

Member Induction Day Programme – 8 May 2018

Note: Parking is limited at Hendon Town Hall and it is recommended that public transport is used. A limited amount of free parking is available opposite Hendon Town Hall (in Egerton Gardens), or at the rear of the Town Hall (off St Joseph's Grove). If these spaces are full, on-street parking is available (charges apply) around the Town Hall.

Time	Room	Activity
9.00am – 10.00am	Heritage Room	Tea and Coffee on Arrival New Councillors are invited to register in Heritage Room to hand in forms issued on Election Night
9.00am – 10.00am	Leader's Office	Photographs New Councillors are asked to have their picture taken for their profile on the website (and subsequent ID and Access cards). Returning Councillors are also welcome to have an updated photo.
9.00am – 10.00am	Outside Committee Room 3	IT Equipment New Councillors to be issued with Council issue laptop / tablet hybrid device and smartphone. Set up is expected to take 30 minutes. <i>Note: If the Members IT Support Team are busy with another Member, an officer will be on hand to arrange an alternative time slot for new Members later in the day.</i>

10.00am – 12.05pm	Committee Room 3	Presentations from Group Leaders, the Chief Executive and Strategic Directors
10.00-10.15		Welcome and introductions from the Group Leaders
10.15-10.30		Chief Executive – John Hooton
10.30-10.45		Deputy Chief Executive – Cath Shaw
10.45-11.00		Director of Finance and s151 Officer – Kevin Bartle
11.00-11.15		Strategic Director for Children and Young People – Chris Munday
11.15-11.20		5 minute comfort break
11.20-11.35		Strategic Director for Adults and Health – Dawn Wakeling
11.35-11.50		Strategic Director for Environment – Jamie Blake
11.50-12.05		Assistant Chief Executive – Jenny McArdle
12.05pm – 1.30pm	Committee Rooms 1 & 2	<p>Buffet Lunch and Service Area Roadshow</p> <p>Councillors are invited to mingle in Committee Rooms 1 & 2 for a buffet lunch and to approach stands to learn about the Council's service areas. Information stands and officers will be in place to answer questions and provide information about all service delivery areas.</p> <p><i>Councillors who have not already done so are also invited to:</i></p> <ul style="list-style-type: none"> • <i>Collect IT Equipment (Outside Committee Room 3)</i> • <i>Have a Member Profile Photograph (Leaders Office)</i>

1.30 – 2.30pm	Committee Room 3	Council Governance – Head of Governance and Monitoring Officer
2.30 – 4.00pm	Committee Rooms 1 & 2	Service Area Roadshow (...continued...) Councillors are invited to continue to find out more about the council's service areas in Committee Rooms 1 & 2. <i>Councillors who have not already done so are also invited to:</i> <ul style="list-style-type: none"> • <i>Collect IT Equipment (Outside Committee Room 3)</i> • <i>Have a Member Profile Photograph (Leaders Office)</i>

Document Centre

(Feb18)

ID Form Ver 7

Name ID Badge Form

Please obtain your Line Manager's signature and bring this document with you to the photo session

Request from:
(IN CAPITALS)

Date:

**Line Manager's
Signature:**

Line Manager's Name:
(IN CAPITALS)

Cost Centre:
(Please supply)

(The cost per card is £10.00
except LBB retained staff)

GL Account:

Available Day: **Tuesdays** **Time:** **10:00am-1:00pm and 2:00pm-4:00pm**

Location: Document Centre, Ground Floor, North London Business Park, N11 1NP

Contact Details: **Telephone:** 020 8359 2450 **E-mail:** Staff.id@barnet.gov.uk

Please complete the details on the card below (IN CAPITALS). Check them carefully for accuracy. If you already have a photo in JPEG or Bitmap format you can e-mail it to us (see e-mail address above) and we can use this together with the details below to produce a card on the following Tuesday.

Card Details

<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p style="font-size: 0.8em;">Photo number if using Digital Camera</p> <p style="font-size: 0.8em;">No: _____</p> </div> </div>	
<p>First Name: _____</p> <p>Last Name: _____</p> <p>Job Title: _____</p> <p>Service Area: _____</p> <p>Line Manager's Tel No: _____</p> <p>Expiry Date: _____ <i>(A default expiry date of 5 years will automatically be inserted unless a shorter period is specified)</i></p>	

Please tick your Department: (please tick/click one option):

LBB Retain ☐ RE ☐ CSG ☐ NHS ☐ Other ☐

The above person is: (please tick/click one option):

New Starter ☐ Updated ☐ Expired ☐ Lost ☐

FOR OFFICE USE ONLY:

Signed: Officer _____ (Print Completed
Date: _____

Member Induction Day Programme – 8 May 2018

Note: Parking is limited at Hendon Town Hall and it is recommended that public transport is used. A limited amount of free parking is available opposite Hendon Town Hall (in Egerton Gardens), or at the rear of the Town Hall (off St Joseph's Grove). If these spaces are full, on-street parking is available (charges apply) around the Town Hall.

Time	Room	Activity
9.00am – 10.00am	Committee Room 1	Tea and Coffee on Arrival New Councillors are invited to register in Committee Room 1 to hand in forms issued on Election Night

9.00am – 10.00am	Leader's Office	Photographs New Councillors are asked to have their picture taken for their profile on the website (and subsequent ID and Access cards). Returning Councillors are also welcome to have an updated photo.
9.00am – 10.00am	Outside Committee Room 3	IT Equipment New Councillors to be issued with Council issue laptop / tablet hybrid device and smartphone. Set up is expected to take 30 minutes. <i>Note: If the Members IT Support Team are busy with another Member, an officer will be on hand to arrange an alternative time slot for new Members later in the day.</i>

10.00am – 12.05pm	Committee Room 3	Presentations from Group Leaders, the Chief Executive and Strategic Directors
10.00-10.15		Welcome and introductions from the Group Leaders
10.15-10.30		Chief Executive – John Hooton
10.30-10.45		Deputy Chief Executive – Cath Shaw
10.45-11.00		Director of Finance and s151 Officer – Kevin Bartle
11.00-11.15		Strategic Director for Children and Young People – Chris Munday
11.15-11.20		5 minute comfort break
11.20-11.35		Strategic Director for Adults and Health – Dawn Wakeling
11.35-11.50		Strategic Director for Environment – Jamie Blake
11.50-12.05		Assistant Chief Executive – Jenny McArdle
12.05pm – 1.30pm	Committee Rooms 1 & 2	<p>Buffet Lunch and Service Area Roadshow</p> <p>Councillors are invited to mingle in Committee Rooms 1 & 2 for a buffet lunch and to approach stands to learn about the Council's service areas. Information stands and officers will be in place to answer questions and provide information about all service delivery areas.</p> <p><i>Councillors who have not already done so are also invited to:</i></p> <ul style="list-style-type: none"> • <i>Collect IT Equipment (Outside Committee Room 3)</i> • <i>Have a Member Profile Photograph (Leaders Office)</i>

1.30 – 2.30pm	Committee Room 3	Council Governance – Head of Governance and Monitoring Officer
2.30 – 4.00pm	Committee Rooms 1 & 2	Service Area Roadshow (...continued...) Councillors are invited to continue to find out more about the council's service areas in Committee Rooms 1 & 2. <i>Councillors who have not already done so are also invited to:</i> <ul style="list-style-type: none"> • <i>Collect IT Equipment (Outside Committee Room 3)</i> • <i>Have a Member Profile Photograph (Leaders Office)</i>

John Hooton
Chief Executive
London Borough of Barnet
North London Business Park
Oakleigh Road South
London N11 1NP

Dear Candidate

Process following declaration of elected candidates – 3 May 2018

This letter is to let you know some of the activities taking place immediately after the declaration of election results, should you be successfully elected.

The Council will be holding an induction event from **12pm – 4pm on Monday, 7 May 2018** in Building 2, North London Business Park, Oakleigh Road South, London N11 1NP, to which the successful candidate will be invited, and expected to attend. I would be grateful if you could therefore keep this date free.

At the event, Officers will take you through a few simple procedures, for example, signing the declaration of acceptance of office. These must be completed before you leave the event venue and we will also be providing you with a pack of information and advice to enable you to make the most of the first few days as a councillor and beyond.

Under section 52(1) of the Local Government Act 2000, all elected Members must, when accepting office, sign up to the Members' Code of Conduct, which sets out the rules governing Members of the Council and prescribes the interests which must be registered. The Members' Code of Conduct is set out in the Council's Constitution and can be found on the Council's website: <http://barnet.moderngov.co.uk> The Localism Act 2011 makes it mandatory for the Register of Members Interests to be published online. If you are elected, we suggest you read the Members' Code of Conduct in advance so you are prepared to sign the acceptance of it on 11 May.

You will also have photographs taken, which will be used for ID cards, the councillors' section on the Council's website and Barnet First magazine among others. Information you will need to have with you on 11 May:

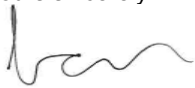
- full contact details
- bank details for payment of allowances
- vehicle details including registration number for parking permits.

Commented [S1]: Is there a form for this/ do we want to include it if so?

Commented [S2]: Is there a form for this/ do we want to include it if so?

Please contact Andrew Charlwood, Head of Governance (andrew.charlwood@barnet.gov.uk, 020 8359 2014) if you have any questions. I hope this information will be helpful in getting you started should you be elected.

Yours sincerely



Andrew Travers
Chief Executive, London Borough of Barnet

Purposes:

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

Key Tasks:

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.

3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
 4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
 5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.
 6. To represent the authority to the community, and the community to the authority, through the various forums available.
 7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/ duties, and constraints, and to develop good working relationships with relevant officers of the authority.
 8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
 9. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
 10. To participate in the activities of any political group of which the councillor is a member.
 11. To undertake necessary training and development programmes as agreed by the authority.
 12. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.
-

Members Induction Resource Sheet

What we do in Adult Social Care

<https://www.barnet.gov.uk/citizen-home/adult-social-care/about/contact-adult-social-care.html>

To report adult abuse

<https://www.barnet.gov.uk/citizen-home/adult-social-care/keeping-safe/report-abuse.html>

or contact

Social Care Direct | 020 8359 5000 | Mon to Fri: 9am- 5pm

- Out of hours: 020 8359 2000

- Email: socialcaredirect@barnet.gov.uk

Information and support of people with learning disabilities

<https://www.barnet.gov.uk/citizen-home/adult-social-care/specialist-support/learning-disabilities.html>

Information for carers

<https://www.barnet.gov.uk/citizen-home/adult-social-care/welcome-to-carers>

<https://www.barnet.gov.uk/citizen-home/adult-social-care/welcome-to-carers/carers-rights.html>

The Barnet Community Directory

The Directory is a searchable database of voluntary groups, organisations, social clubs, charities and social enterprises that are based, or work in Barnet. It provides the opportunity for groups to promote their activities and to identify similar groups who are interested in working together

<https://vcs-database.barnet.gov.uk/#/>

Publications and fact sheets

<https://www.barnet.gov.uk/citizen-home/adult-social-care/about/fact-sheets.html>

London Borough of Barnet

Members' Code of Conduct

Notification of Members' Interests

The Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members and Co-opted Members of the council. It also requires the Monitoring Officer to ensure that a copy of the register is available for inspection and that the register is published on the authority's website.

Within 28 days of election to office an Elected or Co-opted Member must register his/her pecuniary and non-pecuniary interests in a public register by providing written notification to the Monitoring Officer; you must declare your own interests on the form below and those of your husband, wife, civil partner and this includes any person with whom you are living as husband, wife, or civil partner. You do not need to name your husband, wife, civil partner; in effect therefore their interests are your interests as well and must be disclosed.

I, [NAME],

an Elected / Co-opted Member of the London Borough of Barnet set out below the interests which I am required to declare by law and under the Code of Conduct for Members:

Pecuniary Interests

PLEASE NOTE: All interests to be registered are yours AND also those of your spouse or civil partner and includes a person with whom you are living with as husband or wife or civil partner. You do not have to disclose the name of your husband, wife, or partner.

Employment or Business

No.	Nature of interest	For Completion by Member
1.	Any employment, office, trade, profession or vocation carried on for profit or gain. Please give name of the employer or body and note that "office" includes a position held as representative of the council on the management of an external organisation if an Allowance is paid which exceeds reasonable expenses.	

Sponsorship

2.	Any payment or provision of any other financial benefit in respect of any expenses incurred in	
----	--	--

No.	Nature of interest	For Completion by Member
	carrying out duties or towards election expenses incurred in carrying out duties or towards election expenses; this includes any payment or financial benefit from a trade union.	

Contracts

3.	Any contract which is made between you, or your spouse or civil partner (or a body in which the relevant person has a beneficial interest) and the council under which goods or services are to be provided or works are to be executed; and which has not been fully discharged	
----	--	--

Land

4.	Any beneficial interest in land held by you or your husband, wife or partner which is within the area of the council.	
----	---	--

--	--	--

Licences

5.	Any licence (alone or jointly with others) to you or your husband, wife, partner to occupy land within the borough for a month or longer.	
----	---	--

Corporate Tenancies

6.	Any tenancy where the Council is the landlord and the tenant is a body in which you, or your spouse or partner has a beneficial interest.	
----	---	--

Securities

7.	<p>Any beneficial interest in which you or your husband, wife, or partner has in securities of a company/body where:</p> <p>(a) That company/body has a place of business or land in the area of the council, AND</p> <p>(b) Either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that company or body</p> <p>Or:</p> <p>(ii) if the share capital of that company /body is more than one class, the total nominal value of the shares of any one class in which you or your husband, wife, partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>	
----	--	--

Personal Wellbeing

8.	<p>You may also have a pecuniary interest where you attend a committee meeting of the council where the business concerns your personal wellbeing or financial position or that of your husband, wife, partner to a greater extent than the majority of residents in your Ward affected by the decision.</p>	
----	--	--

	<p><i>Please note that you will only know this when you attend a committee meeting or full council and an item on the agenda affects your wellbeing or that of your husband, wife, partner to the extent described above; you must then declare a pecuniary interest at the beginning of the meeting or before the relevant agenda item is discussed and not take part in the meeting when that agenda item is discussed.</i></p>	
--	---	--

Non-Pecuniary Interests

No.	Nature of interest	For Completion by Member
9.	Any company/body/organisation of which you are a member or in a position of general control or management AND to which you are appointed by the council. Please note that if you receive an Allowance from the organisation which exceeds your reasonable expenses then you should declare your interest under number 1 above.	

Hospitality

If you receive or have declined any gift or hospitality with an estimated value of at least £25 in your capacity as a Councillor, then you must give details in writing to the Council's Monitoring Officer within 28 days of your receiving the gift or hospitality. These details must include the name of the donor, his or her main business (if appropriate), the nature of the gift or hospitality and its estimated value.

Declaration

I recognise that I will be in breach of the Council's Code of Conduct for Members if I:

- (a) Omit information that ought to be given in this notice
- (b) Provide information that is materially false or misleading
- (c) Fail to give further notice within 28 days of any change to the information set out above in order to bring up to date the information given in this notice.

Signed

Print name

Dated

Please return the signed Form and Declaration to the Monitoring Officer.

Party roles – Labour Group

Position	Councillor
Opposition Leader	BARRY RAWLINGS
Opposition Deputy Leader	ROSS HOUSTON
Chair	CLAIRE FARRIER
Vice Chair	ZAKIA ZUBAIRI
Group Secretary	ARJUN MITTRA
Treasurer/Assistant Secretary	KATHY LEVINE
Chief Whip	GEOF COOKE
Deputy Whips	TIM ROBERTS NAGUS NARENTHIRA

Lead spokespersons:

Position	Councillor
Policy and Resources (Deputy	BARRY RAWLINGS Ross Houston)
ARG (Deputy	ROSS HOUSTON Kath McGuirk)
Housing (Deputy	PAUL EDWARDS Ross Houston)
Adults (Deputy	JESS BRAYNE Paul Edwards)
Health (Deputy	ANNE HUTTON Alison Moore)
Childrens	PAULINE COAKLEY WEBB

(Deputy	Anne Hutton)
Community Leadership	SARA CONWAY
(Deputy	Danny Rich)
Environment	ALAN SCHNEIDERMAN
(Deputy	Geof Cooke)
Financial Performance & Contracts	KATHY LEVINE
(Deputy	Arjun Mittra)
Planning	TIM ROBERTS
(Deputy	Claire Farrier)

Party roles – Labour Group

Position	Councillor
Opposition Leader	BARRY RAWLINGS
Opposition Deputy Leader	ROSS HOUSTON
Chair	CLAIRE FARRIER
Vice Chair	ZAKIA ZUBAIRI
Group Secretary	ARJUN MITTRA
Treasurer/Assistant Secretary	KATHY LEVINE
Chief Whip	GEOF COOKE
Deputy Whips	TIM ROBERTS NAGUS NARENTHIRA

Lead spokespersons:

Position	Councillor
Policy and Resources (Deputy	BARRY RAWLINGS Ross Houston)
ARG (Deputy	ROSS HOUSTON Kath McGuirk)
Housing (Deputy	PAUL EDWARDS Ross Houston)
Adults (Deputy	JESS BRAYNE Paul Edwards)
Health (Deputy	ANNE HUTTON Alison Moore)
Childrens (Deputy	PAULINE COAKLEY WEBB Anne Hutton)
Community Leadership (Deputy	SARA CONWAY Danny Rich)
Environment (Deputy	ALAN SCHNEIDERMAN Geof Cooke)
Financial Performance & Contracts (Deputy	KATHY LEVINE Arjun Mittra)
Planning (Deputy	TIM ROBERTS Claire Farrier)

London Borough of Barnet

Members' Code of Conduct

Notification of Members' Interests

The Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members and Co-opted Members of the council. It also requires the Monitoring Officer to ensure that a copy of the register is available for inspection and that the register is published on the authority's website.

Within 28 days of election to office an Elected or Co-opted Member must register his/her pecuniary and non-pecuniary interests in a public register by providing written notification to the Monitoring Officer. You must declare your own interests on the form below and those of your husband, wife, civil partner and this includes any person with whom you are living as husband, wife, or civil partner. You do not need to name your husband, wife, civil partner; in effect therefore their interests are your interests as well and must be disclosed.

I, [NAME],

an Elected / Co-opted Member of the London Borough of Barnet set out below the interests which I am required to declare by law and under the Code of Conduct for Members:

Pecuniary Interests

PLEASE NOTE: All interests to be registered are yours AND also those of your spouse or civil partner and includes a person with whom you are living with as husband or wife or civil partner. You do not have to disclose the name of your husband, wife, or partner.

Employment or Business

No.	Nature of interest	For Completion by Member
1.	Any employment, office, trade, profession or vocation carried on for profit or gain. Please give name of the employer or body and note that "office" includes a position held as representative of the council on the management of an external	

No.	Nature of interest	For Completion by Member
	organisation if an Allowance is paid which exceeds reasonable expenses.	

Sponsorship

2.	Any payment or provision of any other financial benefit in respect of any expenses incurred in carrying out duties or towards election expenses; this includes any payment or financial benefit from a trade union.	
----	---	--

Contracts

3.	Any contract which is made between you, or your spouse or civil partner (or a body in which the relevant person has a beneficial interest) and the council under which goods or services are to be provided or works are to be executed; and which has not been fully discharged	
----	--	--

Land

4.	Any beneficial interest in land held by you or your husband, wife or partner which is within the area of the council.	
----	---	--

Licences

5.	Any licence (alone or jointly with others) to you or your husband, wife, partner to occupy land within the borough for a month or longer.	
----	---	--

Corporate Tenancies

6.	Any tenancy where the Council is the landlord and the tenant is a body in which you, or your spouse or partner has a beneficial interest.	
----	---	--

--	--	--

Securities

7.	<p>Any beneficial interest in which you or your husband, wife, or partner has in securities of a company/body where:</p> <p>(b) That company/body has a place of business or land in the area of the council, AND</p> <p>(b) Either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that company or body</p> <p>Or:</p> <p>(ii) if the share capital of that company /body is more than one class, the total nominal value of the shares of any one class in which you or your husband, wife, partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>	
----	--	--

Personal Wellbeing

8.	<p>You may also have a pecuniary interest where you attend a committee meeting of the council where the business concerns your personal wellbeing or financial position or that of your husband, wife, partner to a greater extent than the majority of residents in your Ward affected by the decision.</p> <p><i>Please note that you may only know this when you attend a committee meeting or full council and an item on the agenda affects your wellbeing or that of your husband, wife, partner to the extent described above. You must then declare a pecuniary interest at the beginning of the meeting or before the relevant agenda item is discussed and not take part in the meeting when that agenda item is discussed.</i></p>	
----	---	--

Non-Pecuniary Interests

No.	Nature of interest	For Completion by Member
9.	<p>Any company/body/organisation of which you are a member or in a position of general control or management AND to which you are appointed by the council. Please note that if you receive an Allowance from the organisation which exceeds your reasonable expenses then you should declare your interest under number 1 above.</p>	

--	--	--

Hospitality

If you receive or have declined any gift or hospitality with an estimated value of at least £25 in your capacity as a Councillor, then you must give details in writing to the Council's Monitoring Officer within 28 days of your receiving the gift or hospitality. These details must include the name of the donor, his or her main business (if appropriate), the nature of the gift or hospitality and its estimated value. Details of gifts or hospitality will be added to your register of interests as and when declared and published on the authority's website.

Declaration

I recognise that I will be in breach of the Council's Code of Conduct for Members if I:

- (d) Omit information that ought to be given in this notice
- (e) Provide information that is materially false or misleading
- (f) Fail to give further notice within 28 days of any change to the information set out above in order to bring up to date the information given in this notice.

Signed

Print name

Dated

Please return the signed Form and Declaration to the Monitoring Officer.

Schedule of Committee meetings – May -July 2018

Date	Time	Committee
Tuesday 22 May	7pm	Annual Council
Thursday 24 May	7pm	Health Overview and Scrutiny Committee
Monday 4 June	7pm	Adults and Safeguarding
Tuesday 5 June	7pm	Environment
Wednesday 6 June	7pm	Children, Education, Libraries and Safeguarding
Thursday 7 June	7pm	Performance and Contract Management
Monday 11 June	7pm	Policy and Resources
Tuesday 12 June	7pm	Community Leadership
Wednesday 13 June	7pm	Hendon Area Planning Finchley and Golders Green Area
Thursday 14 June	7pm	Assets Regeneration and Growth
Monday 18 June	7pm	General Functions
Wednesday 20 June	6pm 7pm	Chipping Barnet Area Planning Finchley and Golders Green Area Planning
Thursday 21 June	7pm	Housing
Monday 25 June	7pm	Planning
Tuesday 26 June	7pm	Pension Fund Committee
Wednesday 27 June	7pm	Hendon Area Committee
Wednesday 4 July	7pm	Chipping Barnet Area
Monday 9 July	9am	Health and Wellbeing Board
Wednesday 11 July	7pm	Welsh Harp Joint Consultative
Thursday 12 July	7pm	Health Overview and Scrutiny
Tuesday 17 July	7pm	Audit
Wednesday 18 July	7pm 7pm 7pm	Hendon Residents Forum Chipping Barnet Residents Forum Finchley and Golders Green Residents Forum
Thursday 19 July	7pm	Licensing
Monday 23 July	7pm 7pm	Finchley and Golders Green Area Planning Chipping Barnet Area Planning
Tuesday 24 July	7pm	Hendon Area Planning
Wednesday 25 July	7pm	Planning
Friday 27 July	10am	Safer Communities Partnership Board
Monday 30 July	7pm	Pensions Fund Committee
Tuesday 31 July	7pm	Council

Member Induction and training – May-July 2018

Date	Time	Member development/ training
Tuesday 8 May	9am-4pm	All Member Induction Day NB New Members are asked to arrive at 9am to have their photograph taken / to collect their IT equipment
Monday 21 May	7-9pm	Planning Committee
Thursday 24 May	5.45-6.45pm	Health Scrutiny
Tuesday 29 May	2-4pm 7 -9pm	Area Committee and Resident Forum Chairman Pension Fund Committee
Thursday 31 May	6-9pm	Corporate Parenting
Wednesday 4 June	5.45-6.45pm	Adults & Safeguarding (All Member mandatory training)
Tuesday 5 June	5.15-6.45pm	Environment
Wednesday 6 June	5.45-6.45pm	Early Years
Thursday 7 June	7-9pm	Licensing (and Licensing Sub-committee)
Monday 11 June	5.15-6.45pm	Resources
Thursday 14 June	5.30-6.45pm	Infrastructure, Development, Regeneration and Housing
Tuesday 17 July	5.30-6.45pm	Audit

Surname TitlePosition
.....

Forename(s)
.....

Home Address
Directorate.....

..... School.
.....

..... Pay No.*
.....

Telephone No. Work Home
.....

Bank/Building Society
.....

Branch
.....
.....

Sort Code: / / Account No.

Building Society Roll No (if
applicable)

Account name
.....

Signature Date
.....

LONDON BOROUGH OF BARNET

MEMBERS' CODE OF CONDUCT

NOTIFICATION OF MEMBERS' INTERESTS

PART I – COMPULSORY NOTIFICATION

PART II – ADDITIONAL VOLUNTARY NOTIFICATION

PLEASE NOTE

Part I of this document contains a notification of disclosable pecuniary interests which all Members **must**, by law, complete

Part II is a **voluntary** notification of additional interests. It is the Council's policy to ask Members to complete Part II, but it is not obligatory.

Both documents are open to public inspection.

The Localism Act 2011 requires the Monitoring Officer of a relevant authority to establish and maintain a register of interests of Members and Co-opted Members of the authority. It also requires the Monitoring Officer to ensure that a copy of the authority's register is available for inspection at a place in the authority's area at all reasonable hours and that the register is published on the authority's website.

Copies of the Register, which are available for inspection or published online, must not include details of a Member's "sensitive interest", other than stating that the member has an interest the details of which are withheld. A sensitive interest, as defined by section 32 of The Localism Act and paragraph 13 of the Barnet Members Code of Conduct, is one which the Member and the Monitoring Officer consider that disclosure of its details could lead to the Member, or a person connected to the Member, being subject to violence or intimidation.

If you consider that you have any "sensitive information", please contact the Monitoring Officer for advice, as only information falling within this definition can be approved by the Monitoring Officer for exclusion from the Register.

The questions include notes giving general guidance to assist with the completion of the form. If there is insufficient space in any of the following sections to complete your answer please attach additional pages suitably completed and cross referenced to the relevant section, and endorse the section on this form accordingly indicating below how many additional pages you have attached.

Please sign the completed form and return to:

Mr David Tatlow
Monitoring Officer
London Borough of Barnet
2nd Floor
Building 4
North London Business Park
Oakleigh Road South
London N11 1NP

LONDON BOROUGH OF BARNET

PART I

FORM OF GENERAL NOTICE

NOTIFICATION OF MEMBERS' INTERESTS

GENERAL NOTICE OF REGISTRABLE INTERESTS

I, [NAME],

an elected Member/ Co-opted Member (this includes Independent Members) of the London Borough of Barnet; (please delete as appropriate)

give notice of my interests which I am required by the Council's members Code of Conduct to register on the Council's register maintained under Section 29(1) of the Localism Act 2011, and I have put "none" where I have no such interests under any heading.

DISCLOSABLE PECUNIARY INTERESTS

Note: Spouse or civil partner includes a person with whom you are living with as husband and wife or as if you are civil partners.

A. Employment or Business

No.	Nature of interest	For Completion by Member
1.	Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner	

No.	Nature of interest	For Completion by Member
	<p>Give a short description of the activity concerned. For example, "Computer Operator" or "Accountant" and the name and address of any employer or other relevant body concerned e.g. a partnership, company or public body.</p>	

B. Sponsorship

7.	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a Member in carrying out duties as a member, or towards the election expenses of a Member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992). The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.</p>	
----	---	--

C. Contracts

8.	<p>Any contract which is made between you, or your spouse or civil partner (or a body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged</p>	
----	---	--

D. Land in the Area of the Authority

9.	<p>You must declare any land in the borough in which you, your spouse or civil partner has a beneficial interest (that is, in which you have some property interest for your own benefit). You should give the address or a brief description which is sufficient to identify the location.</p> <p>You must also include any property from which you receive rent, or of which you are the mortgagee.</p> <p>This includes rented, jointly owned or leased property.</p> <p>“Land” includes any buildings or parts of buildings.</p>	
----	--	--

--	--	--

E. Licences

10.	<p>You must declare any licence which you, or your spouse or civil partner (alone or jointly with others) holds to occupy land within the borough for a month or longer.</p> <p>You must give the address or a brief description sufficient to identify the location.</p> <p>“Land” includes any buildings or parts of buildings.</p>	
-----	---	--

F. Corporate Tenancies

11.	<p>You must give the address or other description (sufficient to identify the location) of any land or property where the Council is the landlord and the tenant is a body in which you, or your spouse or partner has a beneficial interest.</p> <p>A beneficial interest in a body exists where you or your spouse or civil partner is a partner</p>	
-----	--	--

	in a firm or is a remunerated director of a company or who has a beneficial interest in its securities.	
--	---	--

G. Securities

<p>You must list the names of any companies, industrial and provident societies, co-operative societies, or other corporate bodies that (to your knowledge) are active in the borough and in which you, your spouse or civil partner have a beneficial interest. You do not need to show the extent of the interest.</p> <p>A beneficial interest exists if the interest is in shares or other securities in the company with a nominal value of more than £25,000 or if the beneficial interest is in more than 1/100th of the issued shares or securities of that class. If there are several classes of shares or securities, the fraction of 1/100th applies to any of those classes. These limits also apply to deposits with industrial and provident societies, and co-operative societies.</p> <p>A company or body corporate is active in the borough if it has land or a place of business in the borough.</p>	
--	--

OTHER INTERESTS

No.	Nature of interest	For Completion by Member
13.	Membership of, or position of general control or management in a:-	
	(a) body to which you have been appointed or nominated by the Council as its representative	
	(b) body exercising functions of a public nature	
	(c) body directed to charitable purposes	
	(d) body, one of whose principal purposes includes the influence of public opinion or policy (including any political party, pressure group or trade union)	

	(e) private club, society, order, lodge fellowship, institution or other association (for the avoidance of doubt this category includes freemasons)	

IMPORTANT INFORMATION

CHANGES/ADDITIONS TO REGISTERED INTERESTS

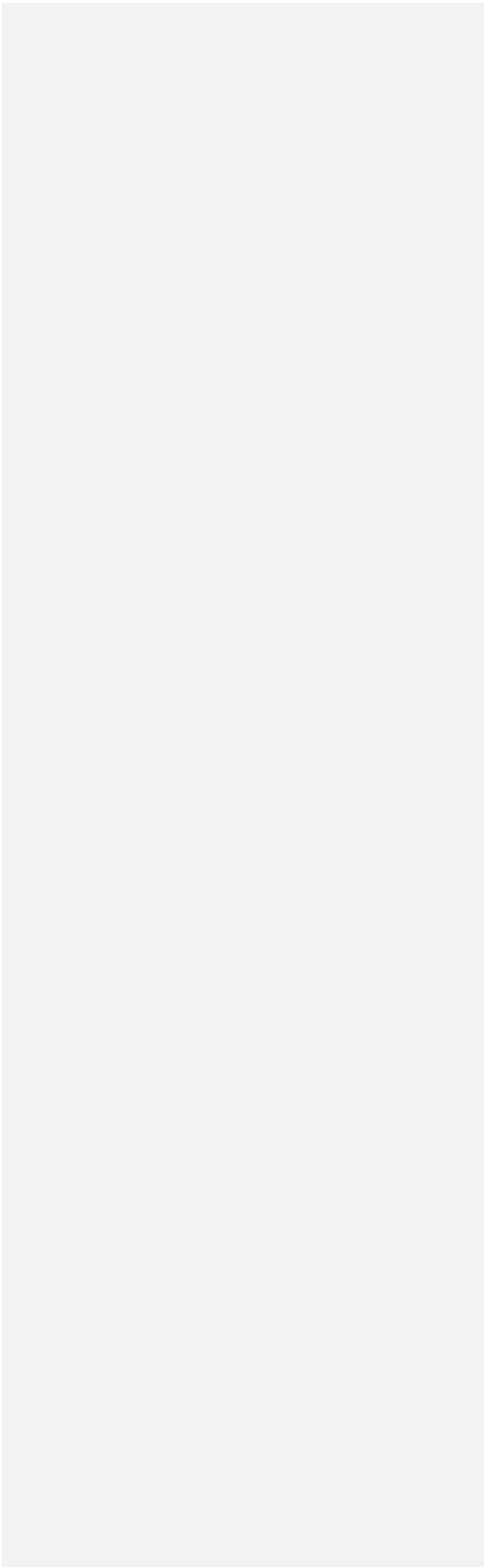
A Member must, within 28 days of becoming aware of any change to the interests specified above, provide written notification to the Authority's Monitoring Officer of that change.

HOSPITALITY

If you receive or have declined any gift or hospitality with an estimated value of at least £25 in your capacity as a Councillor, then you must give details in writing to the Council's Monitoring Officer within 28 days of your receiving the gift or hospitality. These details must include the name of the donor, his or her main business (if appropriate), the nature of the gift or hospitality and its estimated value. The details of any gift or hospitality that you receive will be kept on this register for three years from receipt.

Please use this space below to record any gifts or hospitality received.

Date received / Declined	Donor name	Donor business/ organisation	Gift/Hospitality	Estimated Value



I recognise that it is my responsibility as a Member to ensure that the information contained within the Register of Members Interests is kept up to date during my term of office. This responsibility includes but is not limited to:

1. providing information that ought to be given in this notice;
2. ensuring information is not materially false or misleading;
3. ensuring that further notices are given in a timely way to:
 - bring up-to-date information given in this notice
 - declare an interest that I acquire after the date of this notice

I further recognise that failure to observe any of the above may result in a referral to for an investigation of my conduct.

I understand that if I do have a disclosable pecuniary interest (DPI) that I must withdraw from a meeting and not take part in any discussion or vote as soon as it becomes clear I have a DPI, unless I have been granted a specific dispensation by the council.

Signed: [Member's Signature] _____

Print Name _____

Councillor/ Co-opted Member (includes Independent Member)

(please delete as appropriate)

Date: _____

I have attached additional pages.

Please return the signed form to the Monitoring Officer.

RECEIVED

Signed: [Signature] _____

Monitoring Officer

LONDON BOROUGH OF BARNET

Date: _____

LONDON BOROUGH OF BARNET

PART II

NOTIFICATION OF MEMBERS INTERESTS

ADDITIONAL VOLUNTARY DECLARATION

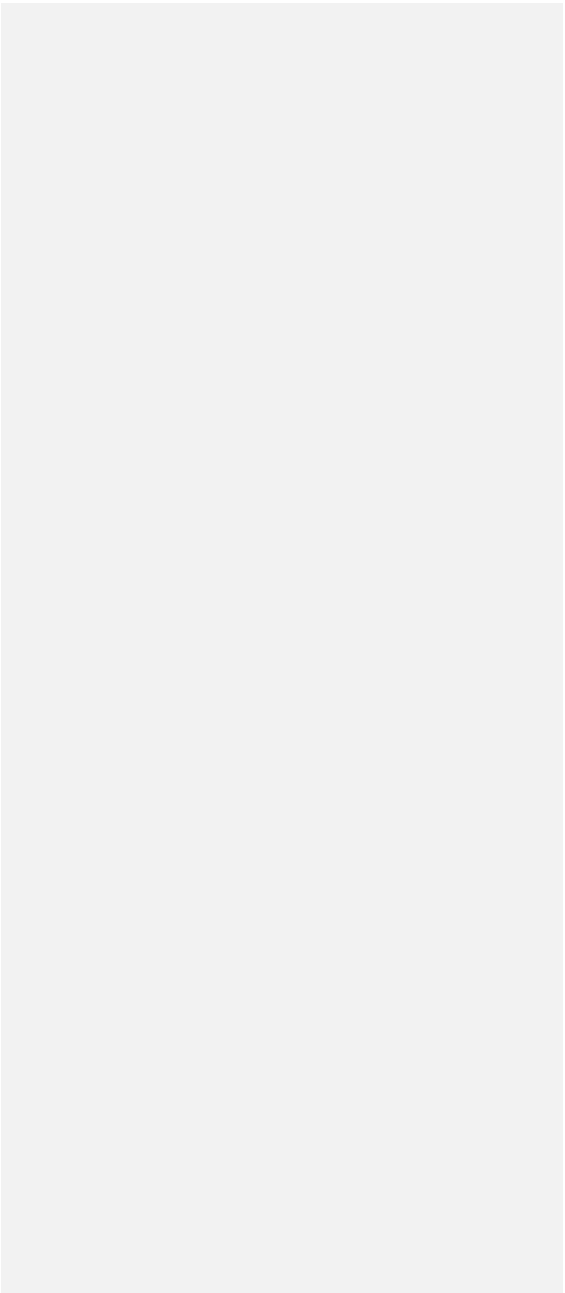
I understand that I am under no obligation to complete this Part.

I set out below the information requested in accordance with the Council's policy on the voluntary declaration of interests additional to those recorded in Part I.

1. Membership of organisations not registrable under Part I

I wish to declare that I am a member of the following organisations and that I hold the offices shown:-

Organisation	Office Held (if appropriate)

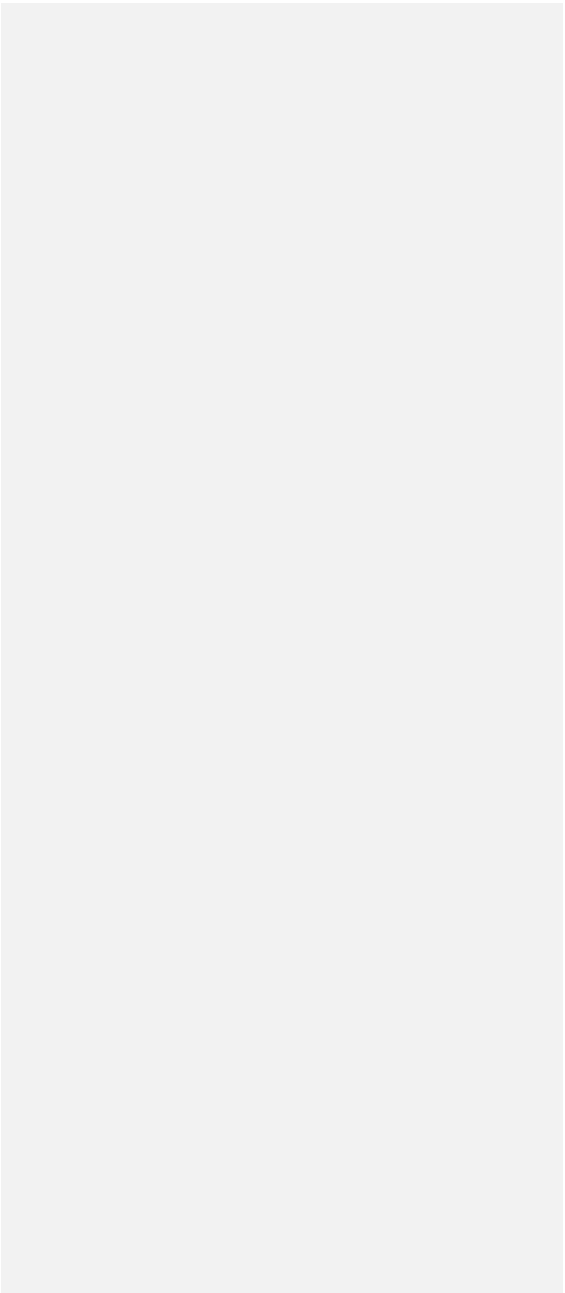


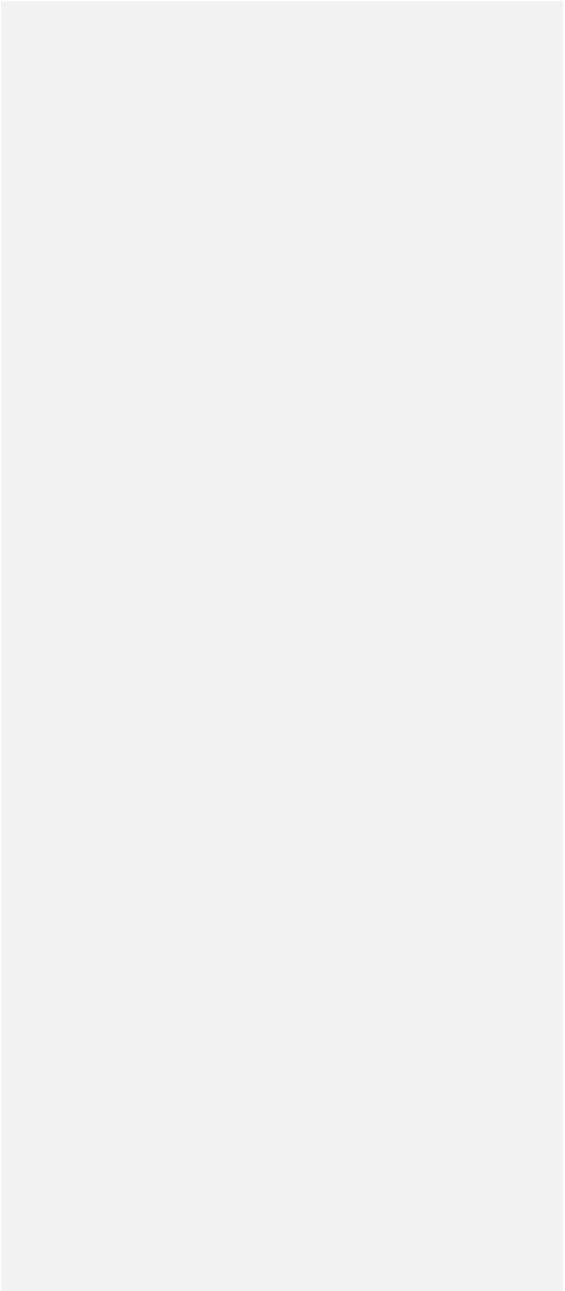
--	--

2. Directorships not registrable under Part I

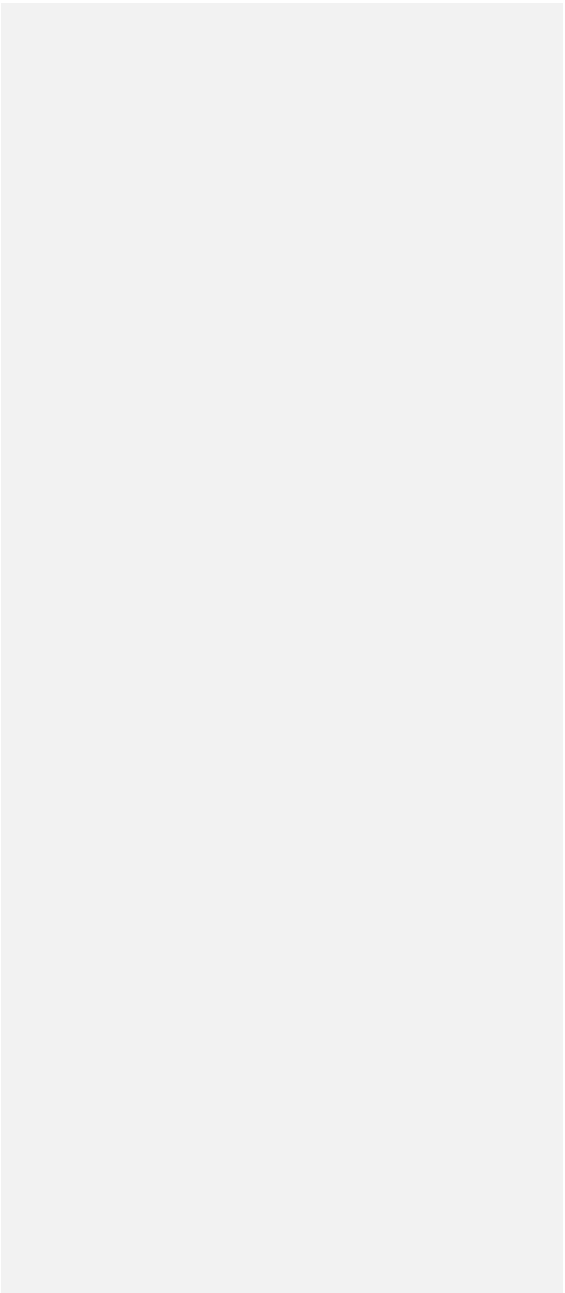
I wish to declare that my spouse/partner and I hold the following directorships.

My Directorships





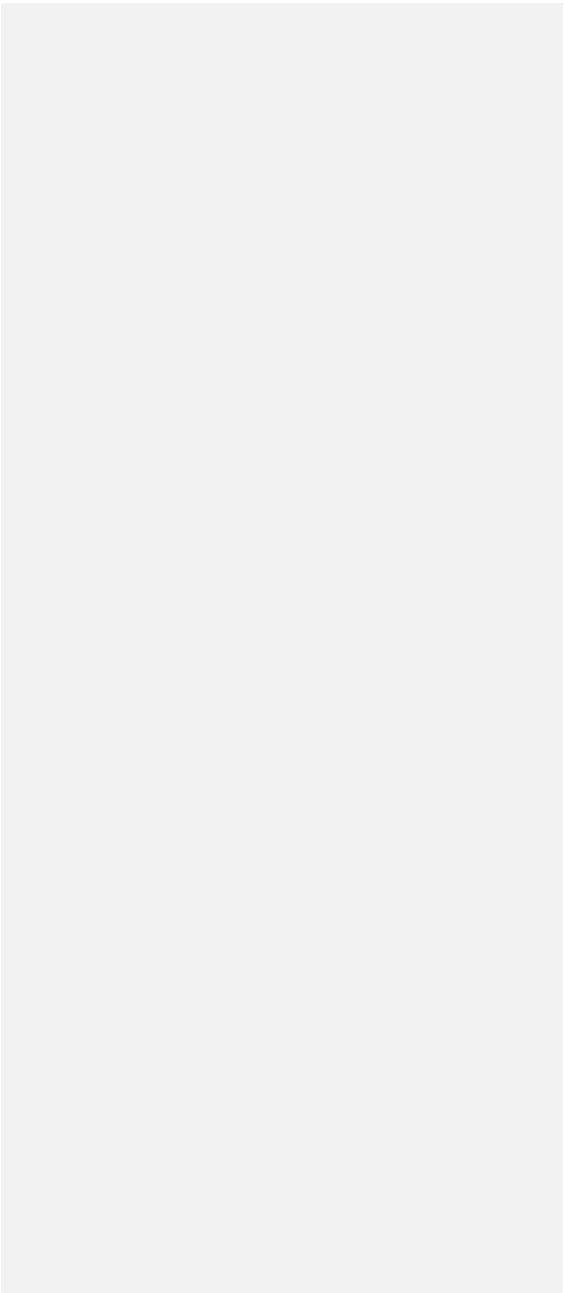
My Spouse/Partner's Directorships

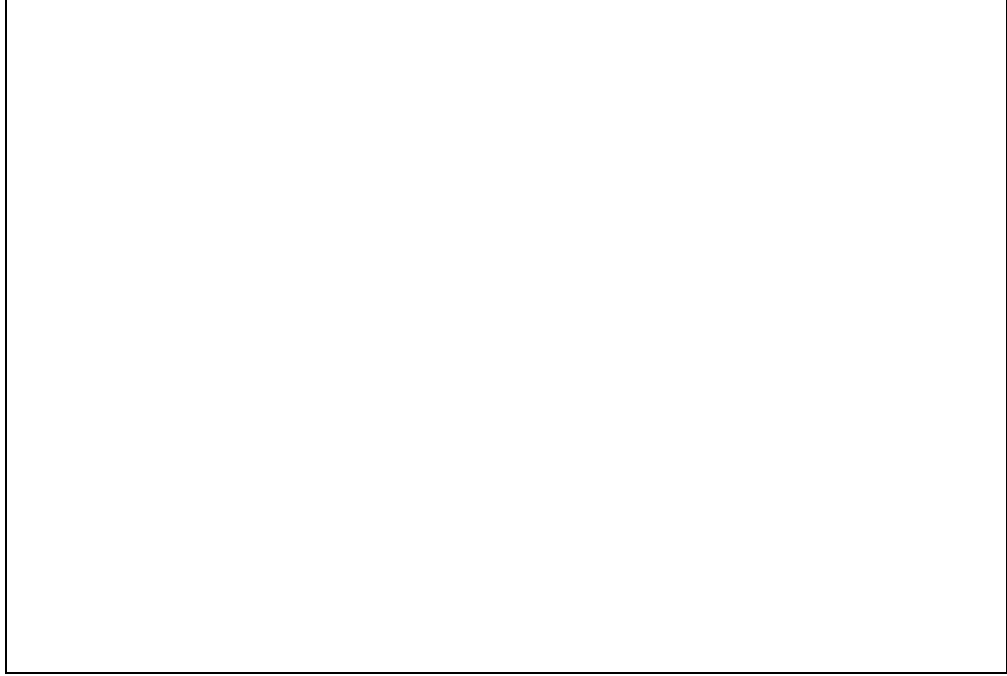


3. Shareholdings etc not registrable under Part I

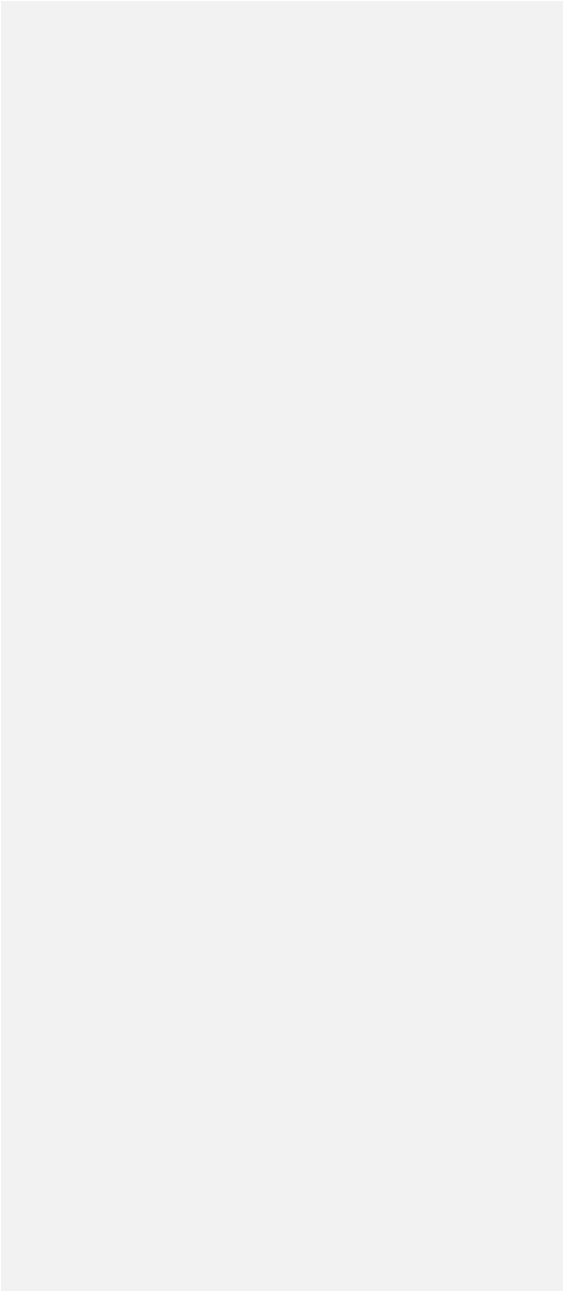
I wish to declare that I have the following stock and shareholdings.

My Stock and Shareholdings	





Signed: [Member's Signature] _____



Print Name _____

Councillor/Independent Member/Co-opted Member
(please delete as appropriate)

Date: _____

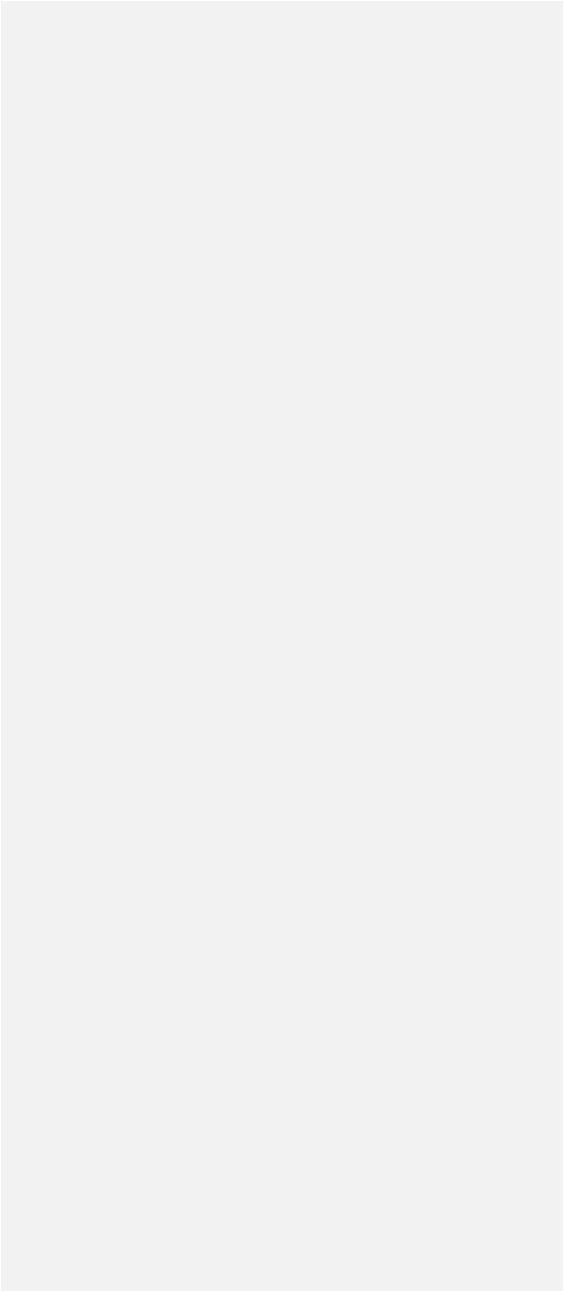
I have attached _____ additional pages.

Please return the signed Declaration to the Monitoring Officer.

RECEIVED

Signed: [Signature] _____

Monitoring Officer



LONDON BOROUGH OF BARNET

Date: _____

Parking Permit Request 2018/19

Please fill in the relevant information for the application of a car park permit. Complete the form in **BLOCK CAPITALS** and write as clearly as you can to avoid mistakes. Send xxxxx Tel: 020 8359 xxxx

Name	
Department	
Contact number	
Make, model of car	
Colour	
Registration number	

Access Required	Identify all that apply
	NLBP MHD BH ALL SITES

NLBP – North London Business Park
MHD – Mill Hill Depot
BH – Barnet House

