Council;

- 7.24 A meeting of the Financial Performance and Contracts Committee (or Sub-Committee of the Committee created for this purpose), will be convened within 7 clear working days of the request for call-in.

- 7.25 The call-in procedure set out above shall not apply where the decision being taken by the West London Economic Prosperity Board is urgent. For the purposes of this call-in procedure a decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the West London Economic Prosperity Board and the interests of Barnet. Reports to the West London Economic Prosperity Board must state that the report is urgent and provide the reasons for urgency.

- 7.26 The Chairman of the Financial Performance and Contracts Committee must agree that the decision proposed should be treated as a matter of urgency

### **Suspension of business at Committee and Sub-Committee meetings**

- 7.27 No business at any meeting of a Committee or Sub-Committee shall be transacted after 10pm and any business transacted after that time shall be null and void. At 10pm and without further debate the Chairman shall immediately put to the vote any motion or amendment, which has been formally moved and seconded.
- 7.28 At any meeting of the Council, Planning Committee and Area Planning Committees, the Mayor or Chairman at their sole discretion may extend the period for the transaction of business to 10.30pm. This will be recorded in the Committee's decisions.

### **Voting and Recording of Votes**

- 7.29 The mode of voting at all meetings of the Council, its Committees, Sub-Committees or Working Groups shall be determined by a show of hands except where otherwise provided by law or in these standing orders.
- 7.30 In cases where a vote is taken, the minutes of the meeting should record the number of votes for and against the matter together with the number of abstentions.
- 7.31 The Chairman will always have the right to exercise a casting vote in the event of equality of voting on a motion or amendment,
- 7.32 A Member of any committee can request that his/her vote be recorded in the minutes.

### **Filming and Recording of Meetings**

- 7.33 Discreet, unlit, non-disruptive filming and recording of Council and Committee meetings by members of the public from the public gallery is allowed.