



**WATFORD
BOROUGH
COUNCIL**

ANNUAL COUNCIL

Tuesday, 24th May, 2016

6.30 pm

**To be held in the Council Chamber, Town
Hall, Watford**

Publication date: 16 May 2016

Contact

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Caroline Harris on 01923 278372 or by email –

legalanddemocratic@watford.gov.uk .

Welcome to this meeting. We hope you find these notes useful.

Access

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Visitors may park in the staff car park after 4.00 p.m. This is a Pay and Display car park. From 1 April 2016 the flat rate charge is £2.00.

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Induction loops are available in the Council Chamber.

Toilets (including disabled)

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16 May 2016

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 24th May, 2016 starting at 6.30 pm in the Council Chamber, Town Hall, Watford to take into consideration and determine upon the following subjects, namely: -

1. **Election of Chairman**
2. **Election of Vice-Chairman**

The meeting will be adjourned at this point and re-convened at 7.30 p.m.

3. **Apologies for Absence**
4. **Disclosure of Interests**
5. **Minutes**

The minutes of the meeting held on 16 March 2016 to be submitted and signed.
(All minutes are published on the Council's website - [Browse Meetings :: Watford Borough Council](#))

Copies of the minutes of this meeting are usually available seven working days following the meeting and can be found on the Council's website.

6. **Official Announcements**
7. **Questions by Members of the Council under Council Procedure Rule 10.0**
8. **Petitions Presented under Council Procedure Rule 12.0**
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**
10. **Motions Submitted Under Council Procedure Rule 13.0**

- 11. Notice of Constitution of Political Groups** (Pages 7 - 8)
Report of Democratic Services Manager
- 12. Notification to Council of Members of the Cabinet and Portfolio Holders** (Pages 9 - 12)
Report of the Mayor
- 13. Executive Scheme of Delegation** (Pages 13 - 14)
Report of Democratic Services Manager
- 14. Programme of Meetings** (Pages 15 - 16)
Report of Democratic Services Manager
- 15. Establishment of Committees and Appointment of Chairs and Vice Chairs** (Pages 17 - 30)
Report of Democratic Services Manager
- 16. Appointment of Representatives of the Council on Outside Bodies** (Pages 31 - 36)
Report of Democratic Services Manager
- 17. Members' Performance Scheme - Self Assessments** (Pages 37 - 38)
Report of Democratic Services Manager
- 18. Independent Members Remuneration Panel Terms of Office** (Pages 39 - 42)
Report of Democratic Services Manager

A handwritten signature in black ink, appearing to read 'Manny Lewis', with a stylized flourish at the end.

Manny Lewis, Managing Director

PART A

Report to: Annual Council

Date of Meeting: 24 May 2016

Report of: Democratic Services Manager

Title: Notice of Constitution of Political Groups

1.0 Summary

Regulations made under the Local Government and Housing Act 1989 require formal notice to be given each year of the composition of political groups. This information also enables the requirements of the relevant section of that Act dealing with political balance on Council Committees to be complied with.

2.0 Recommendations

That Council notes the composition of the political groups on the Council as at 24 May 2016.

Contact Officer:

For further information on this report please contact
Caroline Harris, Democratic Services Manager, telephone extension 8372.
Email caroline.harris@watford.gov.uk

Report approved by the Head of Democracy & Governance.

3.0 Detailed discussion

Details of Leaders, Deputy Leaders, Group Secretaries and membership are as follows:

Liberal Democrat Group

Leader:	Councillor Peter Taylor
Deputy Leader	Councillor Keith Crout
Group Secretary	Councillor Stephen Bolton
Group Members:	Councillors: Barks, Bolton, Cavinder, Collett, Crout, Dychton, Fahmy,

	Grimston, Hastrick, Hofman, J Johnson, S Johnson, Kent, Laird, Maestas, Martins, Rindl, Saffery, Scudder, Sharpe, Steele, Taylor, Mayor Thornhill, Watkin, Walford, Williams
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Labour Group

Leader:	Councillor Nigel Bell
Deputy Leader	Councillor Jagtar Singh Dhindsa
Group Secretary	Councillor Asif Khan
Group Members:	Councillors: Bashir, Bell, Connal, Dhindsa, Joynes, Ashan Khan, Asif Khan, Mauthoor, Mills, Shah, Turmaine

4.0 Implications

4.1 Legal issues

Notification of membership complies with the Council's Constitution, Procedure Rule 24.0 and with the requirements of the Local Government (Committees and Political Groups) Regulations 1990.

4.2 Other Implications

None

Background Papers:

Notifications submitted to the Democratic Services Manager under the Local Government (Committees and Political Groups) Regulations 1990.

Appendices: None

File Reference: None

Part A

Report to: Annual Council

Date of Meeting: 24 May 2016

Report of: The Mayor

Title: Notification to Council of Members of the Cabinet and Portfolio Holders.

1. Summary

- 1.1 Part 4 Section 1.1 vii of the Council's Constitution requires the Mayor to advise Council on the composition and constitution of the Executive for the coming year and the names of the Councillors she has chosen to be members of the Executive.

2.0 Recommendations

- 2.1 Council is asked to note the appointments made by the Mayor as outlined in paragraph 3.1 of the report.

Contact Officer:

For further information on this report please contact:
Mayor Thornhill, telephone extension: 8371

3.0 Detailed Proposal

- 3.1 The Portfolio Holders' responsibilities for 2016/17 are as follows:

3.1.1 **Mayor Dorothy Thornhill** 36 Oxhey Road, Watford, WD19 4QQ

Portfolio Holder for strategic partnerships/external relationships and community safety.

Councillor Peter Taylor 53 Oxhey Avenue, Watford WD19 4HB

Deputy Mayor and Portfolio Holder for **Client Services** – including Outsourced services, client services, contract management, and

commissioning framework.

Councillor Iain Sharpe 36 Oxhey Road, Watford, WD19 4QQ

Portfolio Holder for **Regeneration & Development** – Development Management, Planning Policy & Economic Development Transport, Building Control Parking & Projects, and major projects.

Councillor Mark Watkin 27 Elizabeth Court, 170 Hempstead Road, Watford, WD17 4LR

Portfolio Holder for **Resources and Customer Service** –Facilities Management, Emergency Planning & Business Continuity, Procurement, Legal & Democratic Services, Risk Management, Human Resources, Section 151, Customer Services and Shared Services.

Councillor Karen Collett 63 Forest Road, Watford , WD25 7QP

Portfolio Holder for **Community** – Equalities, Community cohesion, refugees, community engagement, third sector and community groups (outreach and impact) and community services (play/culture/sport, environmental health and licensing).

Councillor Stephen Johnson 124 Ridge Lane, Watford, WD17 4SY

Portfolio Holder for **Property and Housing**, including the Property Investment Board, WBC asset base and private sector housing.

4.0 **Implications**

4.1 Financial

There are no financial implications

4.2 Legal Issues (Monitoring Officer)

The Head of Democracy & Governance comments that there are no legal implications in this report.

4.3 Other Implications

None

Background papers:
Watford Council Constitution

File reference:
None.

Part A

Report to: Annual Council
Date of Meeting: 24 May 2016
Report of: Democratic Services Manager
Title: Executive Scheme Of Delegation

1. **Summary**

The Mayor has approved the Executive Scheme of Delegation with no changes from that currently in the Constitution apart from the relevant Portfolio Holder who has delegated authority.

2. **Recommendations**

To note that the Executive Scheme of Delegation approved by the Mayor is unchanged apart from the relevant portfolio holder.

Contact Officer:

For further information on this report please contact:
Carol Chen, Head of Democracy & Governance.
telephone extension: 8350 e-mail:carol.chen@watford.gov.uk

Report approved by: The Mayor

3.0 **Implications**

3.1 Financial

The Director of Finance comments that there are no financial implications arising directly out of this report.

3.2 Legal Issues (Monitoring Officer)

The Head of Democracy & Governance comments that the Executive

scheme of delegation is purely within the gift of the Mayor. The Mayor still retains the ability to take all Executive function decisions herself if required.

Appendices

None

Background papers:

No papers were used in the preparation of this report.

File reference:

none

PART A

Report to: Annual Council

Date of Meeting: 24 May 2016

Report of: Democratic Services Manager

Title: Programme of Meetings – 2016/17

1 **Summary**

Council Procedure Rule 1.1 (ix) requires the programme of ordinary meetings of the Council for the year to be approved at the Annual Meeting.

2 **Recommendations**

That the timetable of meetings for 2016/17 (**printed separately**) be adopted.

Contact Officer:

For further information on this report please contact
Caroline Harris, Democratic Services Manager - telephone extension 8372,
email caroline.harris@watford.gov.uk

Report approved by the Head of Democracy and Governance

3. **Detailed proposal**

3.1 A draft timetable of meetings for the 2016/17 Municipal Year was circulated to All Members and officers for comment.

3.2 Full Council meetings have been scheduled for the following dates:

Tuesday 5 July
Tuesday 15 November
Tuesday 24 January (Budget Council)
Tuesday 21 March

3.3 Meetings of Licensing Sub Committees will be set up as and when required. They will comprise three members from the main Licensing Committee and meet during the day or evening as appropriate.

3.4 Meetings of the Chief Officer Pay Panel, Constitution Working Party, Standards

Committee, Appointments Committee and Scrutiny Task Groups will also meet as and when required.

3.5 Dates of all committee meetings can be accessed through the Council's website. Reminders are also published in the monthly Members' Bulletin.

4.0 **Implications**

4.1 Financial

The Director of Finance comments that budget provision has been made to finance all costs associated with the democratic process.

4.2 Legal Issues (Monitoring Officer)

The Head of Democracy & Governance comments that there are no legal implications in this report.

Background papers:

Draft timetable of meetings 2016/17

Emails to officers and Members attaching draft timetable for comment.

File reference:

None

Appendices:

Timetable of Meetings 2016/17 (*printed separately*)

PART A

Report to: Annual Council
Date of Meeting: 24 May 2016
Report of Democratic Services Manager
Title: Establishment of Committees and Appointment of Chairs and Vice Chairs

1.0 **Summary**

- 1.1 Council Procedural Rule 1.2 provides for nominations for membership of Committees and Sub-Committees to be made by the political groups (as designated under the Local Government (Committees and Political Groups) Regulations 1990.
- 1.2 The Local Government and Housing Act 1989 and the Regulations require that seats on ordinary Committees are allocated in accordance with political balance. This provision also extends to scrutiny committees as they are being set up directly by the Council.

2.0 **Recommendations**

- 2.1 That Council unanimously agrees that the Standards Committee is not politically balanced - see paragraph 3.3.1
- 2.2 That Council agrees the establishment of politically balanced committees as set out in paragraph 3.1 of the report.
- 2.3 That Council agrees the establishment of non politically balanced committees as set out in paragraph 3.1.2
- 2.4 That Council agrees the appointment of Members to politically balanced committees as set out in paragraph 3.2.1 of the report
- 2.5 That Council agrees appointments to non politically balanced as set out in paragraphs 3.4.
- 2.6 That Council appoints chairs and vice chairs to the committees listed in paragraphs 3.1 and 3.1.2

Contact Officer:

For further information on this report please contact Caroline Harris telephone extension 8372. Email caroline.harris@watford.gov.uk

Report approved by the Head of Democracy & Governance.

3.0 Detailed Discussion

3.1 Politically Balanced Committees

1.	Licensing Committee	15 seats
2.	Development Control	9 seats
3.	Overview & Scrutiny Committee	9 seats
4.	Budget Panel	9 seats
5.	Outsourced Services Scrutiny Panel	7 seats
6.	Highways Forum	6 seats
7.	Council Functions	7 seats
8.	Audit Committee	5 seats
9.	Chief Officer Pay Panel	5 seats
10.	Appointments Committee	5 seats
	TOTAL	77 seats

3.1.2 Non Politically balanced committees

1.	Major Projects Board	7 seats (at least one from each Group)
2.	Constitution Working Party	7 seats (at least one from each Group)
3.	Member Development Group	Up to 10 seats (at least one from each Group).
4.	Planning Policy Advisory Group	9 Members (at least one from each Group one of whom must be the Planning Portfolio holder).
5.	Housing Policy Advisory Group	7 members (at least one from each Group including the Portfolio Holder)
6.	Standards Committee	5 seats (three Liberal Democrats + two opposition)

7.	Community Safety Partnership Task Group	7 seats <i>Agreed at the first meeting of O&S Committee</i>

3.2 Seats on politically balanced committees are allocated on a proportional basis of 53 seats to the Liberal Democrat Group and 24 seats to the Labour Group.

3.2.1 Seats on committees have been allocated as follows:

			Lib Dem	Lab
1.	Licensing Committee	15 seats	10	5
2.	Development Control	9 seats	6	3
3.	Overview & Scrutiny Committee	9 seats	6	3
4.	Budget Panel	9 seats	6	3
5.	Outsourced Services Scrutiny Panel	7 seats	5	2
6.	Highways Forum	6 seats	4	2
7.	Council Functions	7 seats	5	2
8.	Audit Committee	5 seats	3	2
9.	Chief Officer Pay Panel	5 seats	4	1
10.	Appointments Committee	5 seats	4	1
	TOTAL	77	53	24

3.2.2 Group Leaders have been asked to nominate Members to committees. Any seats not agreed beforehand will be dealt with at the Annual Council meeting.

3.2.3 Members should note that members of the Cabinet cannot sit on a scrutiny committee and that the Mayor is not included for the purpose of political balance.

3.3 Non Politically balanced committees

3.3.1 Standards Committee

The Localism Act 2011 resulted in a number of changes to the Standards regime which came into effect on 1 July 2012.

At its Annual meeting in May 2012 Council established a Standards Committee which took effect from 1 July 2012 comprising 5 elected members of the Council. Council agreed unanimously that the committee would not be constituted on the lines of proportionality. If Council wishes to continue this approach then it must again unanimously agree that the committee is not constituted on the lines of proportionality.

3.3.2 **Major Projects Board, Constitution Working Party, Planning Policy Advisory Group and Housing Policy Advisory Group.**

These are not decision making bodies and should include at least one Member from each Group. Planning Advisory Group and the Housing Policy Advisory Group should include the relevant portfolio holders.

3.3.3 **Member Development Group**

This Group comprises up to 10 members and should include at least one representative from each political group who will act as training champion to encourage members of their Group to participate in training and development activities.

3.4 **Licensing Committee**

3.4.1 The Council is required to have two Licensing Committees: one to deal with applications under the Licensing Act 2003 and Gambling Act 2005 and setting up the sub committees and the other to deal with all other licensing matters. Each of the Licensing committees has the same membership and meet on the same evening with one meeting starting at the rising of the other.

3.4.2 The Licensing Committee is able to appoint sub-committees of 3 members from the main committee to deal with:

- Determining new and variation applications submitted under the Licensing Act 2003 where representations have been received.
- Conducting reviews of premises 'licences and club premises' certificates as requested.
- Gaming machine applications for licensed premises requesting 5 or more machines.
- Conducting reviews of gaming premises as requested.
- Determining new and variation applications submitted under the Gambling Act where representations have been received.
- Consideration of appeals from licensed hackney carriage/private hire drivers when their licence is being revoked by the Council.
- Determining Temporary Event Notices when representations had been received by the Police. These hearings have to be held at short notice.

Hearings take place either during the day or in the evening as appropriate. Chairs of the sub committees are elected at each meeting and for that meeting only.

3.5 Nominations from Political Groups

3.5.1 Group Secretaries have been asked to consider and agree nominations prior to Annual Council. Nominations received so far are attached as Appendix A. Any appointments not determined in this way will be put to the Annual Council meeting and agreed through a voting process.

3.5.2 Members are also required to agree the appointments of chairs and vice-chairs to the committees listed in 3.1 and 3.1.2 above .

The Policy Planning Advisory Group and Housing Policy Advisory Group are chaired by the Portfolio Holders.

As agreed at 2015 Annual Council, the Chairs of Budget Panel, Outsourced Services Scrutiny Panel and Community Safety Partnership Task Group should all be drawn from the membership of the Overview and Scrutiny Committee (Community Safety Partnership membership is agreed at the first meeting of the Overview and Scrutiny Committee and the chair elected at the first meeting.)

Nominations received so far are attached as Appendix B. Any outstanding appointments will be put to the Annual Council meeting and agreed through a voting process.

3.5.3 Groups should have regard to the specific training requirements which **must** be undertaken by all members of Development Management and Licensing Committees. Members who do not undertake the relevant training are unable to participate in meetings of these committees including acting as replacements or debating related issues at Council meetings. It is therefore advisable for all councillors to undergo training in these areas regardless of whether they are actual members of the Licensing or Development Management Committees.

4.0 IMPLICATIONS

4.1 Financial

The Director of Finance comments that there are no financial implications contained in this report.

4.2 Legal (Monitoring Officer)

The Head of Democracy & Governance comments that that the legal implications are contained within the body of the report. As the Elected Mayor is not included in the political balance calculation she cannot be nominated to any politically balanced committees or Standards regardless of the Council deciding that it should not be appointed to in accordance with political balance.

4.3 Potential Risks

Potential Risk	Likelihood	Impact	Overall score
Not complying with the principles of the	1	2	2

Local Government and Housing Act 1989 and the Regulations could leave the Council open to challenge			
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Background Papers:

Letter to Groups from Democratic Services Manager 6 May 2016

Completed nomination forms received from Group Secretaries.

Appendices

A - Nominations to Committees

B - Nominations to Chairs and Vice-Chairs

Committee Membership Nominations 2016/17

Committee	Lib Dem	Labour
Politically Balance Committees	Nominations	Nominations
Licensing 15 seats 10 Liberal Democrat: 5 Labour	Keith Crout Joe Fahmy Kareen Hastrick David Barks Anne Rindl Mark Hofman Robbie Laird Glen Saffery Derek Scudder Stephen Bolton	Mo Mills Jackie Connal Ahsan Khan Bilqees Mauthoor Matt Turmaine
Development Management 9 seats 6 Liberal Democrat: 3 Labour	Rabi Martins Stephen Johnson Iain Sharpe Mark Watkin David Barks Joanna Maestas	Nigel Bell Sohail Bashir Anne Joynes
Overview & Scrutiny 9 seats 6 Liberal Democrat: 3 Labour	Tim Williams Joe Fahmy Kareen Hastrick Darren Walford Rabi Martins Anne Rindl	Jagtar Singh Dhindsa Asif Khan Nasreen Shah

Committee Membership Nominations 2016/17

Committee	Lib Dem	Labour
Politically balanced committees		
Budget Panel 9 seats 6 Liberal Democrat: 3 Labour	David Barks Rabi Martins Robbie Laird Mark Hofman Glen Saffery Paddy Kent	Asif Khan Nigel Bell Ahsan Khan
Outsourced Services Scrutiny Panel 7 seats 5 Liberal Democrat: 2 Labour	Karen Hastrick Tim Williams Paddy Kent Anne Rindl Stephen Cavinder	Jagtar Singh Dhindsa Anne Joynes
Council Functions 7 seats 5 Liberal Democrat: 2 Labour	Aga Dychton Jane Johnson Darren Walford Mark Watkin Nikki Steele	Matt Turmaine Nasreen Shah
Highways Forum 6 seats 4 Liberal Democrat: 2 Labour	Stephen Cavinder Glen Saffery Iain Sharpe Amanda Grimston	Jagtar Singh Dhindsa Asif Khan

Committee Membership Nominations 2016/17

Committee	Lib Dem	Labour
Politically balanced committees		
Audit 5 seats 3 Liberal Democrat: 2 Labour	Tim Williams Stephen Cavinder Derek Scudder	Bilqees Mauthoor Asif Khan
Chief Officer Pay Panel 5 seats 4 Liberal Democrat: 1 Labour	Jane Johnson Amanda Grimston Mark Watkin Stephen Bolton	Nasreen Shah
Appointments Committee 5 seats 4 Liberal Democrat: 1 Labour	Joanna Maestas Stephen Bolton Peter Taylor Keith Crout	Jagtar Singh Dhindsa
Total allocation of seats per group	53	24

Committee Membership Nominations 2016/17

Committee	Lib Dem	Labour
Other committees and advisory groups		
Standards committee 5 seats (3 Lib Dem + 2 opposition)	Stephen Bolton Keith Crout Rabi Martins	Nigel Bell Jagtar Singh Dhindsa
Major Projects Board 7 seats (at least one from each Group) 1 vacancy	Robbie Laird Peter Taylor Iain Sharpe Mark Hofman Joe Fahmy	Nigel Bell
Constitution Working Party 7 seats (at least one from each Group) 2 vacancies	Stephen Johnson Iain Sharpe Kareen Hastrick Joanna Maestas	Nigel Bell
Planning Policy Advisory Group 9 seats (at least one from each Group one of whom must be the Planning Portfolio Holder) 1 vacancy	Stephen Johnson Robbie Laird Iain Sharpe Rabi Martins Stephen Bolton Joanna Maestas	Bilqees Mauthoor Anne Joynes

Committee Membership Nominations 2016/17

Committee	Lib Dem	Labour
Member Development Group 10 seats (at least one from each Group) 2 vacancies	Stephen Bolton Karen Collett Anne Rindl Stephen Cavinder Paddy Kent Aga Dychton	Bilqees Mauthoor Mo Mills
Housing Policy Advisory Group 9 seats (at least one from each Group including the Portfolio Holder) 1 vacancy	Stephen Johnson Robbie Laird Iain Sharpe Rabi Martins Glen Saffery Joe Fahmy	Bilqees Mauthoor Nasreen Shah
Community Safety Partnership Task Group 7 seats	Membership agreed by Overview & Scrutiny at first meeting	

Chairs & Vice Chairs - Nominations 2016/17

Committee	Chair	Vice-chair
Licensing	Keith Crout	Joe Fahmy
Development Management	Rabi Martins	Stephen Johnson
Council Functions	Mark Watkin	Darren Walford
Overview & Scrutiny Committee	Kareen Hastrick	Opposition member – to be nominated at Council
Budget Panel	Opposition member – to be nominated at Council. To be a member of O&S	Mark Hofman
Outsourced Services Scrutiny Panel	Tim Williams	Anne Rindl
Community Safety Partnership Task Group	Chair appointed at first meeting – to be a member of O&S	
Appointments Committee	Peter Taylor	
Audit Committee	Derek Scudder	Tim Williams
Highways Forum	Iain Sharpe	Amanda Grimston
Standards Committee	Keith Crout	Stephen Bolton
Chief Officer Pay Panel	Mark Watkin	Stephen Bolton
Major Projects Board	Iain Sharpe	Peter Taylor

Chairs & Vice Chairs - Nominations 2016/17

Constitution Working Party	Kareen Hastrick	Iain Sharpe
Member Development Group	Karen Collett	Anne Rindl
Planning Policy Advisory Group	Iain Sharpe	Stephen Johnson
Housing Policy Advisory Group	Stephen Johnson	Iain Sharpe

PART A

Report to: Annual Council

Date of Meeting: 24 May 2016

Report of: Democratic Services Manager

Title: Appointment of Representatives of the Council on Outside Bodies 2016/17

1. **Summary**

- 1.1 In accordance with Council Procedural Rule 1.2 nominations have been sought from the political groups to appoint to those committees and outside bodies for the forthcoming Municipal Year except where appointment to those bodies has been delegated by the Council or is exercisable only by the Mayor.
- 1.2 These appointments do not have to be made in accordance with political balance, and the role of Members nominated is to represent the Council as a whole.
- 1.3 A list of outside bodies to whom the Council appoints with nominations received so far for 2016/17 is attached as Appendix 1.
- 1.4 Groups were also asked to submit nominations to those bodies which relate to executive functions and to which the Mayor appoints. A list of the appointments for 2016/17 will be circulated in time for the meeting.

2.0 **Recommendations**

- 2.1 That Council appoints representatives to those outside bodies listed in Appendix 1.
- 2.2 That Council notes the appointments made by the Mayor.

Contact Officer:

For further information on this report please contact
Caroline Harris, Democratic Services Manager, telephone extension 8372
email caroline.harris@watford.gov.uk

Background Papers:

Email from the Democratic Services Manager to Group Secretaries 6 May 2016
Completed nomination forms returned via Group Secretaries.

Appendices - Appendix 1 Schedule of Council Appointments
Appendix 2 Mayoral appointments

Watford Borough Council

Council Appointments of Representatives to Outside Organisations
2016/17

Organisation	Total number of reps	Period of Service	Nominations 2016/17
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	Derek Scudder

* 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
2016/17

Organisation	Total number of reps	Period of Service	Nominations 2016/17
Ashfield School Foundation	1	4 years	Shirena Counter
Bedford, Morison and Cordery Almshouse Charity	1	3 years to 5/17	Derek Scudder
Groundwork East (previously known as 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		Keith Crout
Hertfordshire Sustainability Forum**	1	1 year	Anne Rindl
	1 Deputy	1 year	Peter Taylor
Hertfordshire Waste Management Group	1	1 year	Peter Taylor
Local Government Information Unit	1	1 year	Dorothy Thornhill

Organisation	Total number of reps	Period of Service	Nominations 2016/17
The Palace Theatre Ltd – Directors	2	4 years to 5/17 4 years to 5/17	George 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 Jagtar Singh Dhindsa
Watford Citizen's Advice Bureau	2	1 year	George Derbyshire Sohail Bashir
Wellspring Church (Watford)	3 (one to be an officer)	1 year	Stephen Bolton Aga Dychton
Watford Community Housing Trust	1	1 year	Peter Jeffree
West Herts Crematorium Joint Committee***	1	3 years to 5/17	Karen Collett

*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.

Part A

Report to: Council
Date of meeting: 24 May 2016
Report of: Democratic Services Manager
Title: Members' Self Assessments 2015/16

1.0 **Summary**

- 1.1 At its meeting on 25 February 2008 Cabinet resolved that a Members' Performance Scheme be approved for introduction to take effect from the beginning of the 2008/09 Municipal Year and that all Members be required to take part in the scheme. A key part of the scheme involved Members completing self assessments.
- 1.2 A summary, on a ward by ward basis, of all the assessments submitted for 2015/16 has been printed separately. The summary shows how the activities link with the Council's objectives.

2.0 **Recommendations**

- 2.1 That Council notes the summary of the members' self assessments for 2015/16.

Contact Officer:

For further information on this report please contact: Caroline Harris,
Democratic Services Manager
telephone extension: 8372 email: caroline.harris@watford.gov.uk

Report approved by: Carol Chen, Head of Democracy and Governance

3.0 **Detailed proposal**

- 3.1 19 councillors have completed self assessments this year, representing 9 out of 12 wards and 53% of Members.
- 3.2 During their quadrennial review of Members Allowances the Independent Member Remuneration Panel (IMRP) received the 2012/13 self assessments. The panel commented that this gave them a good insight into the roles covered, levels of activity

and commitment during the past year.

3.3 Future self assessments completed will be given to the IMRP at their next review meeting.

3.4 Individual self assessments are published on the Council's website under each Councillor's profile page.

4.0 **Implications**

4.1 **Financial**

4.1.1 The Shared Director of Finance comments that there are no financial implications in this report.

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report

4.3 **Equalities**

4.3.1 None

4.4 **Potential Risks**

None

Appendices

Summary of Members' Self Assessments (printed separately)

Background Papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

- Cabinet report and minutes 25th February 2008

File Reference

None

PART A

Report to: Annual Council
Date of meeting: 24 May 2016
Report of: Democratic Services Manager
Title: Terms of office of members of the Independent Members Remuneration Panel

1.0 **Summary**

- 1.1 In 2013 the Independent Members Remuneration Panel (IMRP) met to create a four year members remuneration scheme which would last from 2014-2018.
- 1.2 At the time the four members of the IMRP were paid 4 years allowance for their work on the understanding that they would be called upon if a review was required during that period.
- 1.3 In order for all 4 current members to remain on the IMRP Council is asked to extend their term of office until 31 March 2018. This would also cover the next quadrennial review for 2018-2022.
- 1.4 For 1 April 2018 onwards the Council would look to recruit new IMRP members so that they may be consulted on any changes 2018-2022 and the subsequent quadrennial review.

2.0 **Recommendations**

- 2.1 That Council approves to extend the terms of office for the four members of the current IMRP to 31 March 2018.

Contact Officer:

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Report approved by: Carol Chen, Head of Democracy and Governance

3.0 **Detailed Proposal**

3.1 The IMRP was established in 2000 to set a scheme of allowances for recommendation to the Council.

3.2 Members of the Panel are usually appointed for a four year period. There are currently four panel members. The Panel is required to have at least three members but it was felt that a fourth member was advisable in case anyone was unable to make the meeting at short notice. The four panel members are:

- Hazel Bentall
- Gill Crowson
- Barry Mathiason
- Lee Walsingham

3.3 In 2013 a quadrennial review was undertaken by the current panel to last from 2014-2018. The Panel were paid for 4 year's allowance (£200 per year, or £300 for the Chair of the Panel, so £800 and £1,200 in total respectively) as it was understood that if necessary they would be contacted during the four year period if Council felt that a review of the scheme was necessary.

3.4 As it was a change to the usual arrangements of reviewing allowances annually, it is now necessary to formally extend the terms of office for the Panel members in order to cover the period of their scheme.

3.5 It is proposed to extend their terms of office to 31 March 2018 to cover the current scheme and also the next quadrennial review which will take place at the end of 2017 to cover the period 2018-2022.

3.6 After 31 March 2018 it will be necessary to ask whether the current panel members wish to continue or to advertise to recruit panel members.

3.7 It is a requirement to review the scheme every four years under the current regulations.

4.0 **Implications**

4.1 **Financial**

4.1.1 The current panel members have already received 4 year's of allowance for 2014-18. It will need to be decided what fee to pay for the next quadrennial review for 2018-2022 in the knowledge that we will not necessarily be retaining the same panel for the future four year period.

4.1.2 The Shared Director of Finance comments that the financial implications are contained in the report and any amendments will need to be considered as part of the future years budget setting process.

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that the Local Authorities (Members Allowances) (England) Regulations 2003 require that we have a panel made up of no less than three independent members who must not have previously been members of the authority. The Council has to have regard to their recommendations prior to making any decisions on members remuneration.

4.3 **Potential Risks**

Potential Risk	Likelihood	Impact	Overall score
That the Council does not have a complete panel to consult (needs at least 3 members)	1	3	3
<i>Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register.</i>			

Background Papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

The Local Authorities (Members' Allowances) (England) Regulations 2003

File Reference

- None

