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EXPLANATORY NOTE

1. Throughout the Constitution are references to “Working Day”. For the purposes of the Constitution, a working day is defined as any day, Monday to Friday inclusive, excluding Public Holidays, finishing at 11pm.
2. There are also references to documents, motions, requests, questions, emails, letters, and faxes being received on a specified number of “clear working days” before a meeting. For the purposes of this definition clear working days do not include the date of the despatch of the document, motion, request, question, emails, letter, or fax or the day of the meeting.
3. Part 4 of the Constitution sets out Rules relating to Public Participation at Cabinet, Cabinet Committees, Committees and Sub-Committees.
4. The rules relate to two methods of Public Participation at Cabinet, Cabinet Committees, Committees and Sub-Committees.

(i) Public Questions

This is where a member of the public may send in a written question to the Democratic Services Manager addressed to the Chairman or Leader, or relevant Cabinet Member, relating to any matter that falls within the remit of the Committee or Cabinet or Cabinet Committee. The matter to which the Question refers does not necessarily have to relate to an item already on the Agenda for the meeting.

Therefore questions on the work of Cabinet could relate to the work being carried out on any of the matters within the remit of any of the Cabinet Members. The specific responsibilities are set out in the section entitled “Responsibility for Functions”, and could relate, for example, to the environment, community safety, children’s services, adult social services.

As far as Cabinet Committees are concerned, currently the Leader of the Council has appointed the Cabinet Resources Committee. The detailed remit of the Committee is also set out in Responsibility for Functions and could relate to ICT strategies or grants and loans to voluntary organisations, for example.

For other Committees, which include (but not exclusively) Area Planning and Area Environment Committees and Overview and Scrutiny Committees, the questions must relate to any of the matters within the relevant Committee’s terms of reference.

Questions must be received by the Democratic Services Manager by no later than 10am on the 7th working day before the meeting.

- (ii) Request to speak and address Committees and Sub-Committees.

This is where members of the public may ask to speak and address the Committee or Sub-Committee when they consider a specific matter which is on the Agenda for the meeting. Requests to speak must be submitted to the Democratic Services Manager by no later than 10am on the 2nd working day before the meeting.

Anyone wishing to speak at Cabinet or Cabinet Committees on items placed on the Agenda for these meetings can only do so upon invitation from the Leader of the Council or the Cabinet Member who will be taking the Chair at the meeting. To enable this to happen, Members of the public should make application to the Leader or relevant Cabinet Member, also by 10am on the 2nd working day before the meeting.

PREFACE TO THE CONSTITUTION

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7. MONITORING THE PERFORMANCE OF OFFICERS
8. MEETINGS
9. OFFICERS ADVICE/POLITICAL NEUTRALITY OF OFFICER
10. PERSONAL RELATIONSHIPS
11. EXCESSIVE FAMILIARITY
12. COMBATIVENESS AND PRESSURE
13. RELATIONS BETWEEN OFFICERS AND CABINET MEMBERS AND OTHER CHAIRS
14. REPORTING IMPROPER CONDUCT: ALLEGED MISCONDUCT BY MEMBERS
15. WHISTLEBLOWING

APPENDIX A

BARNET CODE OF CORPORATE GOVERNANCE

PART 6 – MEMBERS' ALLOWANCE SCHEME

London Borough of Barnet Members' Allowances Scheme 2009/20010

1. THE SCHEME
2. BASIC ALLOWANCE
3. SPECIAL RESPONSIBILITY ALLOWANCE
4. CHILD CARE AND DEPENDENT CARERS' ALLOWANCE
5. TRAVEL AND SUBSISTENCE ALLOWANCE
6. CO-OPTEE'S ALLOWANCE
7. ANNUAL ADJUSTMENT
8. PENSIONS
9. FINANCIAL LIMITS
10. SUSPENSION

11. RENUNCIATION
12. PART-YEAR ENTITLEMENTS
13. CLAIMS, PAYMENTS, REPAYMENTS, RESTRICTION TO ENTITLEMENT

SCHEDULE 1

Special Responsibility Allowance 1 April 2009 to 31 March 2010

SCHEDULE 2

APPROVED DUTIES

SCHEDULE 3

TRAVEL AND SUBSISTENCE ALLOWANCE

- Travel
- Subsistence
- Payment

PART 7 - MANAGEMENT STRUCTURE

BARNET COUNCIL ORGANISATIONAL STRUCTURE