

## Appendix F

### Article 10 – Area Committees and Forums and Local Strategic Partnerships

*References: Part VA, Local Government Act 1972  
 Section 13, Local Government and Housing Act 1989  
 Reg. 4, 5 and 16A Local Government (Committees and Political Groups) Regulations 1990  
 Section 18, Local Government Act 2000  
 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000  
 Chapters 6 and 9, DETR Guidance*

#### 10.01 Area sub-Committees and Forums

The Council may appoint area committees and forums as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

#### 10.02 Form, composition and function

(a) **Table of Area sub-Committees and Forums.** The Council will appoint the Area sub-Committees and Forums as set below:

Name of Committee	Composition	Terms of Reference
Chipping Barnet Residents Forum (Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards)	A Chairman and Vice-Chairman of each appointed by the Council.  Any Member of the Council may attend.	Residents Forums provide an opportunity for any resident to raise local matters (“Public Works”). Items must be received by the Governance Service by 10am on the second working day prior to the meeting, for the item to be discussed at the Forum.
Hendon Residents Forum (Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards)		Public works items are defined as relating to:
Finchley and Golders Green Residents Forum (Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards)		<ul style="list-style-type: none"> <li>• Parks and Greenspaces</li> <li>• Trees</li> <li>• Allotments</li> </ul>

		<ul style="list-style-type: none"> <li>• Highways</li> <li>• Pavements</li> <li>• Traffic/Transport</li> <li>• Parking</li> <li>• Utility issues</li> <li>• Refuse/Recycling</li> <li>• Street cleaning</li> <li>• Local crime</li> </ul> <p>The Six Month Rule shall apply whereby matters dealt with cannot be raised again within this period.</p> <p>The Residents Forum may also be a forum for certain consultations from the Council as decided by the Chairman.</p> <p>Petitions on matters relevant to the Constituency only can also be presented.</p> <p>Matters must not relate to Planning or Licensing Issues.</p> <p>Relevant matters raised at the Forum may be referred by the Forum Chairman onto the agenda for the related Area Environment sub-Committee.</p> <p>Comments made are reported to the relevant decision maker. Decision makers must respond to the issue(s) raised within 20 working days.</p> <p>Cabinet/Executive Forums:</p>
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Name of Committee	Composition	Terms of Reference
		<p>The Leader or a nominated Cabinet Member to chair a themed Residents' Forum at least once a year on any subject the Leader decides and for which the Leader and Cabinet have Executive responsibility.</p> <p>These can be used as part of the consultation process.</p> <p>Executive Forums will discuss and question matters relevant to these areas and to take questions.</p> <p>Questions must be submitted to the Governance Service by 6pm on the day before the day of the meeting.</p>

Name of Committee	Composition	Terms of Reference
Area Environment Sub-Committees:	Composed of one councillor (plus a substitute member) for each ward as follows:	These sub-committees discharge functions delegated to them by both the Council and the Executive.
Chipping Barnet  (Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards)	7 (one per ward and one substitute for each ward)	<p>Their Council functions are set out in Part 3 of the Constitution, Section 2 Responsibility for Council Functions.</p> <p>Their Executive functions are set out in Part 3 of the Constitution, Section 3 Responsibility for Executive Functions</p> <p>Relevant matters referred by the associated</p>
Finchley and Golders Green  (Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards)	7 (one per ward and one substitute for each ward)	<p>Residents' Forum will be included in the agenda for the Area Environment sub-Committee together with any statutory Area Environment business.</p> <p>The Area Environment sub-Committee will decide on the course of action for each item;</p>
Hendon  (Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards)	7 (one per ward and one substitute for each ward)	<ul style="list-style-type: none"> <li>- whether to do nothing</li> <li>- to note it</li> <li>- ask officers to present a report to a future meeting of the Area Environment sub-Committee</li> <li>- formally refer to the Cabinet Member</li> <li>- formally instruct an officer (within their powers) to take action</li> <li>- to bring the matter to the attention of the Ward Councillors</li> </ul>

Name of Committee	Composition	Terms of Reference
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Area Planning Sub-Committees:	Composed of one councillor (plus a substitute member) for each ward as follows	As set out in Part 3 of the Constitution, Section 2 Responsibility for Council Functions.
East Area Planning Sub-Committee (Underhill, High Barnet, East Barnet, Oakleigh, Brunswick Park, Coppetts, Totteridge, East Finchley, West Finchley, Woodhouse Wards)	10 (one per ward and one substitute for each ward)	
West Area Planning Sub-Committee (Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon, Mill Hill, Childs Hill, Finchley Church End, Garden Suburb, Golders Green Wards)	11 councillors (one per ward and one substitute for each ward)	

- (b) **Delegations.** The Council and the executive will include details of the delegations to area committees in Part 3 of this Constitution, including the functions delegated showing which are the responsibility of the executive and which are not, the composition and membership of the committees, budgets and any limitations on delegation.

Area Environment sub-Committees when considering a proposal for discharging an Executive function for a location that crosses their boundaries may take decisions to approve recommendations submitted to them. When such a proposal is to be considered the Head of Governance shall make arrangements for a joint meeting of the sub-committees within whose areas the proposal falls. Voting at every such meeting shall be separate among the members of the different sub-committees. If any sub-committee fail to agree the recommendations then the whole proposal shall be submitted to the Cabinet for decision.

### 10.03 Conflicts of interest – membership of area committees and overview and scrutiny committees

- (a) **Conflict of interest.** If an overview and scrutiny committee is scrutinising specific decisions or proposals in relation to the business of the area committee of which the councillor concerned is a member,

then the councillor may not speak or vote at the overview and scrutiny committee meeting.

- (b) **General policy reviews.** Where the overview and scrutiny committee is reviewing policy generally the member must declare his/her interest before the relevant agenda item is reached, but need not withdraw.

#### **10.04 Area sub-Committees – access to information**

Agendas and notices for area committee meetings which deal with both functions of the executive and functions which are not the responsibility of the executive will state clearly which items are which.

#### **10.05 Executive Members on Area sub-Committees**

A Member of the Executive may serve on an Area sub-Committee if otherwise eligible to do so as a councillor.

#### **10.06 Executive members on residents forums**

A Member of the Executive may be the Chairman or Vice-Chairman of a residents forum if so appointed by the Council.

#### **10.07 Local Strategic Partnership**

- (a) A Local Strategic Partnership is a non-statutory body 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.
- (b) The Barnet Partnership Board is not the ultimate decision maker. All target-setting and consequential financial, commissioning or contractual commitments proposed by it must be formalised through the Council's Executive or through one of the other members of the Board (for example if policing or health resources are involved).
- (c) The Council's Executive will exercise a leadership role in relation to the Barnet Partnership Board and specifically will ensure that it has a formal constitution setting out its terms of reference, membership, organisational and management arrangements and the duties and responsibilities of Partnership members, such duties and responsibilities to be incorporated into a partnership agreement to be signed by all Partnership members.
- (d) The Council's Executive will ensure that the Barnet Partnership Board develops clear and transparent lines of accountability and responsibility between its members.
- (e) The Council's Executive will, on an annual basis (or at more frequent intervals should it deem it appropriate to do so), consider a report on

the work and performance of the Barnet Partnership Board and its thematic Boards, Partnerships and sub-Partnerships, such annual report to include, amongst other things, a review of the governance arrangements and the progress made in respect of both Sustainable Communities Strategy priorities and objectives.

- (f) The Council's Executive will ensure that a Partnership Register is maintained (and regularly reviewed) by the Council's Officers which sets out key information in relation to the governance arrangements of the Barnet Partnership Board, its thematic Boards, Partnerships and Sub-Partnerships, to include details on terms of reference, membership, financial arrangements, statutory requirements, accountability, risk assessments and data sharing protocols.
- (g) The Council will ensure that appropriate arrangements are in place to enable appropriate scrutiny of the Barnet Partnership Board, thematic Boards, Partnerships and sub-Partnerships and relevant partner associations in accordance with statutory provision.

NOTE: Provisions relating to Health and Well Being Boards are slightly different and reflect Government regulations on their remit and legal status. Terms of Reference are set out in Responsibility for Functions.