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ANNUAL COUNCIL

11 JUNE 2014

Present: Incoming Chairman Councillor G Derbyshire (Chairman)
Mayor D Thornhill
Councillors J Aron, Bashir, N Bell, S Bolton, I Brandon, I Brown,
J Brown, K Collett, J Connal, S Counter, K Crout, J Dhindsa,
S Greenslade, K Hastrick, P Jeffree, S Johnson, A Joynes,
A Khan, H Lynch, R Martins, B Mauthoor, K McLeod, B Mehta,
M Mills, G Saffery, D Scudder, N Shah, I Sharpe, P Taylor,
M Turmaine, D Walford, M Watkin, S Williams and T Williams

Also present: Past Chairman, Steve Rackett (for minute numbers 1 and 2),
Freemen of the Borough, Mavis Tyrwhitt and Norman
Tyrwhitt

Officers: Managing Director
Head of Democracy and Governance
Democratic Services Manager
Member Development and Civic Officer
Committee and Scrutiny Officer

1 **ELECTION OF CHAIRMAN**

It was moved by Councillor Sharpe and seconded by Councillor Bell:

“That Councillor George Derbyshire be elected Chairman for the Municipal Year 2014/15”.

The motion on being put to the meeting was declared to be CARRIED.

RESOLVED –

that Councillor George Derbyshire be elected Chairman for the Municipal Year 2014/15.

The Chairman made and delivered the declaration of acceptance of office according to law.

2 **ELECTION OF VICE-CHAIRMAN**

It was moved by the Chairman and seconded by Councillor Sharpe:

“That Councillor Kareen Hastrick be elected Vice Chairman for the Municipal Year 2014/15.”

The motion on being put to the meeting was declared to be CARRIED.

RESOLVED –

that Councillor Kareen Hastrick be elected Vice Chairman for the Municipal Year 2014/15.

The Managing Director then confirmed the appointment of Mrs Elaine Derbyshire as the Chairman’s Consort.

The Chairman congratulated all councillors who had been re-elected and welcomed the new councillors, Councillors Sohail Bashir, Stephen Bolton, Bilquees Mauthoor, Binita Mehta and Seamus Williams.

3 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hofman.

4 **DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

5 **MINUTES**

The minutes of the meeting held on 19 March 2014 were submitted and signed.

6 **OFFICIAL ANNOUNCEMENTS**

Past Mayor Derrick Coleshill

The Chairman informed Council that Mr Derrick Coleshill, who had been Mayor of Watford Borough Council from 1976 to 1977, had passed away on 20 May 2014. He reported that, on behalf of the Council, he had sent condolences to the family.

Council observed a minute’s silence in memory of Mr Coleshill.

New Arrival

The Chairman asked Council to join him in congratulating Councillor Turmaine on the birth of his daughter Coralie Ann on 15 April 2014.

Neighbourhood Forum Annual Reports

The Chairman reminded Council that the Neighbourhood Forum Annual Reports needed to be forwarded to Democratic Services by 1 July 2014.

Pat Thornton

The Chairman informed Council that Pat Thornton, the Democratic Services Manager, would be retiring on 30 June 2014 after 24 years service.

Mayor Thornhill said that Pat had been a true servant to the Council and the town. She, along with her husband who had also worked in Democratic Services in the past, epitomised all that was good in local government workers. As Pat was in Democratic Services, all Councillors knew her worth. Democratic Services was the unsung hero of the Council as people took it for granted that everything was done on time and efficiently. Pat was always attentive to detail.

The Mayor said that Pat would be hard to replace but with Caroline's appointment democracy was in good hands. She added that Pat would be missed but she deserved her retirement.

Councillor Bell said that the Labour Group would also miss Pat's pleasant and efficient way of working. He wished her a long and happy retirement.

Pat Thornton thanked Mayor Thornhill and Councillor Bell for their kind words and gifts. She wished everyone the very best for the future.

7 QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE 10.0

No questions had been received.

8 PETITIONS PRESENTED UNDER COUNCIL PROCEDURE RULE 12.0

No petitions had been received.

9 BUSINESS ESPECIALLY BROUGHT FORWARD BY THE CHAIRMAN OR THE HEAD OF PAID SERVICE WHICH IN THE OPINION OF THE CHAIRMAN SHOULD BE CONSIDERED AS A MATTER OF URGENCY

There was no urgent business.

10 **MOTIONS SUBMITTED UNDER COUNCIL PROCEDURE RULE 13.0**

No motions had been submitted.

11 **NOTICE OF CONSTITUTION OF POLITICAL GROUPS**

The Democratic Services Manager reported receipt of notice under the Local Government (Committees and Political Groups) Regulations 1990 and Council Procedure Rule 24.0 about the formation of political groups. The political group details were as follows:

Liberal Democrat Group

Leader	Councillor Iain Sharpe
Deputy Leader	Councillor Karen Collett
Group Secretary	Councillor Peter Jeffree

Group Members	Councillors Aron, Bolton, I. Brown, J. Brown, Collett, Counter, Crout, Derbyshire, Greenslade, Hastrick, Hofman, Jeffree, Johnson, Lynch, Martins, McLeod, Saffery, Scudder, Sharpe, Taylor, Mayor Thornhill, Walford, Watkin and T Williams
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Labour Group

Leader	Councillor Nigel Bell
Deputy Leader	Councillor Jagtar Singh Dhindsa
Group Secretary	Councillor Anne Joynes

Group Members	Councillors Bashir, Bell, Connal, Dhindsa, Joynes, Khan, Mauthoor, Mills, Shah, Turmaine and S Williams
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Other Members

Councillor Ian Brandon (Green)
Councillor Binita Mehta (Conservative)

12 **NOTIFICATION TO COUNCIL OF MEMBERS OF THE CABINET AND PORTFOLIO HOLDERS**

Council received a report of the Mayor setting out details of the Deputy Mayor, Members of the Cabinet and Portfolio Holders and their responsibilities.

It was noted that Councillor Watkin's address was incorrect and should have read –

“27 Elizabeth Court, 170 Hempstead Road, Watford, WD17 4LR”

RESOLVED –

1. that the appointments made by the Mayor be noted.
2. that the Members’ remuneration budget be increased by £10,815.

13 **EXECUTIVE SCHEME OF DELEGATION**

Council received a report of the Democratic Services Manager informing Members that the Mayor had approved the Executive Scheme of Delegation with no changes from that currently set out in the Constitution

RESOLVED –

that the unchanged Executive Scheme of Delegation approved by the Mayor be noted.

14 **PROGRAMME OF MEETINGS – 2014/15**

Council received a report of the Democratic Services Manager and the programme of ordinary meetings of the Council for the Municipal Year 2014/15, which had been printed separately. All Members had been consulted on the dates.

It was noted that since the publication of the timetable the following amendments had been made –

- Monday 23 June 2014 – the Extraordinary Development Control Committee had been cancelled
- Wednesday 16 July 2014 – the Extraordinary Development Control Committee had been cancelled
- Monday 8 September 2014 – Licensing Committee had been moved to Tuesday 16 September 2014

RESOLVED –

that the timetable of meetings for 2014/15 circulated separately be adopted subject to the amendments reported at the meeting.

15 **CHANGES TO THE CONSTITUTION**

Council received a report of the Head of Democracy and Governance setting out the recommendations agreed by the Constitution Working Party at its meeting on 29 May 2014.

RESOLVED –

1. that the Council's Petition Scheme be amended to make it clear that the 30 signatures required before a petition can be presented to either Cabinet or Council be from residents of the Borough of Watford and that the deadline for receipt of any petition to be considered at a meeting of Cabinet or Council be 7 clear days before the date of the meeting.
2. that Rule 2 (h) of the Budget and Policy Procedure Rules be amended to read as follows:

The Council shall, at that meeting, make its final decision on the matter on the basis of a two-thirds majority. If the Council does not agree its original decision or any amendment thereto by a two-thirds majority the motion originally proposed by the Mayor at the original meeting will be deemed to be carried. The decision shall be made public in accordance with Article 4 and shall be implemented immediately.
3. that membership of the Outsourced Services Scrutiny Panel be agreed at Annual Council and that the Chair of the Panel also be appointed at Annual Council.
4. that the Outsourced Services Scrutiny Panel's membership be increased from 5 members to 7 and that it meet at least 6 times per year.
5. that the Chair of the Outsourced Services Scrutiny Panel be remunerated at the same level as the Chair of Budget Panel namely Band 2a.
6. that it be specified in the Constitution that members of the Cabinet are excluded from membership of Audit Committee.
7. that it be noted that the Elected Mayor is not counted for the purpose of the political balance calculation and is therefore precluded from appointment to any politically balanced committee.
8. That a new paragraph be added to the Officer Code of Conduct in the Constitution as follows;

Conflicts of Interest

Members of staff, their close family and friends may apply for any of the services offered by the Council in the same way as other members of the public.

If you work in a service that receives applications from the public and either you personally or you become aware that a member of your family or a friend of yours makes an application for the service that you would normally process you must immediately notify your line manager and you must not have any further involvement in dealing with the application without the express authorisation from your Head of Service. You must also complete

the notification of potential conflict of interest form available from the intranet. If you are aware that either you, a member of your family or a friend of yours is on a waiting list to receive a service you must renew your form on an annual basis as long as that person remains on the list.

If you are the person with the delegated authority to make a decision regarding the matter you must not exercise that delegation and the matter must be dealt with either by your line manager or the relevant council committee or cabinet.

You must also fill in the conflict of interest form if either you, a member of your family or a friend supply the Council with goods or services either directly or through a company or sit on the management board or are a trustee of a body that receives money from the Council (unless the Council has nominated you or that person to sit on that body as a Council representative).

16

ESTABLISHMENT OF COMMITTEES AND APPOINTMENT OF CHAIRS AND VICE CHAIRS

Council received a report of the Democratic Services Manager requesting

- a) that Council unanimously agrees that the Standards Committee is not politically balanced;
- b) that Council agrees the establishment of politically balanced committees as set out in paragraph 3.1 of the report;
- c) that Council agrees the establishment of non politically balanced committees as set out in paragraph 3.1.2 of the report;
- d) that Council agrees the appointment of members to politically balanced committees as set out in paragraph 3.2.1 of the report.
- e) that Council agrees appointments to non politically balanced committees as set out in paragraphs 3.4 of the report.
- f) that Council appoints Chairs and Vice-Chairs to committees listed in paragraphs 3.1 and 3.1.2 of the report.

Budget Panel – Chair

Councillor Dhindsa nominated Councillor Khan as Chair of Budget Panel, which was seconded by Councillor Joynes.

On being put to Council this appointment was AGREED.

Budget Panel – Vice-Chair

Councillor Khan nominated Councillor Joynes as Vice-Chair of Budget Panel, which was seconded by Councillor Bell.

On being put to Council this appointment was AGREED.

Overview and Scrutiny Committee – Vice-Chair

Councillor Bell nominated Councillor Dhindsa as Vice-Chair of the Overview and Scrutiny Committee, which was seconded by Councillor Khan.

On being put to Council this appointment was AGREED.

RESOLVED –

1. that Council unanimously agrees that the Standards Committee is not politically balanced.
2. that the establishment of politically balanced committees be agreed as set out in the report.
3. that the establishment of non politically balanced committees be agreed as set out in the report.
4. that the appointment of members to the politically balanced committees, as set out in Appendix 1 to these minutes, be agreed.
5. that the appointment of members to the non-politically balanced committees, as set out in Appendix 1 to these minutes, be agreed.
6. that the Chairs and Vice-Chairs to the politically balanced and non politically balanced committees, as set out in Appendix 2 to these minutes, be agreed.

17

APPOINTMENT OF REPRESENTATIVES OF THE COUNCIL ON OUTSIDE BODIES

Council received a report of the Democratic Services Manager including nominations to Council appointments on outside bodies. Details of the Mayor's appointments were circulated prior to the meeting.

RESOLVED –

1. that Council appoints as its representatives on outside bodies those people listed in Appendix 3 to these minutes;

2. that Council notes the appointments made by the Mayor to those organisations listed in Appendix 4 to these minutes.

18 **MEMBERS' REMUNERATION - COMMUNICATIONS ALLOWANCE**

Council received a report of the Democratic Services Manager setting out details of a review of the current payments for telephone and Broadband and the proposals to replace the payments with a standard communication allowance for all councillors.

RESOLVED –

that the current payments for telephone lines and Broadband be replaced with a standard communications allowance of £12 per month for all councillors and that the Members' Allowances Scheme be amended to take account of these changes.

19 **PENSIONS DISCRETIONS**

Council received a report of the Head of Human Resources setting out an overview of the revised Local Government Pension Scheme Employer Discretions which were required to comply with the new Local Government Pension Scheme under the LGPS 2014 regulations. It was noted that the revised discretions had to be published by 1 July 2014.

RESOLVED –

that the revised Local Government Pension Scheme (LGPS) Employer Discretions as set out in the report be adopted.

20 **MEMBERS' PERFORMANCE SCHEME - SELF ASSESSMENTS**

Council received a report of the Member Development and Civic Officer. A summary of the assessments submitted for 2013/14 had been circulated separately. It was noted that all self-assessments would be published on the councillors' pages on the Council's website.

RESOLVED –

that Council notes the summary of the Members' self assessments for 2013/14.

Chair

The Meeting started at 6.30 pm
and finished at 8.30 pm

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**COMMITTEE MEMBERSHIP
APPOINTMENTS 2014/15**

Committee	Lib Dem	Labour	Green/Con
POLITICALLY BALANCED COMMITTEES	Appointments	Appointments	Appointments
LICENSING 15 SEATS 10 lib Dem: 5 Lab	Jan Brown Peter Jeffree Ian Brown Keith Crout George Derbyshire Kareen Hastrick Mark Hofman Helen Lynch Glen Saffery Derek Scudder	Jackie Connal Asif Khan Bilqees Mauthoor Mo Mills Seamus Williams	
DEVELOPMENT CONTROL 9 SEATS 6 Lib Dem :3 Lab	Rabi Martins George Derbyshire Steve Johnson Iain Sharpe Mark Watkin Tim Williams	Sohail Bashir Nigel Bell Jackie Connal	
OVERVIEW & SCRUTINY 9 SEATS 6 Lib Dem: 3 Lab	Karen Collett Jeanette Aron Sue Greenslade Kareen Hastrick Rabi Martins Darren Walford	Jagtar Singh Dhindsa Nigel Bell Anne Joynes	

**COMMITTEE MEMBERSHIP
APPOINTMENTS 2014/15**

Committee	Lib Dem	Labour	Green/Con
POLITICALLY BALANCED COMMITTEES			
BUDGET PANEL 9 SEATS 6 Lib Dem: 3 Lab	Jeanette Aron Shirena Counter George Derbyshire Sue Greenslade Rabi Martins Peter Taylor	Asif Khan Anne Joynes Jagtar Singh Dhindsa	
OUTSOURCED SERVICES SCRUTINY PANEL 7 SEATS 5 Lib Dem: 2 Lab	Peter Taylor Shirena Counter Sue Greenslade Kareen Hastrick Rabi Martins	Jagtar Singh Dhindsa Anne Joynes	
COUNCIL FUNCTIONS 7 SEATS 5 Lib Dem: 2 Lab	Mark Watkin Mark Hofman Jeanette Aron Steve Johnson Darren Walford	Mo Mills Nasreen Shah	
HIGHWAYS FORUM 6 SEATS 4 Lib Dem: 2 Lab	Mark Hofman Peter Jeffree Kelly McLeod Iain Sharpe	Jagtar Singh Dhindsa Seamus Williams	

**COMMITTEE MEMBERSHIP
APPOINTMENTS 2014/15**

Committee	Lib Dem	Labour	Green/Con
POLITICALLY BALANCED COMMITTEES			
AUDIT 5 SEATS 3 Lib Dem: 1 Lab: 1 Green or Con	Ian Brown Peter Taylor Tim Williams	Asif Khan	Ian Brandon
CHIEF OFFICER PAY PANEL 5 SEATS 3 Lib Dem: 1 Lab:1 Green or Con	George Derbyshire Sue Greenslade Mark Watkin	Nasreen Shah	Binita Mehta
APPOINTMENTS COMMITTEE 5 SEATS 3 Lib Dem: 2 Lab	Mark Watkin Derek Scudder Kelly McLeod	Sohail Bashir Jagtar Singh Dhindsa	
TOTAL ALLOCATION OF SEATS PER GROUP	51	24	1 Green 1 Conservative

**COMMITTEE MEMBERSHIP
APPOINTMENTS 2014/15**

Committee	Lib Dem	Labour	Green/Con
OTHER COMMITTEES AND ADVISORY GROUPS			
STANDARDS COMMITTEE 5 SEATS (3 Lib Dem + 2 opposition)	Keith Crout Steve Johnson Kelly McLeod	Jackie Connal Jagtar Singh Dhindsa	
MAJOR PROJECTS BOARD 7 SEATS (at least one from each Group)	Iain Sharpe Peter Jeffree Mark Hofman Kelly McLeod	Sohail Bashir Nigel Bell	Binita Mehta
CONSTITUTION WORKING PARTY 7 SEATS (at least one from each Group)	Kareen Hastrick Iain Sharpe Steve Johnson Glen Saffery	Anne Joynes Mo Mills	Ian Brandon
PLANNING POLICY ADVISORY GROUP 9 SEATS (at least one from each Group one of whom must be the Planning Portfolio holder)	Iain Sharpe Stephen Bolton George Derbyshire Steve Johnson Rabi Martins Mark Watkin Tim Williams	Anne Joynes	Ian Brandon

**COMMITTEE MEMBERSHIP
APPOINTMENTS 2014/15**

Committee	Lib Dem	Labour	Green/Con
MEMBER DEVELOPMENT GROUP 10 SEATS (at least one from each Group)	Kareen Hastrick Stephen Bolton Karen Collett Mark Hofman Helen Lynch	Sohail Bashir Jackie Connal Asif Khan Matt Turmaine	Ian Brandon
HOUSING POLICY ADVISORY GROUP 9 SEATS (at least one from each Group including the Portfolio Holder)	Steve Johnson Jeanette Aron Keith Crout George Derbyshire Helen Lynch Rabi Martins	Bilqees Mauthoor Nasreen Shah	Ian Brandon

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CHAIRS & VICE CHAIRS - APPOINTMENTS 2014/15

COMMITTEE	CHAIR	VICE-CHAIR
Licensing	Jan Brown	Peter Jeffree
Development Control	Rabi Martins	George Derbyshire
Council Functions	Mark Watkin	Mark Hofman
Overview & Scrutiny Committee	Karen Collett	Jagtar Singh Dhindsa
Budget Panel	Asif Khan	Anne Joynes
Outsourced Services Scrutiny Panel	Peter Taylor	Kareen Hastrick
Appointments Committee	Mark Watkin	Derek Scudder
Audit Committee	Ian Brown	Peter Taylor
Standards Committee	Keith Crout	Steve Johnson
Chief Officer Pay Panel	George Derbyshire	Sue Greenslade
Major Projects Board	Iain Sharpe	Peter Jeffree
Constitution Working Party	Kareen Hastrick	Iain Sharpe
Member Development Group	Kareen Hastrick	
Planning Policy Advisory Group	Iain Sharpe	
Housing Policy Advisory Group	Steve Johnson	

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WATFORD BOROUGH COUNCIL

Council Appointments of Representatives to Outside Organisations
2014/15

Organisation	Total number of reps	Period of Service	Appointments 2014/15
East of England Local Government Association*	1		Dorothy Thornhill
Hertfordshire County Council Health Scrutiny Committee**	1	1 year	Jeanette Aron
Herts Leaders' Group*	1	1 year	Dorothy Thornhill
Local Government Association – General Assembly	1	1 year	Mark Watkin
Local Government Association – Eastern Region Local Government Conference	1	1 year	Mark Watkin
West Herts Crematorium Scrutiny Committee ***	1	3 years to 5/17	Karen Collett

* The appointed Member should be the Council Leader or Elected Mayor.

** The appointed Member must not be on the Executive and must be a member of one of the Council's Scrutiny Committees.

*** The appointed Member to the West Herts Crematorium Scrutiny Committee must not be an Executive Member of the Council.

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WATFORD BOROUGH COUNCIL

Appointments by the Mayor of Representatives to Outside Organisations
2014/15

Organisation	Total number of reps	Period of Service	Appointments 2014/15
Ashfield School Foundation	1	1 year	Shirena Counter
Bedford, Morison and Cordery Almshouse Charity	1	3 years to 5/17	Derek scudder
Green Deal Together	1	3 years to 5/16	Cllr D Scudder
Groundwork Hertfordshire	1	1 year	Kelly McLeod
Hertfordshire Building Preservation Trust	1	1 year	Peter Jeffree
Hertfordshire Police and Crime Panel	1	Not specified	Rabi Martins
	Substitute		Kelly McLeod
Hertfordshire Sustainability Forum	1	1 year	Derek Scudder
	Deputy	1 year	Sue Greenslade
Hertfordshire Waste Management Group	1	1 year	Derek Scudder

Organisation	Total number of reps	Period of Service	Appointments 2014/15
Local Government Information Unit	1	1 year	Peter Taylor
The National Energy Foundation	1	1 year	Derek Scudder
The Palace Theatre Ltd – Directors	2	4 years to 5/17 4 years to 5/17	Cllr Derbyshire Alex Bottom
Traffic Management Act Adjudication Joint Committee	1	1 year	Iain Sharpe
Watford and Three Rivers HARI Executive Committee	1 (Executive Member only)	1 year	Keith Crout
Watford Borough Council and West Herts Golf Course Consultative Committee	4	1 year	Darren Walford, Derek Scudder, Keith Crout, Iain Sharpe
Watford Citizen's Advice Bureau	2	1 year	Kareen Hastrick , Derek Scudder
Watford Community Church	3 (one to be an officer)	1 year	Steve Bolton Rabi Martins
Watford Community Housing Trust	2	1 year	Peter Jeffree (holding 1 vacancy at request of WCHT)
West Herts Crematorium Joint Committee	1	3 years to 5/17	Ian Brown