

Responsibility for Functions

*References: Chapter 5, Guidance
The Local Authorities (Functions and Responsibilities) (England)
Regulations 2000
Section 13, Local Government Act 2000*

Explanatory Note

1. The Local Government Act 2000 divides the functions of the local authority between the full Council (and its Committees) and the Executive. The Council is no longer the body responsible for all the activities of the local authority in the borough.

The Council's statutory duties are now broadly:

1. Approval of the budget and statutory policy framework.
2. Constitutional and quasi-legislative functions.
3. Dealing with applications for licences, approvals, consents, permissions (including planning permission) and registrations; and related regulation and enforcement action.

All other functions of the local authority are functions of the Executive, i.e. the Leader and Cabinet, and cannot be exercised by the Council (Section 13 (10) Local Government Act 2000).

This Part of the Constitution is the Scheme of Delegation that sets out the detailed arrangements for the allocation and discharge of responsibilities.

2. The principles of the Scheme of Delegation are that functions are delegated from the Council and the Executive to subordinate bodies and persons by exception rather than specifically.

This Part of the Constitution, therefore, also sets out the decisions that are reserved to specific decision takers and cannot be taken by subordinate decision takers.

3. It is a general legal principle that although delegation involves conferring authority on subordinate bodies and individuals, this does not mean that the delegator gives up the authority to act or take decisions. That general principle is expressly recognised in Section 15(9) of the Local Government Act 2000:-

"Any arrangements made by virtue of this section by an executive leader, executive member or committee for the discharge of any functions by an executive, member, committee or officer are not to prevent the executive leader, executive, member or committee by whom the arrangements are made from exercising those functions".

1. ALLOCATION OF LOCAL CHOICE FUNCTIONS

Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 sets out the local choice functions that can be allocated to the Executive or to the Council or to Council Committees. The following table shows which body is responsible for each of these. The bodies are described in the table in section 2.

Function	Decision making body
1. Any function under a Local Act.	1. The Executive
2. Determining an appeal against any decision made by or on behalf of the authority where there is a right of appeal to a Council Committee. (This excludes matters where statutory arrangements exist).	2. Appeals Committee
3. The appointment of housing benefit review boards.	This is no longer a function of the local authority
4-6. Making arrangements for appeals against exclusion of pupils, school admission and appeals by governing bodies.	4-6. The Council but delegated to the Democratic Services Manager.
7-8. Do not apply.	
9. Conducting best value reviews.	9. The Executive has the legal duty, which it will discharge through the approval of an action plan. The Resources, Performance and Partnerships Overview and Scrutiny Committee will oversee a review and evaluate and analyse the findings.
10-15. Any function relating to contaminated land and statutory nuisances.	10-15 Planning and Environment Committee with delegation to Area Committees and Officers.
16. & Planning and other information 17. Notices.	16. & Planning and Environment Committee, with delegation to Area Committees and Officers, except in so far as the notice relates to an executive function.

Function	Decision making body
18. Highways agreements.	18. Planning and Environment Committee, with delegation to Area Committees and Officers, except in so far as the agreement relates to an executive function.
19. Appointments.	19. The Council, with delegation to the General Functions Committee.

2. RESPONSIBILITY FOR COUNCIL FUNCTIONS

Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations sets out the Council functions that are not allocated to the Executive. The following table sets out the body responsible for these.

Many decisions are taken by Officers or Sub-Committees under delegated powers. Delegation to Officers is set out in section 6 below. The division of responsibility between Planning and Environment Committee and the Area Committees is also set out below.

Body responsible	Functions	Membership
Council	Council can discharge all non-executive functions but most are delegated to committees or officers.	All members of the Council.
Council acting as the Licensing Authority	Agreeing and reviewing the Statement of Licensing Policy.	All Members of the Council
Licensing Committee	All functions under the Licensing Act 2003 and the Gambling Act 2005 associated Regulations, not otherwise delegated to the Licensing Sub-Committee Agreeing increases to fees and charges for licence applications under the Gambling Act 2005	15 Non-executive Councillors, based on overall political proportionality of the Council.
Licensing Sub-Committee	All functions under the Licensing Act 2003 and the Gambling Act 2005 and associated Regulations, as delegated to it by the Licensing Committee	The Licensing Committee will agree the membership of six Sub-Committees based on the following principles:

Body responsible	Functions	Membership
		<p>Each Committee will have three members in total and one of these will be Chairman.</p> <ul style="list-style-type: none"> ● Each of the three Chairmen will chair two of the six Sub-Committees. <p>Each of the Chairmen will substitute for each other and each of the other 12 'ordinary' members will substitute for the other two Members.</p> <p>The Democratic Services Manager will arrange suitable hearing times.</p>
Audit Committee	<p>Statement of Purpose</p> <p>The purpose of an audit committee is 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>The proportionality rules apply to the membership of this Committee, which should comprise between 5 and 7 members.</p> <p>The Chairman should not be a member of the Executive, and should preferably be a member of an opposition party. Additionally, the Chairman should not be permitted to serve in that role for more than 4 consecutive years.</p>

Body responsible	Functions	Membership
	<p>Terms of Reference</p> <p><u>Audit Activity</u></p> <ol style="list-style-type: none"> 1. To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements. 	
	<ol style="list-style-type: none"> 2. To consider summaries of specific internal audit reports as requested. 3. To consider reports dealing with the management and performance of the providers of internal audit services. 4. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale. 5. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance. 6. To consider specific reports as agreed with the external auditor. 	

Body responsible	Functions	Membership
	<p>7. To comment on the scope and depth of external audit work and to ensure it gives value for money.</p> <p>8. To liaise with the Audit Commission over the appointment of the Council's external auditors.</p> <p>9. To commission work from the internal and external audit.</p> <p><u>Regulatory Framework</u></p> <p>10. To maintain an overview of the council's constitution in respect of contract procedure rules and financial regulations.</p> <p>11. To review any issue referred to it by the chief executive or a director, or any Council body.</p> <p>12. To monitor the effective development and operation of risk management and corporate governance in the Council.</p> <p>13. To monitor Council policies on 'Raising Concerns at Work' and the anti-fraud and anti-corruption strategy and the Council's complaints process.</p>	

Body responsible	Functions	Membership
	<p>14. To oversee the production of the authority's Annual Governance Statement and to recommend its adoption.</p> <p>15. To consider the Council's compliance with its own and other published standards and controls.</p> <p><u>Accounts</u></p> <p>16. To review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.</p> <p>17. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><u>Review of Effectiveness</u></p> <p>18. To conduct an annual review of the effectiveness of the Audit Committee.</p>	

Body responsible	Functions	Membership
Appeals Committees	<p>Determining an appeal or application where there is a right of appeal to a Council committee. This does not include matters, which are the responsibility of the Licensing Committee or the Licensing Sub-Committee, nor does it include special statutory appeal or review bodies. It does include:-</p> <ul style="list-style-type: none"> • Applications and appeals and revocations relating to Sex Shops, Sex Cinemas and Sex Encounter Establishments • Applications, appeals and revocations relating to Special Treatment Licenses. • Appeals relating to renovation, disabled facilities, home repair assistance and common parts facilities grants • Statutory complaints against school governing bodies • Appeals under the housing right to compensation scheme. 	<p>The composition of each of the Appeals Committees will comprise 10 councillors plus 2 substitutes from each political group.</p> <p>The Democratic Services Manager selects each Committee in turn having regard to member availability and the areas that they represent. Each Committee will consist of four Members and will be politically balanced where member availability allows.</p> <p>The Democratic Services Manager arranges daytime or evening meetings to suit the wishes of appellants.</p>
Planning and Environment Committee	<p>1. Take action under Town and Country Planning, and associated legislation including Part 8 of the Anti Social Behaviour Act 2003 relating to high hedges</p> <p>The following functions are reserved to the Committee and cannot be discharged by an Area Committee or officer.</p>	10 Councillors with 10 substitutes, excluding Cabinet Members, and reflecting the political structure of the Council.

Body responsible	Functions	Membership
	<ul style="list-style-type: none"> • planning applications which involve a significant departure from the statutory development plan; • applications on behalf of the Council or where the Council has a significant interest in the development; 	
	<ul style="list-style-type: none"> • applications within the categories of development which must be referred to the Mayor of London; and 	
	<ul style="list-style-type: none"> • matters of significance to the entire borough or where major issues extend across geographic boundaries of sub-committees. <p>(Reports on all the matters reserved to the Committee shall be made direct to the Committee and not through an area sub-committee.)</p> <ol style="list-style-type: none"> 2. Contaminated land and all statutory nuisances. 3. Commons registration and town and village greens including powers of protection and enforcement although in practice these specific functions will be discharged by officers. (Which may include considering the recommendations of a non-statutory inquiry chaired by an independent person). 	

Body responsible	Functions	Membership
	<p>4. Highways use and Regulation, access to the countryside, arrangements and extinguishment of public rights of way.</p> <p><i>(Explanatory note: The Council's highways functions are limited to:</i></p> <ul style="list-style-type: none"> • <i>creating, stopping up and diverting footpaths and bridleways</i> • <i>asserting and protecting public rights to use highways</i> • <i>removing things deposited on highways which cause nuisance</i> <p><i>All other highway functions are Executive functions).</i></p>	
	<p>5. Gaming, entertainment, food and miscellaneous licensing in so far as not otherwise the responsibility of the Licensing Committee or the Licensing Sub-Committee</p> <p>6. Health and Safety regulation (otherwise than as an employer).</p>	
Area Planning Sub-Committees (3)	Determine planning applications within the boundaries of their areas, in accordance with Council policy and within budget, that relate to town and country planning and development control, including tree and hedgerow protection	1 councillor for each ward in the area, with a substitute member for each ward.

Body responsible	Functions	Membership
	<p>[For the purposes of this section a planning application is defined as an application for planning permission as defined by the Town and Country Planning Act 1990, as amended, but also includes applications for approval of reserved matters, Listed Building and Conservation Area Consents and consent under Tree Preservation Orders and Hedgerow legislation.]</p> <p>This excludes the functions reserved to the Planning and Environment Committee</p> <p>If in cases where the Council has a minor interest in developments where a decision is required by a Committee, the Director of Planning and Environmental Protection will refer the matter to the appropriate Area Planning Committee.</p> <p><i>(Explanatory note –</i> A. consideration of planning applications by Area Planning Sub-Committees:</p>	
	<p>The work of the Area Planning Sub-Committees consists mostly of determining applications for planning applications. Delays in determining applications will jeopardise the Council's ability to meet national performance criteria and impact adversely on the interests of applicants and affected residents.</p>	

Body responsible	Functions	Membership
	<p>One cause of such delays is the deferral by sub-committees of planning applications for further information or for members to undertake site visits. To minimise this there is a general presumption that:</p> <ul style="list-style-type: none"> • Chairmen of Area Planning Sub-Committees should arrange for site visits to be made in advance of the Sub-Committee meeting, particularly where the proposals appear to be contentious or they are of major importance to the area; • Sub-Committee members who have queries on applications will raise them either at the site visit, or, in any event, as soon as possible before the meeting at which they will be considered). <p>B. In so far as developments where the Council has minor interests in the development, these matters will normally be dealt with by the Director of Planning and Environmental Protection and delegated powers, unless it proves necessary to refer them to Committee , and are :</p>	
	<ul style="list-style-type: none"> • Minor developments on the public highway or Council owned land – including crossovers, hard standings/ramps, bus shelters, advertisements, satellite dishes, etc. 	

Body responsible	Functions	Membership
	<ul style="list-style-type: none"> • Minor extensions or ancillary building proposals less than 1000 sq m to buildings or property, including minor school extensions, housing estate, ancillary buildings, community services, etc. • Any 'other' or 'minor' developments as defined by the ODPM in PS1/PS2 Planning statistical categories of developments, for example 9 or less dwellings, advertisements, Listed Building and Conservation Area consents.) 	
Area Environment Sub-Committees	<p>To discharge the Council's functions, within the boundaries of their areas, in accordance with Council policy and within budget, apart from matters of significance to the whole borough or crossing sub-committee boundaries that relate to:</p> <ul style="list-style-type: none"> • Highways use and regulation 	1 councillor for each ward in the area, with a substitute member for each ward.
	<p><i>(Explanatory note: The Council's highways functions are limited to:</i></p> <ul style="list-style-type: none"> • <i>creating, stopping up and diverting footpaths and bridleways</i> • <i>asserting and protecting public rights to use highways</i> • <i>removing things deposited on highways which cause nuisance</i> <p><i>All other highway functions are Executive functions).</i></p>	

Body responsible	Functions	Membership
	<ul style="list-style-type: none"> • Contaminated land and control of pollution and all statutory nuisances • Management of air quality • Gaming, entertainment, food and miscellaneous licensing (but not hearing individual appeals or applications which are the responsibility of the Licensing Committee, the Licensing Sub-Committee or the Appeals Committee) 	
Standards Committee	To fulfil all appropriate requirements under the Local Government Act 2000 and the Local Government and public Involvement in Health Act 2007. Please refer to the full terms of reference in Article 9 of this Constitution.	Six non-executive councillors (two from each political group), with six substitute members (also two from each political group), and seven independent lay members.
Chief Officers Appointments Panel	<ol style="list-style-type: none"> 1. To interview candidates for the Head of Paid Service and recommend an appointment to the Council. 2. To interview and appoint Directors and Chief Officers. 3. Annually to appraise the performance of the Chief Executive. 	7 councillors including at least the Leader of the Council (or another member of the Executive).
Chief Officers Disciplinary and Capability Investigating Panel	Subject to the Officer Employment Procedures Rules in Part 4 of the Constitution, to act as an investigating committee for the purposes of the disciplinary and capability procedures for the Chief Executive and officers recognised by the Council as a Director or Chief Officer, and to suspend such officers for the purposes of the investigation.	5 councillors.

Body responsible	Functions	Membership
Chief Officers Disciplinary Panel	Subject to the Officer Employment Procedure Rules in Part 4 of the Constitution, to take any disciplinary action and action under the capability procedure in respect of the Chief Executive and officers recognised by the Council as a Director or Chief Officer, up to and including dismissal.	5 councillors including at least the Leader of the Council (or another member of the Executive) (membership must be different from any investigating panel).
<p>General Functions Committee</p> <p>Meets as and when required but in practice functions discharged by officers.</p>	<p>All other Council functions that are not reserved to Council including</p> <ul style="list-style-type: none"> • Appointing representatives on outside bodies • Appointing representatives to School Governing Bodies • Staff matters (i.e. salaries and conditions of service) <p>Where decisions have a significant impact on the Pension Fund and/or Council budget, decisions will be subject to agreement also by the Pension Fund Committee and/or Cabinet Resources Committee</p>	7 councillors
	<p><i>(Explanatory note: Where the following issues arise from an organisational restructure, the restructure will be considered to have major implications and a report must be submitted to General Functions Committee for approval.</i></p> <ul style="list-style-type: none"> • <i>Organisational restructures which could potentially lead to compulsory redundancies.</i> • <i>Restructures involving changes to contracts of employment.</i> 	

Body responsible	Functions	Membership
	<ul style="list-style-type: none"> • <i>Proposals relating to the discretionary aspects of the implementation of national agreements</i> • <i>Proposals involving <u>major</u> changes in working practices, location of employees etc, irrespective of whether these changes are provided for in the employment contract.)</i> • Election administration and electoral registration • pensions and superannuation payments for maladministration in cases where the Council has discretion and a payment has not been recommended by the Ombudsman or a court. 	
Special Committee (Constitution Review)	Proactively to review and 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	8 councillors
Pension Fund Committee	As set out in the Pension Fund Governance Compliance Statement	6 Councillors

3. RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

General

3.1 All the local authority functions that are not mentioned in the first two tables, or reserved to Council in Article 4, are executive functions. These are the responsibility of

- Individual members of the Executive (the Leader and members of the Cabinet)
- The Cabinet Meeting
- Cabinet Committees
- Area Sub-Committees (see 3.10 below)
- Joint Committees (see Article 11)
- Officers (see section 6 below)

3.2 Cabinet Members

- i. Set out below is a table in the first column of which are listed the names, addresses and wards of Cabinet Members.
- ii. The second column sets out each Cabinet member's functions and the third column summarises what has been delegated.

Executive Member and Portfolio	Responsibilities	Delegation
<p>Cllr. Lynne Hillan 20 Ashurst Road North Finchley London N12 9AX</p> <p>Brunswick Park Ward</p> <p>LEADER RESOURCES</p>	<p>The Leadership of the Council.</p> <p>Specific individual responsibilities:</p> <ul style="list-style-type: none"> • Human resources • Equalities and diversity • Responsibility for the Oversight of the Council's duties as an employer under Health and Safety related legislation. <p>To lead on budget and policy formulation and implementation in relation to:</p> <ul style="list-style-type: none"> • resources (including billing, collection and recovery of local taxation) • financial forward planning and budgeting • risk management • asset management • major corporate contracts • communications and marketing <p>The monitoring of the Council's budget and to instigate such interventions as necessary to ensure spending is kept within limits determined by council.</p> <p>The distribution of all grants, except those relating to the adaptation of properties in the private sector, after consultation with appropriate holders.</p> <p>The administration of Housing Benefits.</p> <p>Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	<p>The Leader may discharge any function of the Executive.</p>
<p>Cllr. Andrew Harper 15 Hampstead Gardens London NW11 7EU</p> <p>Garden Suburb Ward</p> <p>DEPUTY LEADER OF THE COUNCIL</p>	<p>To lead on budget and policy formulation and implementation in relation to the Children Act 2004 and the Education and Inspection Act 2007. To enhance the Council's corporate parenting role and to champion the causes of all children in the London Borough of Barnet, optimising opportunities to reduce and remove</p>	<p>The general powers delegated to Cabinet Members are set out below.</p> <p>Certain functions are delegated to officers, in consultation with the</p>

<p>CHILDREN'S SERVICES</p>	<p>disadvantage. Includes Children's Social Services and the Youth Offending Team and the advantages offered by working with other agencies to secure a seamless approach to all aspects of children's services. To drive forward the Youth Justice Plan and ensure its approval annually by full Council.</p> <p>To lead on budget and policy formulation and implementation in relation to education and schools. In particular, raising and enhancing standards, ongoing education and services to schools, Early Years Provision and the Youth Service.</p> <p>Positively to encourage integration of all schools within the London Borough of Barnet into the community to achieve the best possible opportunities for education and learning. To work with children service provider partners to improve lifelong learning outcomes.</p> <p>All schools matters (Community, Voluntary and Foundation) associated with the teaching and development of children and young persons and the optimising of opportunities to further the same (including pre-school preparation).</p> <p>Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	<p>Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p> <p>The Deputy Leader may discharge any function of the Leader during periods for which the Leader has given formal notification that she will be unable to be contacted or in circumstances where the Leader cannot be contacted due to illness or other indisposition, or in cases of utmost urgency where the Leader cannot be contacted by any means</p>
<p>Cllr. Joanna Tambourides 47 Hampden Way Southgate London N14 5DJ</p> <p>East Barnet Ward</p> <p>COMMUNITY ENGAGEMENT AND COMMUNITY SAFETY</p>	<p>To lead on budget and policy formulation and implementation in relation to community engagement and community safety.</p> <p>In particular, to build upon the Council's leadership role in improving community safety, embracing diversity and inclusiveness, removing inequality and ensuring that each person and group in the community has opportunities for involvement. To work with the many different ethnic and religious groups to maintain community cohesion.</p> <p>All matters relating to Community Safety, CCTV, liaison with Barnet Police and anti-social behaviour, including Domestic Violence and combating graffiti, fly-tipping and fighting crime including policy</p>	<p>The general powers delegated to Cabinet Members are set out below.</p> <p>Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p>

	<p>development on combating fly-tipping and graffiti.</p> <p>Additionally to deal with community safety in its widest sense by being responsible for Environmental Health and trading standards and licensing, as falls within the remit of the Executive.</p> <p>Also to be involved in and promote discussions in relation to any matters within the portfolio</p>	
<p>Cllr. Robert Rams 6 Delroy Court Franklin Close London N20 9QT</p> <p>East Barnet Ward</p> <p>INVESTMENT IN LEARNING</p>	<p>To lead on budget and policy formulation and implementation in relation to investment in educational infrastructure in schools and libraries, in particular the Primary Schools Capital Investment Programme.</p> <p>To lead on budget and policy formulation and implementation in relation to all operational aspects of the library service. Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	<p>The general powers delegated to Cabinet Members are set out below.</p> <p>Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p>
<p>Cllr. Daniel Thomas 61 Lyttelton Court Lyttelton Road London N2 0ED</p> <p>Finchley Church End Ward</p> <p>ENVIRONMENT AND TRANSPORT</p>	<p>To lead on budget and policy formulation and implementation in relation to the environment and transport. In particular, promoting the reputation of the London Borough of Barnet as a clean and green borough, with a transport infrastructure designed to meet the needs of today and the challenges of the future. This to include the development of a waste minimisation strategy.</p> <p>All matters relating to the development and management of the environment, including:</p> <ul style="list-style-type: none"> ● the street scene including pavements and all classes of roads; ● parking provision ● refuse and recycling ● waterways ● parks and open spaces ● trees (includes public highways, council housing estates and in parks) 	<p>The general powers delegated to Cabinet Members are set out below.</p> <p>Certain functions are delegated to Area Sub-Committees as set out in paragraph 3.10 below.</p> <p>Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p>

	<ul style="list-style-type: none"> • allotments • transport and transport initiatives • contract management <p>Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	
<p>Cllr. Daniel Webb Flat 7, Milligan Lodge 66a Hendon Lan London N3 1JT Underhill Ward</p> <p>POLICY AND PERFORMANCE</p>	<p>To lead on budget and policy formulation and implementation in relation to:</p> <ul style="list-style-type: none"> •Policy and Performance (including Partnerships) •CPA and Best Value •Corporate Governance •Customer Service <p>In particular, the effectiveness and value in performance of council services, the development of partnerships to further the Council's Corporate Plan and the Sustainable Community Strategy, and an effective consultation structure.</p> <p>To secure the most beneficial terms for services and goods provided to the Council.</p> <p>All aspects of performance and delivery of council services, and to instigate such interventions as required, including consultation with the Leader, as necessary, to secure best value.</p> <p>Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	<p>The general powers delegated to Cabinet Members are set out below.</p> <p>Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p> <p>In addition this Cabinet Member may approve grants to voluntary organisations up to £20,000 per annum.</p>
<p>Cllr. Richard Cornelius 7 Rowben Close Totteridge London, N20 8QR</p> <p>Totteridge Ward</p> <p>HOUSING AND REGENERATION</p>	<p>To lead on budget and policy formulation and implementation in relation to housing (including housing and council tax benefit). In particular working with Barnet Homes, housing associations and other providers to secure the optimum provision and associated environmental, neighbourhood development and social facilities for all those members of the community not living in private accommodation, or for those who require public sector housing.</p> <p>Also to promote the better integration of privately rented properties into the boroughs framework, including the distribution of grants as necessary, for the adaptation of</p>	<p>The general powers delegated to Cabinet Members are set out below. Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p>

	<p>private properties, to further care in the community.</p> <p>All matters related to public sector housing excluding the administration of Housing Benefits.</p> <p>To lead on budget and policy formulation and implementation in relation to regeneration.</p> <p>In particular, economic and strategic development, town centre regeneration, and policies and opportunities for the enhancement and enrichment of the London Borough of Barnet.</p> <p>To promote partnerships and opportunities for the economic development of the borough.</p> <p>Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	
<p>Cllr. Sachin Rajput Oakleigh Ward 63 Longmore Avenue New Barnet EN5 1LA Oakleigh Ward ADULTS</p>	<p>To lead on budget and policy formulation and implementation in relation to adult social care.</p> <p>In particular, promoting the best possible adult social services and seamless care in the community by working with and optimising all opportunities offered by other providers to further these aims.</p>	<p>The general powers delegated to Cabinet Members are set out below.</p> <p>Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p>
<p>Cllr Melvin Cohen 146 Broadfields Avenue Edgware HA8 8SS Golders Green Ward PLANNING AND ENVIRONMENTAL PROTECTION</p>	<p>To lead on budget and policy formulation and implementation in relation to planning, development plans, building and property construction.</p> <p>To include all aspects of the development and development control service, building control and the naming and numbering of streets and properties.</p> <p>Responsibility for the Council's regulatory role of ensuring that other organisations and business in the Borough comply with their duties under health and safety related legislation.</p> <p>Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	<p>The general powers delegated to Cabinet Members are set out below.</p> <p>Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p>

<p>Cllr Helena Hart 37 Crooked Usage Finchley, London N3 3EU</p> <p>Edgware Ward</p> <p>PUBLIC HEALTH</p>	<p>To lead on budget and policy formulation and implementation in relation to the emerging public health agenda (including health partnerships).</p> <p>To include optimising all opportunities offered by the health authorities; shaping the community health and hospital services; to act as the champion on access to health facilities; to consider the implications for health facilities as the borough develops.</p> <p>Also to be involved in and promote discussions in relation to any matters within the portfolio.</p>	<p>The general powers delegated to Cabinet Members are set out below. Certain functions are delegated to officers, in consultation with the Cabinet Member. These are set out in Paragraph 6 of Part 3 of the Constitution.</p>
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3.3 Cabinet Members general powers may be summarised as

1. To discharge the executive functions that fall within their portfolio, whether or not they are also delegated to officers except for matters specifically reserved to Council, Cabinet or cabinet committees.
2. To consider consultation documents, other than those referred to the Executive and, in consultation with the appropriate officers determine whether the Council's response needs to be approved by them or by the appropriate Director or Chief Officer.
3. To authorise inviting tenders for and acceptance of tenders or quotations in accordance with the Contract Procedure Rules. Acceptance must be following consultation with the Cabinet Member for Resources or the Leader in cases where the Cabinet Member for Resources is the appropriate portfolio holder.
4. To approve any non-statutory plan or strategy requiring approval by the Executive and not reserved to the Cabinet for decision in paragraph 3.8.

3.4 Except in cases of urgency, they will not normally take delegated decisions if they

- involve something other than the implementation of an annual Performance Management Plan or a decision previously taken by Council, Committee or Cabinet.
- are key decisions as defined in Article 13 of the Constitution.

Explanatory Note

This covers urgent (not emergency) decisions that were not anticipated within the budget or PMP but nevertheless relate to everyday business, not major changes/decisions outside the approved budget and 11 statutory plans.

Example: school heating system fails at the beginning of the autumn term.

Cabinet Committees

3.5 Cabinet Committees may discharge the executive functions that fall within their terms of reference, whether or not they are also delegated to officers, except for matters specifically reserved to Cabinet. The Rules in Part 4 of the Constitution may reserve certain decisions to cabinet committees.

3.6 The Cabinet Committees are:

Committee	Functions	Membership
Resources	<p>Capital and revenue finance, forecasting, monitoring, borrowing and taxation.</p> <p>To consider reports on treasury management strategy and activity, including creating and maintaining a Treasury Management Policy Statement.</p> <p>Grants to voluntary organisations above £20,000.</p> <p>Monitor the trading position of appropriate council services, carry out debt analysis and look at income sources and charging policies.</p> <p>To write off debt. To determine external or cross-boundary trading limit.</p>	<p>Councillor Lynne Hillan(Chairman)</p> <p>Councillor Richard Cornelius</p> <p>Councillor Daniel Webb</p> <p>Councillor Andrew Harper</p> <p>Councillor Robert Rams</p> <p>Councillor Daniel Thomas</p>
	<p>To agree exceptions to standing orders, all decisions relating to approved lists and agreed national registers, authorise post tender negotiations and accept tenders which are not the lowest.</p>	

Committee	Functions	Membership
	<p>To agree externalisation contracts including any proposal to appoint external cash investment managers.</p> <p>Approval of schemes not in performance management plans but not outside the Council's budget or policy framework.</p> <p>All matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council.</p> <p>To develop and recommend to Cabinet for adoption an e-Government strategy and associated ICT policies and strategies</p> <p>To submit to Cabinet each year detailed proposals for all council ICT expenditure in the coming year for consideration as part of the budget and forward plan process. To monitor the implementation of the e-Government and ICT strategies.</p>	
	<p>To co-ordinate and decide priorities for the development of e-government and ICT systems and projects to achieve the council's modernisation objectives in accordance with the approved strategies.</p>	

Committee	Functions	Membership
Cabinet Housing and Regeneration	<p>All matters relating to the purchase or leasing of ICT equipment and software, provided that it is in accordance with the approved e-Government and ICT strategies and the Council's budget and policy framework.</p> <p>To oversee the performance of the IT service and the balance between internal and external service provision.</p> <p>For ICT contracts, to agree exceptions to standing orders, all decisions relating to approved lists and agreed national registers, authorise post tender negotiations and accept tenders including those which are not the lowest.</p> <p>To monitor the delivery of the Council's housing needs, both within and outside the regeneration schemes, including delivery through Barnet Homes, Registered Social Landlords and the regeneration development partners.</p> <p>To make recommendations on the above to Cabinet or Cabinet Resources Committee as appropriate.</p>	<p>Cllr Richard Cornelius (Chairman)</p> <p>Councillor Melvin Cohen</p> <p>Councillor Andrew Harper</p> <p>Councillor Lynne Hillan</p> <p>Councillor Daniel Thomas</p>

Cabinet

3.7 The Cabinet Meeting may discharge any executive functions whether or not they are also delegated to officers.

3.8 The following decisions are reserved to the Cabinet meeting:

- Those so reserved in the Rules in Part 4 of the Constitution
- Considering an executive function delegated to an area environment sub-committee referred to it for a decision.
- Considering policy initiatives, initiating new policy proposals and determining the way in which policy reviews will be carried out.
- Determining responses to consultation documents on proposals which could result in the council having to provide a new service, discontinue an existing one or change service provision in such a way that there are budgetary implications.
- Determining whether meetings relating to non-key decisions will be held in public or private.
- Agreeing budget virements of up to £2.5m and applications of up to 50% of the latest estimated general fund of housing revenue account balances and to make recommendations to Council on virements over these amounts and those over £100,000 where the amount is more than 10% of the budget head.
- Considering recommendations made to them by overview and scrutiny committees.
- A decision to adopt, or recommend to Council for adoption, a plan or strategy reserved to Cabinet as listed below, or the Council's budget and virement limits.

This includes the following:

Statutory Framework Policies – For Council Decision

- Children and Young People Plan
- Community Plan
- Crime, Disorder and Drug and Alcohol Strategy
- Early Years Development Plan
- London Transport Strategy – Local Implementation Plan
- Plans and strategies comprising the UDP
- Safer Communities Strategy
- Statement of Licensing Policy under the Licensing Act 2003 (for Council decision, acting as Licensing Authority)
- Statement of Gambling Licensing Policy under the Gambling Act 2003 (for Council decision, acting as the Licensing Authority)
- Sustainable Community Strategy
- Youth Justice Plan

Plans and Strategies for Cabinet Decision

- Corporate Plan
- Housing Strategy
- Homelessness Strategy
- Adult Learning Plan
- Behaviour Support Plan

- School Organisation Plan
- Equalities Policy
- Disability Equality Scheme
- Race Equality Scheme
- Rights of Way Improvement Plan
- Waste Plan
- Accessibility Plan
- Civil Contingencies Plan (subject to confirmation)
- Local Development Framework and Supplementary Planning Guidance (subject to confirmation)

Non-statutory plans and strategies for approval by the Executive and not listed above will be approved by the relevant Cabinet member.

3.9 In taking decisions the Executive must act within the law and the Council's Constitution.

Area environment sub-committees

3.10 Area Environment Sub-Committees as well as discharging Council functions (see Part 3, Section 2 – Responsibility for Council Functions) perform functions that are the responsibility of the Executive as set out below.

Explanatory note – Area Environment Sub-Committees

The functions of the Area Environment Sub-Committees do not extend to review of policy or procedural matters, eg the method of assessment of roads for possible traffic management measures. Should the Sub-Committee wish procedures to be changed or reviewed it can put forward a request to the appropriate Cabinet Member to consider this.

Body responsible	Functions	Membership
Area Environment Sub-Committees	<p>To discharge the Executive's functions, within the boundaries of their areas, in accordance with council policy and within budget, apart from matters which are the responsibility of the Licensing Committee or Licensing Sub-Committee or matters which are of significance to the whole borough or crossing sub-committee boundaries that relate to:</p> <ul style="list-style-type: none"> • Highways use and regulation not the responsibility of the Council <p><i>(Explanatory note: The Council's highways functions are limited to:</i></p> <ul style="list-style-type: none"> - creating, stopping up and diverting footpaths and bridleways - asserting and protecting public rights to use highways - removing things deposited on 	1 councillor for each ward in the area, with a substitute member for each ward.

Body responsible	Functions	Membership
	<p><i>highways which cause nuisance. All other highways functions are the responsibility of the Executive).</i></p> <ul style="list-style-type: none"> • Town centre regeneration and management, including the operation of council markets • Private sewers, drains, public conveniences, land drainage and water courses • Refuse collection, cleansing, litter, waste and recycling • Day-to-day promotion, management and development of: <ul style="list-style-type: none"> - parks, open spaces, allotments, recreation and leisure facilities; - libraries, museums, arts and tourism facilities. • Local nature reserves, sites of special scientific interest and other controlled areas • Day-to-day environmental issues and management of land on council housing estates • Cemeteries and crematoria • Making recommendation to Cabinet on the designation of conservation areas 	

4. LIMITATIONS ON DELEGATION TO COUNCIL COMMITTEES AND SUB-COMMITTEES

- 4.1 Committees and sub-committees of the Council (or the Council acting as Licensing Authority) are authorised to discharge all functions within their terms of reference with the exception of:
- Those matters referred to in the above tables
 - Decisions reserved to the Council meeting in Article 4 of the Constitution
- 4.2 The Area Planning Sub-Committees can take decisions within their terms of reference provided they are not within the list of matters reserved to the Planning and Environment Committee, or contrary to Council policy or outside budget.
- 4.3 Area environment sub-committees may take decisions within their terms of reference provided they are not matters which are the responsibility of the Licensing Committee or the Licensing Sub-committee or matters of significance to the whole borough, contrary to Council policy (or contrary to the Statement of Licensing Policy) or outside budget and subject to the limitation for deciding

matters crossing sub-committee boundaries as set out in Article 10 of the Constitution.

5. MEMBERS' RIGHTS TO REFER MATTERS TO PARENT BODY

- 5.1 Any committee listed in the following schedule may decide to report on any matter to Council and any sub-committee may report to its parent committee. In such cases the decision is reached by the usual process, such as a majority vote. The report may make recommendations or seek instructions.
- 5.2 A chairman of an area sub-committee may refer the sub-committee's recommendations up to the parent committee.
- 5.3 A specified number of members of a committee or sub-committee (see the table below) may require that a matter on which the committee or sub-committee had proposed to take action is referred up to the next meeting of the Council or the parent committee to which the committee or sub-committee would ordinarily report, subject to the exceptions set out in 5.5, 5.6 and 5.7 below.
- 5.4 In such a case:-
- 5.4.1 for committees, the action the committee had proposed to take will be recommended to the Council;
 - 5.4.2 for sub-committees, the action the sub-committee had proposed to take will be recommended to the committee;
 - 5.4.3 no action shall be taken on the matter in the meantime.
- 5.5 The first exception is that no matter that has been the subject of a decision by the Council or, in the case of sub-committees, the parent committee in the previous six months may be referred up.
- 5.6 The second exception is Area Planning Sub-Committees, no matter relating to the regulatory and enforcement functions of the Council relating to town and country planning and the control of buildings and new streets may be referred up.
- 5.7 The third exception is the Planning and Environment Committee, no matter relating to the regulatory and enforcement functions of the Council relating to town and country planning may be referred up to the Council meeting.
- 5.8 The fourth exception is the Pension Fund Committee.

Committee/Sub-Committee	No. of members required to support a reference	Council/parent committee
Planning and Environment	3	Council
Area planning sub-committees	2	Planning and Environment

Committee/Sub-Committee	No. of members required to support a reference	Council/parent committee
Area environment sub-committees (council functions)	2	Planning and Environment
Area environment sub-committees (executive functions)	2	The Executive
General Functions Committee	3	The Council

5.9 Where area environment sub-committees are discharging executive functions a reference up can only be to the Executive.

5.10 This provision shall not apply to the Licensing Committee, the Licensing Sub-Committee, the Appeals Committees, Overview and Scrutiny Committees and Chief Officers Appointments, Investigating and Disciplinary Panels.

6. POWERS DELEGATED TO OFFICERS

General Powers

6.1 Chief Officers (ie the Chief Executive, Directors and Heads of Service as listed in Article 12) can take decisions, in consultation with the Cabinet Member concerned (or without consultation where it is a decision authorised to be taken by the Chief Officer under the Contract Procedure Rules or it involves the implementation of policy or earlier decision of the Council or Cabinet or Committee or it is in respect of operational matters within the Chief Officer's sphere of managerial or professional responsibility and is not significant in terms of budget or policy):

- to discharge the functions allocated to them or dealt with by them or their staff, except for matters specifically reserved to Executive Members, Cabinet meeting, Cabinet Committees, Committees or Council;
- in all matters where they have managerial or professional authority;
- to authorise and accept quotations for contracts to the limits placed on Chief Officers by Contract Procedure Rules for approved schemes with sufficient estimate provision;
- to agree settlements of up to £1,000 subject to budget and audit trails;
- to agree financial settlement where recommended by the Ombudsman or a Court;
- without exception, in cases of emergency.

Explanatory Note

This covers emergency decisions that were not anticipated within the budget or Key Priority Plan but nevertheless relate to everyday business, not major changes/decisions outside the approved budget and statutory plans listed under

paragraph 3.8 as being for decision by Council or Cabinet.

Example: school heating system fails during mid-winter, or a school roof collapses today.

Explanatory Note – Officers to deputise

All officers to whom powers are delegated under the Constitution will authorise another officer or officers to exercise those powers during periods for which they have given formal notification that they will be absent or unable to be contacted, or when they cannot be contacted due to illness or other indisposition, or in cases of utmost urgency where they cannot be contacted by any means.

6.2 They may use whatever means they consider appropriate to discharge those functions, including:

- incurring expenditure and collecting income;
- engaging and deploying staff;
- deploying other resources within their control;
- placing contracts and procuring other resources within or outside the Council.

6.3 Besides having delegated powers to deal with executive matters, specific chief officers have powers to deal with regulation, licensing enforcement, staffing and other statutory matters which are functions for which the Council is responsible, or for which the Council, acting as Licensing Authority, is responsible.

Explanatory Note

There are a number of powers, mainly those relating to staffing and managerial issues, which Directors and Heads of Service are able to exercise without prior consultation, or in consultation with other officers, if they consider it appropriate.

For restructuring arrangements delegated powers may be exercised without reference to General Functions Committee if the restructure is deemed **minor** where;

1. The restructure only has implications for the staffing and management under the control of the Chief Officer exercising the delegated powers.
2. No compulsory redundancies will arise from the restructure.
3. Only vacant posts and/or posts held by staff that have volunteered and have been accepted for redundancy are deleted.
4. Changes in the designation of existing posts within the organisational structure are within budget.
5. Any new posts created within the organisational structure are within budget.

6. Temporary posts are created for up to a maximum of 2 years.
7. Minor changes to contracts of employment (with no corporate implications) where all individuals affected by the changes are in agreement.
8. The introduction of or change to existing local procedural arrangements.
9. Formal consultation has concluded with the staff affected and the trade unions and no notification of a failure to agree has been received.

Each of the above points where appropriate should be clearly referenced in the delegated powers report. Following signature, the Chief Officer concerned, will send a copy of the report to the Chairman of the General Functions Committee.

- 6.4 Before any delegated powers report is signed by a Chief Officer he or she must consider whether the issues involved are likely to raise significant levels of public concern or comment or give rise to policy considerations. Where this is the case, the matter must be referred to the appropriate Cabinet Member as to whether or not it is appropriate to use the delegation. All delegated powers reports must indicate that this process has been undertaken.
- 6.5 All Directors and Chief Officers will draw up a list of specific powers delegated to them which is published on the internet.

Specific Powers

- 6.6 In addition, in consultation with the Cabinet member concerned:
 - Executive Directors have the power to agree virements up to £100,000 between Budget Heads, and
 - Directors and Heads of Service, the power to agree virements up to £100,000 within a budget head.
- 6.7 The Chief Finance Officer has the powers set out in the Financial Standing Orders and in particular:
 - To agree to revenue or capital expenditure not provided for within the control budget being incurred if the Chief Finance Officer is satisfied that it is wholly reimbursable to the Council, or compensatory savings have been identified. In all circumstances the expenditure must be consistent with performance management plans.
 - To take the most appropriate form of borrowing from the approved sources and to make the most appropriate form of investments in approved instruments.
 - Subject to details being incorporated in the next available budget a report being submitted to Resources Cabinet Committee on the action taken, to write off individual debt amounts of up to and including £5,000 (including cancellations

6.8 The following Officers also have the powers indicated:

- the Chief Finance Officer to have responsibilities as set out in Pension Fund Governance Compliance Statement.
- the Executive Director for Resources, in consultation with the Cabinet Member for Resources to make decisions about:
 - Entering into new leases with a consideration between £25,000 and £50,000 per annum where the council is granting the lease at best consideration in accordance with the Local Government Act 1972.
 - Acquisitions of land whether freehold or leasehold where the cost of the interest being acquired is between £10,000 and £30,000 per annum or as a one off consideration
- The Executive Director for Resources, in consultation with the Chief Finance Officer and Head of Legal to make decisions about:
 - Occupational and works Licences
 - Easements
 - Rent Reviews and Licences to Assign.
 - Lease renewals where this represents best consideration in accordance with the Local Government Act 1972.
 - Entering into new leases of less than 21 years, where the consideration is less than £25,000 per annum and at best consideration in accordance with the Local Government Act 1972, where the Council is granting the lease.
 - Acquisitions of land, whether freehold or leasehold, for less than £10,000 per annum or as a one off consideration
 - To respond to statutory notifications by Foundation Schools on proposals to dispose of surplus land (see all Disposal of land and real property rules)

Explanatory Note – other disposals

All disposals of freehold interests and leases where a capital premium is obtained for the interest will be agreed by Cabinet Resources Committee.

6.9 The Director of Children’s Services shall have powers to take all necessary action to ensure that the Council’s duties are properly and effectively discharged in child protection and care cases and the Director of Adult Social Services shall have powers to take all necessary action to ensure that the Council’s duties are properly and effectively discharged in adult protection and care cases.

Restrictions and Conditions

6.10 Directors and Chief Officers will not take decisions that are reserved to another decision making body under this constitution, and in particular

- they will only take Key Decisions as defined in Article 13 of the Constitution, or which do not involve the implementation of an annual Performance Management Plan or a decision previously taken by Council, Committee or Cabinet, if it is impractical for the relevant Executive Member to do so;

- they will only take decisions that are reserved to Council or Cabinet under this Constitution in an emergency and if it is lawful for them to do so.
- 6.11 When exercising delegated powers officers must act within the law and the Council's constitution, and follow Council policy (including the Statement of Licensing Policy) and the lawful instructions of Council Committees, Licensing Authority Committees, and the Executive. If exceptionally they need to depart from Council policy or those instructions, they must report to the relevant body as soon as possible.
- 6.12 Key decisions taken by officers will be published and recorded in accordance with the Access to Information Procedure Rules. Other decisions taken by officers must be recorded and made available to members of the Council either as individual or summary decisions published on the Internet or as a performance indicator reported to an Overview and Scrutiny Committee,
- 6.13 They may authorise other officers to exercise these powers in practice, but they are taken in their name and they remain their responsibility.
- 6.14 Emergency action taken under delegated powers must be reported to the relevant body as soon as possible.

7. JOINT ARRANGEMENTS

The following are the joint arrangements for the discharge of functions which are the responsibility of the Executive:

- London Boroughs Grants Scheme under Section 48 Local Government Act 1985.
- Transport Committee for London agreement dated 15 January 1998.
- Association of London Government agreement dated 1 April 2000.

Pension Fund Compliance Statement

Pension Fund Governance Compliance Statement

1. Background

- 1.1 The Local Government Pension Scheme (Amendment) (No.3) Regulations 2007 require that all LGPS pension fund Administering Bodies in England and Wales prepare a Governance Compliance Statement (GCS). This GCS has been prepared in full accordance with these regulations and any guidance provided by the Secretary of State.
- 1.2 In order to ensure that the Council meets its fiduciary duties with regard to its Pension Fund, it is important governance arrangements assign roles and responsibilities that are consistent with political and organisational accountability. This GCS seeks to do this by defining three tiers of responsibilities – the Council, the Pension Fund Committee (PFC) and the Chief Finance Officer. It draws on best practice in other pension funds and guidance provided by the Secretary of State.
- 1.3 As this Pensions Fund Committee will now be a Committee of the Council the normal provisions relating to publication of agendas, admission of press and public to meetings etc will apply

2. Statement of Responsibilities

2.1 Responsibilities of Council in relation to the Pension Fund

2.1.1 To appoint:-

Option 2

- *Six elected members on a non-politically-balanced basis to a Pension Fund Committee (PFC), responsible for discharging the Council's leadership and strategic management responsibilities regarding its Pension Fund;*
- *substitute members, two from each political group.*

In accordance with Council policy, it is proposed that each Political Group has two substitute Members. Furthermore, in line with their responsibilities, only elected members (or their substitutes where appropriate) appointed to the PFC have voting rights at any PFC meeting.

2.2 Responsibilities delegated by Council to the Pension Fund Committee

2.2.1 To approve and act in accordance with statutory Pension Fund documents:-

- Statement of Investment Principles
- Funding Strategy Statement
- Governance Policy Statement
- Pension Administration Strategy
- Communication Policy Statement

- 2.2.2 To review the above documents at least triennially, or more frequently if advised by the Chief Finance Officer of the need to do so (e.g. change in statutory guidance on what these documents should cover).
- 2.2.3 To receive and approve the Pension Fund Annual Report.
- 2.2.4 To invite a recognised representative from the trades unions and a representative from Middlesex University (the largest scheduled/admitted body) to meetings of the PFC. These representatives are appointed to advise the PFC 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 PFC.
- 2.2.5 To appoint independent investment advisors.
- 2.2.6 To appoint Pension Fund investment managers.
- 2.2.7 To appoint Pension Fund actuaries.
- 2.2.8 To appoint a performance management company.
- 2.2.9 To appoint custodians.
- 2.2.10 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 our performance management organisation attends to comment on the relative performance of the fund managers.
- 2.2.11 To consider actuarial valuations and their impact on the Pension Fund.
- 2.2.12 To consider advice given by the Chief Finance Officer, independent advisors, and views expressed by non-voting representatives at Pension Fund Committee meetings.
- 2.2.13 To approve applications from organisations wishing to become admitted bodies into the Pension Fund where legislation provides for discretion, including the requirements for bonds.
- 2.2.14 To determine the appropriate course of action on any matter not specifically listed above that pertains to the leadership and/or strategic management of the Pension Fund, in particular any matter which could materially affect its financial performance or long-term standing.
- 2.2.15 To convene regularly each quarter and additionally at such times outside the regular quarterly cycle as the Chairman deems appropriate
- 2.2.16 To require that all voting members receive adequate training on matters relating to the operation of the LGPS to enable the PFC to fulfil its fiduciary responsibilities in a satisfactory manner.

- 2.2.17 To comply with all the Procedure Rules for Council Committees and Sub-Committees, as set out in Part 4, Section 2 of the Council's Constitution with the exception of paragraph 15(4) of the explanatory note and paragraph 5.3 of the extract of Part 3 of the Constitution [exclusion of ability of minority of members to move recommendations to Council].
- 2.2.18 To conduct its business only when the number of voting members in attendance reaches or exceeds a quorum of 3.

2.3 Responsibilities Delegated to the Chief Finance Officer

- 2.3.1 To implement the decisions of the PFC efficiently and effectively.
- 2.3.2 To administer the Pension Fund within the parameters set by the PFC, delegating these responsibilities as appropriate to other council officers and/or external contractors.
- 2.3.3 To advise the PFC on all matters pertaining to the management of the Pension Fund, drawing upon the knowledge and expertise of other council officers, the independent advisor, the actuaries and other sources where appropriate.
- 2.3.4 To attend PFC meetings, ensuring an appropriate substitute is sent where attendance is not possible.
- 2.3.5 To require other relevant individuals to attend PFC meetings where appropriate.
- 2.3.6 To require the Fund's independent advisor to present a report each quarter to the PFC on the key and emerging issues that will or could affect the Pension Fund's future performance and standing
- 2.3.7 To organise adequate training to enable members of the PFC to be in a position meet their fiduciary responsibilities in relation to the Pension Fund.
- 2.3.8 To request that the Chairman convene additional meetings where a matter arises that requires its urgent consideration.
- 2.3.9 To prepare and submit the following Pension Fund documents for approval to the PFC on either triennially or more frequently than this should circumstances require:-
- Pension Fund Annual Report
 - Statement of Investment Principles
 - Funding Strategy Statement
 - Governance Policy Statement
 - Pension Administration Strategy
 - Communication Policy Statement
- 2.3.10 To publish the documents stated in 2.3.9, upon their approval by the PFC, in a timely, accessible and cost-effective manner.
- 2.3.11 To make available to scheme representatives, scheme members and any other interested bodies, upon request, any other information pertaining to the London

Borough of Barnet Pension Fund where this is not covered by exemptions provided by Acts of Parliament.