

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 Chair and, if considered necessary, a Vice-Chair and substitute members of the sub-committee or working group.

Appointment of Members to Committees

- 7.3 The Council will appoint the Members, Chair and Vice Chair to serve on the Committee subject to the rights 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. If the Group Leaders wish to amend committee memberships between Council meetings, then the Group Leaders may do so by letting the Monitoring Officer or Head of Governance know this in writing and the Monitoring Officer or Head of Governance will report this to the next Council meeting.

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 as indicated by the Chair of the relevant committees in consultation with the Leader. If there is no indication from the committee chairs, then the report will be discussed and determined by the Policy and Resources Committee.*

Terms of Reference of all Committees are set out below:

Article 7 – Committees, Forums, Working Groups and Partnerships

Body responsible	Functions	Membership
<p>Policy and Resources Committee</p>	<p>(1) To be responsible for <u>developing the Corporate Plan and recommending it to Full Council for adoption.</u></p> <p>(2) To be responsible for Finance including:</p> <ul style="list-style-type: none"> ➤ Capital and Revenue Budget (including all fees and charges); Medium Term Financial Strategy; and Corporate Plan to Full Council ➤ Finance including: <ul style="list-style-type: none"> ● <u>Recommending the Capital and Revenue Budget (including all fees and charges); and Medium Term Financial Strategy; to Full Council for adoption</u> ● <u>Revenue and Capital Monitoring and Expenditure: Committee to receive a cross-council overview with theme committees scrutinising revenue and capital expenditure within their remits</u> ● Treasury Management ● Local Taxation ● Insurance ● <u>Corporate Procurement</u> ● <u>Revenues and Benefits</u> ● Grants ● Writing-Off Debt ● Virements ● <u>Effective Use of Resources</u> ● <u>Procurement Forward Plan</u> ➤ Procurement Forward Plan ➤ Local Plans (except for matters reserved to Full Council) ➤ Information Technology ➤ Strategic Partnerships ➤ Customer Services and Resident Engagement ➤ Emergency Planning ➤ Equalities <p>(3) To <u>be responsible for strategic policy, risk management, oversight of the organisation,</u></p>	<p>12</p> <p>Chair, Vice Chair, Members and substitutes to be appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

performance and operational working of the Council including the following specific functions/activities:

- Local Plans (except for matters reserved to Full Council)
- ICT and Digital
- Customer Services
- Emergency Planning
- Equalities, Diversity and Inclusion
- Contract Monitoring and Management: Cross-organisation overview of contracts with contracts in the terms of reference of another theme committee being scrutinised by that committee
- Performance Monitoring and Management: Cross-organisation overview of performance with performance in the terms of reference of another theme committee being scrutinised by that committee

~~be responsible for the oversight of:~~

- ~~➤ the overall financial performance of the council~~
- ~~➤ the performance of services other than those which are the responsibility of the: Adults & Safeguarding Committee; Housing & Growth Committee; Children, Education & Safeguarding Committee; Community Leadership & Libraries Committee; or Environment Committee~~
- ~~➤ the council's major strategic contracts (Customer Support Group, Development and Regulatory Services, The Barnet Group Ltd (Barnet Homes) and HB Public Law) including (but not limited to):~~
 - ~~➤ Analysis of performance~~
 - ~~➤ Contract variations~~
 - ~~➤ Undertaking deep dives to review specific issues~~
 - ~~➤ Monitoring the trading position and financial stability of external providers~~

	<p>Making recommendations to theme committees on issues arising from the monitoring of external providers</p> <p>(4) Consider for approval budget and business plan of the Barnet Group Ltd</p> <p>(5) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.</p>	
<p>Children, Education and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to children, <u>care experienced (up to the age of 25)</u>, schools and education.</p> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) 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 <u>revenue and capital expenditure, contracts,</u> performance information and risk on the services under the remit of the Committee (including Barnet Education & Learning Service).</p> <p>(5) To receive and consider reports as appropriate from the Corporate Parenting Advisory Panel.</p> <p>(6) Receive regular updates from the Lead Member for Children's Services (Chair of Children, Education and Safeguarding Committee) covering key matters.</p> <p>(7) Receive an annual report from the Safeguarding Children's Board.</p>	<p>11</p> <p>Chair, Vice Chair, 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>

	(8) Determining arrangements for making nominations to the governing bodies of Local Authority administered schools.	
Adults and Safeguarding Committee	<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 (including fees and charges) 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 <u>revenue and capital expenditure, contracts,</u> performance information and risk on the services under the remit of the Committee (including The Barnet Group Ltd (Your Choice Barnet) performance).</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

<p>Environment and Climate Change Committee</p>	<p>(1) Responsibility for all borough-wide or cross-area matters relating to the street scene<u>local environment</u> including:</p> <ul style="list-style-type: none"> • <u>Air Quality</u> • <u>Cycling, Walking and Healthy Streets</u> • <u>Biodiversity</u> • <u>Transport and Public Transport</u> • <u>Grounds Maintenance</u> • <u>Highways</u> • <u>On-Street and Off-Street</u> Parking • Road Safety • Lighting • Street Cleaning • Environmental Crime (including littering, fly-tipping fly-posting, and graffiti) • Transport<u>The Council's Fleet</u> • Waste <u>and Recycling</u> • Waterways <p>Refuse Recycling Allotments</p> <ul style="list-style-type: none"> • <u>Parks and Open Spaces (including allotments and trees)</u> <p>Trees</p> <ul style="list-style-type: none"> • <u>Cemeteries, Crematoria and Mortuary</u> • Trading Standards and Environmental Health (<u>except Environmental Health functions relating to housing and fire safety</u>) <p>(2) <u>Responsibility for the council's response to the climate emergency including:</u></p> <ul style="list-style-type: none"> • <u>Setting and overseeing implementation of carbon reduction targets, both in relation to the council as an organisation and Barnet as a place</u> • <u>Developing strategies to meet those carbon reduction targets</u> • <u>Developing strategies for the mitigation of the impacts of climate change, both on the council as an organisation and Barnet as a place</u> • <u>Implementing the elements of those strategies that relate to functions listed in (1) above.</u> <p>(3) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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	<p>charges) 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 <u>revenue and capital expenditure, contracts,</u> performance information and risk on the services under the remit of the Committee.</p>	
<p>Housing and Growth Committee</p>	<p>(1) Responsibility for:</p> <ul style="list-style-type: none"> • Housing (including: housing strategy; homelessness; social housing and housing grants; <u>private sector housing and leasing; housing licensing and enforcement; commissioning of environmental health functions for private sector housing; HRA Revenue Account and Capital Programme</u>); • Regeneration Strategy and Overseeing Major Regeneration Schemes • <u>Asset Management</u> • <u>Development of Council Land</u> • <u>Fire Safety</u> • <u>Economic Development including:</u> Employment Strategy; Business Support and Engagement; <u>and Town Centres</u> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) 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</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant <u>-revenue and capital expenditure, contracts,</u> performance information performance) and risk on the services under the remit of the Committee (excluding The Barnet Group Ltd (Barnet Homes)).</p>	
Community Leadership & Libraries Committee	<p>(1) Responsibility for <u>general consultation and engagement policy not linked to projects under the terms of reference of other committees,</u> libraries, culture, civic events, the mayoralty, voluntary, community and faith sector strategy and engagement, community safety, environmental crime (excluding littering, fly-tipping, fly-posting and graffiti), registration and nationality service, food security and Covid-19 enforcement.</p> <p>(2) To act as the Crime and Disorder Scrutiny Committee in accordance with the Police and Justice Act 2006 (Crime and Disorder (Overview and Scrutiny Regulations) 2009</p> <p>(3) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p> <p>(4) To submit to the Policy and Resources Committee proposals on the Committee's budget for the following year (including fees and charges) 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 <u>revenue and capital expenditure, contracts,</u> performance information and risk on the services under the remit of the Committee.</p>	<p>11</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<p>Community Leadership & 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>Chair, Vice-Chair and Opposition Spokesperson Appointed by Community Leadership and Libraries Committee</p> <p>3 substitutes Quorum 2</p>
<p>Area Committees:</p> <p>Area Committee North (East Barnet, Barnet Vale, High Barnet, Underhill, Totteridge and Woodside, Mill Hill, Edgwarebury and Whetstone);</p> <p>Area Committee West (Burnt Oak, Edgware, Colindale North, Colindale South, West Hendon, Hendon, Cricklewood and Childs Hill); and</p> <p>Area Committee East (Brunswick Park, Friern Barnet, Woodhouse, West Finchley, Finchley Church End, Golders Green, East Finchley and Garden Suburb)</p>	<p>In relation to the area covered:</p> <p>1) Provide an opportunity for any resident to raise matters affecting the area (except matters relating to licensing and planning applications).</p> <p>2) Responsibility for all area specific matters relating to the street scene <u>local environment</u> including parking, road safety, transport, allotments, parks and trees.</p> <p>3) Consider area specific matters as agreed with the Chair.</p> <p>4) Consider matters relating to Town Centre regeneration and designating conservation areas.</p> <p>5) Determine the allocation of Community Infrastructure Levy funding within the area subject to sufficient of the budget allocated to the committee being unspent.</p>	<p>8</p> <p>Chair, Vice-Chair, Members and substitutes appointed by Council.</p> <p>Committee members must represent a ward in the Area Committee area. All members in the Area Committee area can act as substitutes in that area</p> <p>Quorum 3</p>

Licensing Committee	(1) All policy matters relating to licensing, with licensing hearings concerning all licensing matters delegated to sub-committees.	12 Chair, Vice Chair, Members No substitute members Quorum 3
Licensing Sub-Committees	All functions in relation to licensing as delegated by the Licensing Committee. Members appointed from the membership of the Licensing Committee	3 Quorum 3 Chair appointed at each meeting of a Sub-Committee.
Audit Committee	<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>	6 Chair, Vice Chair, Members and substitutes appointed by Council. The membership should also include two independent, non-voting Members with a period of appointment of four years. 6 substitutes Quorum 3

	<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>Strategic 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> <ul style="list-style-type: none"> • is within the categories which must be referred to the Mayor of London under the London Mayor Order; • does not accord with the provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or • is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer], it is a significant development <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 <u>for recommendation to Full Council for adoption.</u></p> <p>Recommending the creation of Conservation Areas to Full Council</p>	<p>9</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>11 substitutes</p> <p>Quorum 3</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 Chair.</p> <p>Reports on all matters reserved to the Committee shall be made direct to the Committee and not through a Planning Committee.</p> <p>Any Planning Committee agenda item referred to this Committee for consideration and determination.</p> <p>To consider additions, deletions or amendments to the entries in the Council's Brownfield Land Register, including any referrals from the Planning Committees A and B, and conduct any other functions related to the Brownfield Land Register.</p>	
<p>Planning Committees A and B</p>	<p>To determine the following application types, except where they are referable under the Constitution to the Strategic Planning Committee:</p> <ul style="list-style-type: none"> • Applications for Planning Permission made under the Town and Country Planning Act 1990; • Applications for Listed Building Consent made under the Planning (Listed Buildings and Conservation Areas) Act 1990; • Applications for Consent to Display an Advertisement made under the Town and Country Planning (Control of 	<p>6 for each Committee</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>Advertisements) (England) Regulations 2007;</p> <ul style="list-style-type: none"> • 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 <u>Strategic</u> Planning Committee” <p>Where the recommendation is for:</p> <ul style="list-style-type: none"> • approval and there is significant local public objection (defined as 5 or more objectors who have objected in writing in response to a planning application) • approval or refusal and there is a Councillor referral of an application which affects their Ward which has been ‘called-in’ to committee identifying a planning consideration. <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 Chair.</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>	
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<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"> • Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries • Determine Members requests for non-committee information as specified in the Members Information Management Policy • Endorsing the calendar of meetings prior to Council approval • Health and Safety Strategy and Performance • Member Development • Staff matters generally (other than those within the remit of Chief Officer Appointment Panel) including: <ul style="list-style-type: none"> ➤ salaries and terms and conditions; ➤ approval of staffing restructures involving 20 or more employees; ➤ deciding on chief officer salary or severance packages over £100,000; ➤ approving the chief officer structure; ➤ pay and reward strategy; ➤ HR policies which go over and above statutory requirements; ➤ develop the annual pay policy statement for Full Council approval 	<p>9</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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	<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 Chair, or be questioned by the Committee before a decision is made. Each representative will have up to 3 minutes to address the 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>	
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>4 (2 Members each from the Administration and the Opposition) and an Independent Person)</p> <p>2 substitutes each from the Administration and the Opposition.</p> <p>Quorum 2</p>
Pension Fund Committee	<p>To have responsibility for all aspects of the governance, investment and administration of the LB Barnet Pension fund, including, but not limited to the following:</p> <p>(1) To ensure compliance with all Local Government Pension Scheme statutes, regulations and best practice.</p> <p>(2) To consider approval and act in accordance with statutory Pension Fund documents:</p> <ul style="list-style-type: none"> • Investment Strategy Statement • Funding Strategy Statement • Governance Policy Statement • Pension Administration Strategy • Communication Policy Statement. <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>9</p> <p>Chair, Vice Chair, 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</p>

	<p>(3) If required, to appoint and monitor:</p> <ul style="list-style-type: none"> • Investment advisors • Pension Fund investment managers • Pension Fund actuaries • Performance management company • Custodians • Pension Administrator <p>(4) To review and challenge at least quarterly the performance of the Pension Fund’s investments taking into consideration the benchmarks and targets set out in the Investment Strategy Statement and investment management contracts and to consider advice from the investment advisor(s).</p> <p>(5) To monitor the administration of the Pension Fund.</p> <p>(6) To approve admissions agreements with any admission body.</p> <p>(7) To consider actuarial valuations and their impact on the Pension Fund.</p> <p>(8) To review and consider approval of the Pension Fund’s Annual Report and Statement of Accounts, together with recommendations from external and internal auditors.</p> <p>(9) To consider recommendations from the Local Pension Board.</p> <p>(10) To determine how the various administering authority discretions are operated for the fund.</p>	<p>the chair of the committee.</p> <p>6 substitutes – 3 from each political group</p> <p>Quorum 3</p>
<p>Local Pension Board</p>	<p>The Board is responsible for assisting with:</p> <ul style="list-style-type: none"> ○ securing compliance with Local Government Pension Scheme (LGPS) Government regulations and any other legislation relating to the governance and administration of the LGPS ○ securing compliance with the requirements imposed in relation to the PGPS by the Pensions Regulator. 	<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</p>

	<ul style="list-style-type: none"> o such other matters that the LGPS regulations may specify <p>Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund.</p> <p><i>The Local Pension Board maintain separate detailed terms of reference which are approved annually</i></p>	<p>member and 2 deferred member)</p> <p>1 independent member/advisor</p> <p><u><i>*Councillors appointed to the Board cannot also sit on the Pension Fund Committee</i></u></p>
Chief Officer Appointment Panel	<p>To deal with Chief Officer Appointments, Discipline and Capability matters.</p> <p>Members comprise:</p> <p>Chair – Leader of the Council Deputy Leader of the Council. One Administration Member Leader of the Opposition One Opposition Member</p>	<p>5</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>One substitute from each political group</p> <p>Quorum 3</p>
Health and Wellbeing Board	<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 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>12</p> <p>Chair, Vice Chair, Members and substitutes appointed by Council.</p> <p>Vice Chair 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 & Young People</p> <p>Strategic Director for Adults, Communities & Health</p> <p>Barnet Clinical Commissioning Group – Board Members x 3</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"> • Overseeing public health and promoting prevention agenda across the partnership • Developing further health and social care integration. 	<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 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.</p> <p>(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>9</p> <p>Chair, Vice-Chair, Members and substitutes to be appointed by Council</p>

	(3) To recommend to Council entering into or appointing to joint overview and scrutiny committees that include the London Borough of Barnet and other boroughs for the purpose of responding to consultations by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.	
Urgency Committee	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.	3 <u>Appointed by Council (Leader, Deputy Leader and Leader of the Opposition)</u> Quorum 2
Local Strategic Partnership (Barnet Partnership Board)	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	Leader of the Council Council representatives to be appointed by Annual Council Senior representatives from: <ul style="list-style-type: none"> • Related Argent • Barnet & Southgate College • Barnet Council • Brent Cross Shopping Centre • Barnet Together Alliance • Barnet Clinical Commissioning Group • Department for Work and Pensions • Federation of Small Business • London Fire Service • Middlesex University • Metropolitan Police • Saracens • West London Alliance

<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 accountable for the following:</p> <ul style="list-style-type: none"> • Ensuring the voice of children and young people is heard in Barnet • Developing and delivering the Children & Young People's Plan. • Ensuring that the collective resources of the partners are being used to the best effect to meet the priorities in the Children & Young People's Plan. • Resolving issues that block progress against the priorities. • Reviewing Plans and Strategies relating to Children and Young People in Barnet prior to consideration by executive groups (e.g. Children, Education & Safeguarding Committee, Health & Wellbeing Board, etc.) • Working with the Voluntary Sector in a particular approach to enable the best outcomes for children and young people <p>This includes shared responsibility for:</p>	<p>The Board will be chaired by the Executive Director for Children's Services</p> <p>Members are able to delegate a deputy of suitable authority if they are unable to attend, by agreement with the chair.</p> <p>Current partners and members are:</p> <ul style="list-style-type: none"> • LB Barnet – Lead Member for Children's Services; Executive Director for Children's Services; Assistant Director Education Strategy & Partnerships; Commissioning Strategy & Policy Advisor; Assistant Director Commissioning & Strategy; Voice of the Child Participation Officer; Housing Commissioning Lead; Commissioning Lead Growth & Development; Senior Communications & Campaigns Manager; Public Health Consultant; • North Central London Clinical Commissioning Group (NCL CCG) – Director for Adults Joint Commissioning and CYP Health Commissioning Children's Clinical Lead NHS; • Metropolitan Police – Inspector; • Schools – Three representative headteachers, one
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	<ul style="list-style-type: none"> • Meeting the priorities in the Children & Young People’s Plan • Jointly developing, delivering and resourcing strategies and action plans necessary to meet the priorities • Addressing barriers to meeting the priorities and to identifying future needs, including communication, information and data sharing • Keeping Children’s workforce informed and involved, providing clear direction, development and training as necessary • Releasing staff to develop and attend network events • Clarifying and simplifying governance structures and decision-making • Ensuring that children, young people and families have a voice in decision making that affects them • Monitoring performance towards agreed outcomes and taking remedial action where necessary. • Building upon good practice and developing an evidence-based approach to what works. <p>The partnerships remit includes the needs of all children and young people in Barnet under 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"> • Attendance at all Board meetings (or representation provided by as senior replacement). • 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 	<p>each from Barnet primary, secondary and special schools</p> <ul style="list-style-type: none"> • Barnet Education & Learning Service – Chief Executive; • Voluntary Sector – Chief Executive, Inclusion Barnet; Chief Executive, Young Barnet Foundation; • Young Persons Representatives – Member of Barnet Youth Parliament 1; Member of Barnet Youth Parliament 2 • Multi-Faith Representative - Chair, Barnet Multi-Faith Forum; • Parent / Carer Group Representative – Chair of the Parent Carer Forum <p>Quorum 5 – must include the following:</p> <ul style="list-style-type: none"> • Chair (or deputy) • At least one representative of the LB Barnet • At least one representative NCL CCG • At least one representative of Schools • At least one member representing the voluntary sector
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	<p>members' own agencies are communicated to the Board.</p> <ul style="list-style-type: none"> • Provide leadership on strategic issues to members of the Board • Champion the objectives of the Children and Young People's Plan and ensure relevant activities within the plan are implemented by their organisation. • Contribute to the development of a strategic three to five-year vision <p>Meetings will be held quarterly and dates for each year will be set in advance.</p>	
<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 of the agencies concerned.</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>	<p>Meetings will be quarterly and a quorum will comprise four members provided this consists of:</p> <p>The Chair (Barnet Councillor) and Vice Chair (Metropolitan Police)</p> <p>At least one other representative each of the Council and the Metropolitan Police.</p> <p>Other current partners are:</p> <ul style="list-style-type: none"> • London Probation Trust • National Probation Service • London Fire Brigade • Barnet Clinical Commissioning Group • MOPAC (Mayor's Office Policing/Crime) • Barnet Safer Neighbourhood Board • Middlesex University • North West London Magistrates' Court • Inclusion Barnet • Victim Support, North London Division • Department for Work and Pensions

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| | | <ul style="list-style-type: none">• <u>Voluntary Sector Representative (as invited by the Board)</u> |
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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, substitutions are usually 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 Chair finds that a quorum of Members is not present at any time during the meeting, the Chair must adjourn the meeting until such time as a quorum is returned.

Chairs of Meetings

- 7.10 In exceptional circumstances, the Chair, or if they are not available the Vice-Chair, may change the date or start time of any meeting, cancel or postpone any meeting or call any additional meeting by seeking and gaining the agreement of a majority of Members of the Committee.
- 7.11 If the Chair is absent from a meeting the Vice-Chair 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 Chair. A Chair must be elected for the business of the meeting to be transacted.
- 7.12 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

- 7.13 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 Chair.

7.14 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 un-amended. Upon approval as a correct record, the Chair shall sign the minutes.

Urgent Business

7.15 When an urgent matter has arisen after the publication and dispatch of an appropriate agenda the following procedure applies:

7.16 The Chair has the authority to agree to take urgent items not on the agenda. The Chair will consult with the Vice-Chair and Opposition Spokesperson for the committee. The Chair (with advice from the Monitoring Officer as appropriate) needs to be satisfied as to the need for urgency under the following criteria:

- the item has arisen between the compilation of the agenda and the date of the meeting.
- the item requires an urgent decision in the public interest which cannot be dealt with by other means

7.17 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 Chair decides.

7.18 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 the Urgency 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 the Urgency Committee. The Committee must consult with the Chair of the relevant Committee.

Six Month Rule

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

Constitution and General Purposes Call-in Procedure

7.20 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).

7.21 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.”

Article 7 – Committees, Forums, Working Groups and Partnerships

- 7.22 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.
- 7.23 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.
- 7.24 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:
- Inadequate consultation with stakeholders prior to the decision;
 - The absence of adequate evidence on which to base the decision;
 - The action is not proportionate to the desired outcome;
 - A potential human rights challenge;
 - Insufficient consideration of legal and financial advice;
 - The decision is contrary to the policy framework, or contrary to, or not wholly in accordance with the budget framework of the Council;
- 7.25 A meeting of the Constitution and General Purposes 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.
- 7.26 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.
- 7.27 The Chair of the Constitution and General Purposes Committee must agree that the decision proposed should be treated as a matter of urgency

Suspension of business at Committee and Sub-Committee meetings

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

Voting and Recording of Votes

- 7.30 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.
- 7.31 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.
- 7.32 The Chair will always have the right to exercise a casting vote in the event of equality of voting on a motion or amendment,
- 7.33 A Member of any committee can request that his/her vote be recorded in the minutes.

Filming and Recording of Meetings

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