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ANNUAL COUNCIL

20 MAY 2015

Present: Councillor G Derbyshire (Chair) and K Hastrick (Chair)
Councillor D Walford (Vice-Chair)
Councillors D Thornhill, S Bashir, N Bell, S Bolton, I Brown,
J Brown, K Collett, J Connal, S Counter, K Crout, J Dhindsa,
M Hofman, S Johnson, A Joynes, A Khan, R Martins,
B Mauthoor, B Mehta, M Mills, D Scudder, I Sharpe, P Taylor,
M Turmaine, M Watkin, S Williams, T Williams, F Ewudo,
M Haley, T Rogers, A Rindl, M Whitman and L Topping

Also present: Freemen of the Borough Mavis and Norman Tyrwhitt

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

1 **ELECTION OF CHAIRMAN**

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

“That Councillor Kareen Hastrick be elected Chairman for the Municipal Year 2015/16”.

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

RESOLVED –

that Councillor Kareen Hastrick be elected Chairman for the Municipal Year 2015/16.

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 Darren Walford be elected Vice Chairman for the Municipal Year 2015/16.”

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

RESOLVED –

that Councillor Darren Walford be elected Vice Chairman for the Municipal Year 2015/16.

The Managing Director then confirmed the appointment of Tanya Walford as the Vice Chairman's Consort.

The Chairman congratulated all councillors who had been re-elected and welcomed the new councillors, Councillors Favour Ewudo, Michael Haley, Anne Rindl, Tony Rogers, Sean Silver, Linda Topping and Mark Whitman.

3 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Silver and Shah.

4 **DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

5 **MINUTES**

The minutes of the meeting held on 18 March 2015 were submitted and signed.

6 **OFFICIAL ANNOUNCEMENTS**

Scrutiny Annual Survey

The Chairman reminded Members to complete the scrutiny survey and informed them that the link thereto would be e-mailed again following the meeting.

Letter from Managing Director

The Chairman informed Members that the letter regarding their behaviour at Full Council had been re-circulated and that she would be taking a firm line on breaches of Council procedure rules. She outlined a number of the rules governing Members' conduct.

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

No questions had been received.

8

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 Taylor

Group Members	Councillors Bolton, I. Brown, J. Brown, Collett, Counter, Crout, Derbyshire, Hastrick, Hofman, Johnson, Martins, Rindl, 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 Bilqees Mauthoor

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

Leader	Councillor Binita Mehta
Deputy Leader	Councillor Sean Silver
Group Secretary	Councillor Tony Rogers

Group Members	Councillors Mehta, Rogers, Silver, Topping and Whitman.
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9

PETITIONS PRESENTED UNDER COUNCIL PROCEDURE RULE 12.0

No petitions had been received.

10

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.

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

No motions had been submitted.

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.

RESOLVED –

that the appointments made by the Mayor be noted.

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 two changes from that currently set out in the Constitution. It was noted that the Executive Scheme of Delegation as amended had been incorporated into the Constitution and was now on the website.

RESOLVED –

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

14 **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.

Members debated the report.

RESOLVED –

1. that for a Member to be appointed as a chair of either the Outsourced Services Scrutiny Panel, Budget Panel or Community Safety Partnership Task Group that Member must be a Member of the Overview and Scrutiny Committee.

2. that for all matters falling within the terms of reference of the Property Investment Board the key decision and call in financial limit be £500,000 or more.
3. that the current Portfolio Holder call in limit of £10,000 be removed and that for all matters other than those within 2.2 the key decision and call in limit be £50,000 or more.
4. that Development Control Committee be renamed Development Management Committee.

15 **PROGRAMME OF MEETINGS**

Council received a report of the Democratic Services Manager and the programme of ordinary meetings of the Council for the Municipal Year 2015/16, 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 –

- The Council meeting on 22 July 2015 had been cancelled and replaced by a meeting on 24 June 2015; this was originally listed as an extraordinary meeting the day before.
- The Council meeting on 11 November 2015 had been cancelled and replaced by a meeting on 21 October 2015.
- Licensing Committee had moved from 24 to 23 June 2015.
- Planning Policy Advisory Group originally scheduled for 3 June had been cancelled.

RESOLVED –

that the timetable of meetings for 2015/16 circulated separately be adopted subject to the amendments reported at the meeting.

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.

Member Development Group

The Chairman informed Members that there had been an under subscription of three seats on the Group. She asked for any nominations for the remaining seats.

Councillor Topping was nominated and then seconded by Councillor Mehta.

On being put to Council this was AGREED.

Major Projects Board

The Chairman informed Members that there had been an over subscription of one seat on the Board. Originally, there had been an over subscription of two and in order to reduce this the Conservative Group had withdrawn one name. She explained that there should be representatives from each group on this Board and asked whether there were any further nominations to be withdrawn.

Councillor Mauthoor withdrew her name as a nomination.

Budget Panel – Chair

Councillor Bashir 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 Dhindsa nominated Councillor Joynes as Vice-Chair of Budget Panel, which was seconded by Councillor S. Williams.

On being put to Council this appointment was AGREED.

Overview and Scrutiny Committee – Vice-Chair

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

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 and as agreed at the meeting.
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.

Members debated the report.

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' PERFORMANCE SCHEME - SELF ASSESSMENTS**

Council received a report of the Democratic Services Manager that outlined a Members' Performance Scheme; a key part of this involved Members completing self assessments. A summary of the assessments submitted for 2014/15 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 the Council notes the summary of the Members' self assessments for 2014/15.

19 **CHIEF OFFICER PAY POLICY**

Council received a report of the Head of Human Resources providing an overview of the Chief Officer Pay Policy; that sought to ensure the Council was able to attract, recruit, retain and engage the right people in order to achieve its objectives. It was noted that the Localism Act 2011 required the Council to publish its position in relation to specific areas of chief officer pay. Members debated the report.

RESOLVED –

that Council approve the Chief Officer Pay Policy.

Chair

The Meeting started at 6.30 pm
and finished at 8.23 pm

**COMMITTEE MEMBERSHIP
NOMINATIONS 2015/16**

Committee	Lib Dem	Labour	Con
POLITICALLY BALANCED COMMITTEES	Nominations	Nominations	Nominations
LICENSING 15 SEATS 8 Liberal Democrat: 5 Labour: 2 Conservative	Jan Brown Keith Crout Ian Brown George Derbyshire Mark Hofman Kareen Hastrick Mark Watkin Stephen Bolton	Jackie Connal Mo Mills Seamus Williams Mike Haley Favour Ewudo	Tony Rogers Sean Silver
DEVELOPMENT CONTROL 9 SEATS 5 Liberal Democrat : 3 Labour: 1 Conservative	Rabi Martins George Derbyshire Iain Sharpe Tim Williams Stephen Johnson	Nigel Bell Sohail Bashir Matt Turmaine	Mark Whitman
OVERVIEW & SCRUTINY 9 SEATS 5 Liberal Democrat: 3 Labour: 1 Conservative	Karen Collett Keith Crout Kareen Hastrick Darren Walford Anne Rindl	Jagtar Singh Dhindsa Asif Khan Anne Joynes	Linda Topping

**COMMITTEE MEMBERSHIP
NOMINATIONS 2015/16**

Committee	Lib Dem	Labour	Con
POLITICALLY BALANCED COMMITTEES			
BUDGET PANEL 9 SEATS 5 Liberal Democrat: 3 Labour: 1 Conservative	Tim Williams Rabi Martins George Derbyshire Shirena Counter Mark Hofman	Nigel Bell Asif Khan Anne Joynes	Mark Whitman
OUTSOURCED SERVICES SCRUTINY PANEL 7 SEATS 3 Liberal Democrat: 3 Labour: 1 Conservative	Keith Crout Shirena Counter Rabi Martins	Jagtar Singh Dhindsa Anne Joynes Seamus Williams	Sean Silver
COUNCIL FUNCTIONS 7 SEATS 3 Liberal Democrat: 3 Labour: 1 Conservative	Mark Watkin Darren Walford Stephen Bolton	Nasreen Shah Mo Mills Mike Haley	Linda Topping
HIGHWAYS FORUM 6 SEATS 3 Liberal Democrat: 2 Labour: 1 Conservative	Iain Sharpe Kareen Hastrick Mark Hofman	Sohail Bashir Seamus Williams	Binita Mehta

**COMMITTEE MEMBERSHIP
NOMINATIONS 2015/16**

Committee	Lib Dem	Labour	Con
POLITICALLY BALANCED COMMITTEES			
AUDIT 5 SEATS 2 Liberal Democrat: 2 Labour: 1 Conservative	Ian Brown Tim Williams	Asif Khan Bilqees Mauthoor	Sean Silver
CHIEF OFFICER PAY PANEL 5 SEATS 2 Liberal Democrat: 2 Labour: 1 Conservative	Derek Scudder George Derbyshire	Nasreen Shah Asif Khan	Tony Rogers
APPOINTMENTS COMMITTEE 5 SEATS 2 Liberal Democrat: 2 Labour: 1 Conservative	Derek Scudder Peter Taylor	Jagtar Singh Dhindsa Favour Ewudo	Linda Topping
TOTAL ALLOCATION OF SEATS PER GROUP	38	28	11

**COMMITTEE MEMBERSHIP
NOMINATIONS 2015/16**

Committee	Lib Dem	Labour	Con
OTHER COMMITTEES AND ADVISORY GROUPS			
STANDARDS COMMITTEE 5 SEATS (3 Lib Dem + 2 opposition)	Mark Hofman Derek Scudder Keith Crout	Jagtar Singh Dhindsa	Linda Topping
MAJOR PROJECTS BOARD 7 SEATS (at least one from each Group)	Iain Sharpe Mark Hofman Peter Taylor Rabi Martins	Nigel Bell Favour Ewudo	Binita Mehta
CONSTITUTION WORKING PARTY 7 SEATS (at least one from each Group)	Kareen Hastrick Iain Sharpe Peter Taylor	Jackie Connal Anne Joynes Seamus Williams	Tony Rogers
PLANNING POLICY ADVISORY GROUP 9 SEATS (at least one from each Group one of whom must be the Planning Portfolio Holder)	Tim Williams Stephen Johnson George Derbyshire Iain Sharpe Rabi Martins	Jackie Connal Mike Haley Bilqees Mauthoor	Mark Whitman

**COMMITTEE MEMBERSHIP
NOMINATIONS 2015/16**

Committee	Lib Dem	Labour	Con
MEMBER DEVELOPMENT GROUP 10 SEATS (at least one from each Group) 2 VACANCIES	Kareen Hastrick Karen Collett Anne Rindl	Jackie Connal Bilqees Mauthoor Seamus Williams	Sean Silver Linda Topping
HOUSING POLICY ADVISORY GROUP 9 SEATS (at least one from each Group including the Portfolio Holder)	Stephen Johnson Iain Sharpe George Derbyshire Karen Collett Darren Walford	Nasreen Shah Bilqees Mauthoor Favour Ewudo	Tony Rogers
COMMUNITY SAFETY PARTNERSHIP 7 SEATS <u>Membership agreed by Overview & Scrutiny at first meeting</u>			
BOUNDARY REVIEW WORKING GROUP 6 SEATS	Iain Sharpe Stephen Johnson Derek Scudder	Nigel Bell Asif Khan	Binita Mehta

CHAIRS & VICE CHAIRS - NOMINATIONS 2015/16

COMMITTEE	CHAIR	VICE-CHAIR
Licensing	Jan Brown	Keith Crout
Development Control	Rabi Martins	George Derbyshire
Council Functions	Mark Watkin	Darren Walford
Overview & Scrutiny Committee	Karen Collett	Jagtar Singh Dhindsa
Budget Panel	Asif Khan	Anne Joynes
Outsourced Services Scrutiny Panel	Keith Crout	Shirena Counter
Community Safety Partnership Panel	Appointed at first meeting	Appointed at first meeting
Appointments Committee	Derek Scudder	Peter Taylor
Audit Committee	Ian Brown	Tim Williams
Highways Forum	Iain Sharpe	
Standards Committee	Keith Crout	
Chief Officer Pay Panel	George Derbyshire	Derek Scudder
Major Projects Board	Iain Sharpe	Peter Taylor
Constitution Working Party	Kareen Hastrick	Iain Sharpe
Member Development Group	Kareen Hastrick	Karen Collett

CHAIRS & VICE CHAIRS - NOMINATIONS 2015/16

COMMITTEE	CHAIR	VICE-CHAIR
Planning Policy Advisory Group	Iain Sharpe	Stephen Johnson
Housing Policy Advisory Group	Stephen Johnson	George Derbyshire

WATFORD BOROUGH COUNCIL

Council Appointments of Representatives to Outside Organisations
2015/16

Organisation	Total number of reps	Period of Service	Nominations 2015/16
East of England Local Government Association*	1		Dorothy Thornhill
Hertfordshire County Council Health Scrutiny Committee**	1	1 year	Kareen Hastrick
Herts Leaders' Group*	1	1 year	Dorothy Thornhill
Local Government Association – General Assembly	1	1 year	Dorothy Thornhill
Local Government Association – Eastern Region Local Government Conference	1	1 year	Dorothy Thornhill
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.

WATFORD BOROUGH COUNCIL

Appointments by the Mayor of Representatives to Outside Organisations
2015/16

Organisation	Total number of reps	Period of Service	Nominations 2015/16
Ashfield School Foundation	1	4 years	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	Derek Scudder
Groundwork Hertfordshire	1	1 year	Anne Rindl
Hertfordshire Building Preservation Trust	1	1 year	Mark Watkin
Hertfordshire Police and Crime Panel*	1	Not specified	Rabi Martins
	Substitute		Mike Haley
Hertfordshire Sustainability Forum**	1	1 year	Derek Scudder
	1 Deputy	1 year	Anne Rindl
Hertfordshire Waste Management Group	1	1 year	Derek Scudder
Local Government Information Unit	1	1 year	Dorothy Thornhill

Organisation	Total number of reps	Period of Service	Nominations 2015/16
United Sustainable Energy Agency	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
PATROL Adjudication Joint Committee	1	1 year	Iain Sharpe
Watford Borough Council and West Herts Golf Course Consultative Committee	4	1 year	Derek Scudder, Darren Walford, Peter Taylor, Kareen Hastrick
Watford Citizen's Advice Bureau	2	1 year	George Derbyshire Bilqees Mauthoor
Wellspring Church (Watford)	3 (one to be an officer)	1 year	Stephen Bolton Favour Ewudo
Watford Community Housing Trust	1	1 year	Peter Jeffree
West Herts Crematorium Joint Committee***	1	3 years to 5/17	Ian Brown

*According to the Police and Crime Panel's agreement the representative must be the Elected Mayor.

** Hertfordshire Sustainability Forum replaced Hertfordshire Environment Forum during 2011/12. The terms of reference require one appointment from each District Council. A nominated Deputy can be appointed should the appointed Councillor not be available for a meeting.

*** In accordance with the agreement, the appointment to the West Herts Crematorium Joint Committee shall be from among the members of the Council's Executive. The appointed Member's membership of the Joint Committee shall end if they cease to be a member of the Council's Executive.