



**WATFORD  
BOROUGH  
COUNCIL**

# **OUTSOURCED SERVICES SCRUTINY PANEL**

**Thursday, 7th July, 2016**

**7.00 pm**

**Publication date: 29 June 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 Jodie Kloss/Alan Garside in Democracy and Governance on 01923 278376 or by email to [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

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

## **Access**

Access to the Town Hall after 5.15 pm is via the entrance to the Customer Service Centre from the visitors' car park.

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.

The Committee Rooms are on the first floor of the Town Hall and a lift is available. Induction loops are available in the Committee Rooms and the Council Chamber.

## **Fire / Emergency Instructions**

In the event of a fire alarm sounding, vacate the building immediately following the instructions given by the Democratic Services Officer.

- Do not use the lifts
- Do not stop to collect personal belongings
- Go to the assembly point at the Pond and wait for further instructions
- Do not re-enter the building until authorised to do so.

## **Mobile Phones**

Please ensure that mobile phones are switched off or on silent before the start of the meeting.

## **Filming / Photography / Recording / Reporting**

Please note: this meeting might be filmed / photographed / recorded / reported by a party other than Watford Borough Council for subsequent broadcast or publication.

If you do not wish to have your image / voice captured you should let the Chair or Democratic Services Officer know before the start of the meeting.

An audio recording may be taken at this meeting for administrative purposes only.

# Committee Membership

Councillor T Williams (Chair)

Councillor A Rindl (Vice-Chair)

Councillors S Cavinder, J Dhindsa, K Hastrick, A Joynes and P Kent

## Agenda

### Part A - Open to the Public

**1. Apologies for Absence/ Committee membership**

**2. Disclosures of interest**

**3. Minutes**

The minutes of the meeting held on 24 February 2016 to be submitted and signed.

Copies of the minutes of this meeting are usually available seven working days following the meeting.

*(All minutes are available on the Council's [website](#).)*

**4. Introduction to Procurement at Watford Borough Council (Pages 5 - 34)**

Report of the Procurement Manager

A copy of a report on procurement efficiencies and the draft contract procedure rules are attached as background papers.

The Procurement Manager will attend the meeting to give a presentation and take questions.

**5. Performance Report (Quarter 4 2015/16) (Pages 35 - 56)**

Report of the Partnerships and Performance Section Head

The Panel is asked to note and comment on the performance of the identified outsourced service indicators at the end of quarter 4 (2015/16).

**6. Work programme (Pages 57 - 58)**

The Panel is asked to review the draft work programme for 2016/17.