



**WATFORD  
BOROUGH  
COUNCIL**

# **ANNUAL COUNCIL MEETING**

**23 May 2017**

**6.30 pm**

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

## **Contact**

Caroline Harris

[legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

01923 278372

For information about attending meetings please visit the council's website.

**Publication date: 15 May 2017**

15 May 2017

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 23rd May, 2017 starting at 6.30 pm at the To be held 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 21 March 2017 to be submitted and signed.

- 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. Notice of Constitution of Political Groups (Pages 5 - 6)**

Report of Democratic Services Manager

**11. Notification to Council of Members of the Cabinet and Portfolio Holders**  
(Pages 7 - 10)

Report of the Mayor

**12. Executive Scheme of Delegation** (Pages 11 - 12)

Report of Head of Democracy and Governance

**13. Programme of Meetings** (Pages 13 - 28)

Report of Democratic Services Manager

**14. Establishment of Committees and Appointment of Chairs and Vice Chairs**  
(Pages 29 - 42)

Report of Democratic Services Manager

**15. Appointment of Representatives of the Council on Outside Bodies** (Pages 43 - 50)

Report of Democratic Services Manager

**16. Motions Submitted Under Council Procedure Rule 13.0**

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:** 23 May 2017

**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 23 May 2017.

Contact Officer:

For further information on this report please contact  
Caroline Harris, Democratic Services Manager, telephone extension 8372.  
Email [caroline.harris@watford.gov.uk](mailto: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 Taylor
Deputy Leader	Councillor Barks
Group Secretary	Councillor Bolton
Group Members:	Councillors: Barks, Bolton, Cavinder, Collett, Crout, Dychton, Fahmy,

	Grimston, Hastrick, Hofman, Jeffree, J Johnson, S Johnson, Kent, Laird, Martins, Parker, Saffery, Scudder, Sharpe, Steele, Taylor, Mayor Thornhill, Watkin, Walford, Williams
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### **Labour Group**

Leader:	Councillor Bell
Deputy Leader	Councillor Dhindsa
Group Secretary	Councillor Asif Khan
Group Members:	Councillors: Bashir, Bell, Connal, Dhindsa, Ashan Khan, Asif Khan, Mauthoor, Mills, Shah, Smith, 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:** 23 May 2017

**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 2017/18 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:** 23 May 2017  
**Report of:** Head of Democracy and Governance  
**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.

### 2. **Recommendations**

To note that the Executive Scheme of Delegation approved by the Mayor is unchanged.

#### 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:** 23 May 2017  
**Report of:** Democratic Services Manager  
**Title:** Programme of Meetings – 2017/18

### 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 2017/18 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](mailto: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 2017/18 Municipal Year was circulated to All Members and officers for comment.

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

Tuesday 11 July  
Tuesday 17 October  
Tuesday 30 January (Budget Council)  
Tuesday 13 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 2017/18

Emails to officers and Members attaching draft timetable for comment.

#### File reference:

None

#### Appendices:

Timetable of Meetings 2017/18

## May 2017

Date	Time	Meeting	Comments
Monday 1 <sup>st</sup>	Bank Holiday		
Tuesday 2 <sup>nd</sup>			
Wednesday 3 <sup>rd</sup>			
Thursday 4 <sup>th</sup>	County Council Elections		
Friday 5 <sup>th</sup>			
Monday 8 <sup>th</sup>			
Tuesday 9 <sup>th</sup>			
Wednesday 10 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 11 <sup>th</sup>			
Friday 12 <sup>th</sup>			
Monday 15 <sup>th</sup>	10.30 am	Licensing-Sub Committee	
Tuesday 16 <sup>th</sup>			
Wednesday 17 <sup>th</sup>			
Thursday 18 <sup>th</sup>			
Friday 19 <sup>th</sup>			
Monday 22 <sup>nd</sup>	10.30 am	Licensing-Sub Committee	
Tuesday 23 <sup>rd</sup>	6.30 pm	Annual Council	
Wednesday 24 <sup>th</sup>			
Thursday 25 <sup>th</sup>			
Friday 26 <sup>th</sup>			
Monday 29 <sup>th</sup>	Bank Holiday		
Tuesday 30 <sup>th</sup>			School Half Term
Wednesday 31 <sup>st</sup>			

## June 2017

Date	Time	Meeting	Comments
Thursday 1 <sup>st</sup>	10.30 am	Licensing-Sub Committee	School Half Term
Friday 2 <sup>nd</sup>			
Monday 5 <sup>th</sup>	6.15 pm	Cabinet	
Tuesday 6 <sup>th</sup>			
Wednesday 7 <sup>th</sup>			
Thursday 8 <sup>th</sup>	General Election		
Friday 9 <sup>th</sup>			
Monday 12 <sup>th</sup>			
Tuesday 13 <sup>th</sup>	7.30 pm	Development Management Committee	
Wednesday 14 <sup>th</sup>	6.30 pm	Major Projects Board	
Thursday 15 <sup>th</sup>			
Friday 16 <sup>th</sup>			
Monday 19 <sup>th</sup>			
Tuesday 20 <sup>th</sup>			
Wednesday 21 <sup>st</sup>			
Thursday 22 <sup>nd</sup>	7.00 pm	Overview and Scrutiny Committee	
Friday 23 <sup>rd</sup>			
Monday 26 <sup>th</sup>	7.30 pm	Licensing Committee	
Tuesday 27 <sup>th</sup>	7.00 pm	Budget Panel	
Wednesday 28 <sup>th</sup>			
Thursday 29 <sup>th</sup>	7.00 pm	Audit Committee	
Friday 30 <sup>th</sup>			



## July 2017

Date	Time	Meeting	Comments
Monday 3 <sup>rd</sup>	7.00 pm	Cabinet	
Tuesday 4 <sup>th</sup>	7.00 pm	Outsourced Services Scrutiny Panel	
Wednesday 5 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 6 <sup>th</sup>			
Friday 7 <sup>th</sup>			
Monday 10 <sup>th</sup>			
Tuesday 11 <sup>th</sup>	7.30 pm	Council	
Wednesday 12 <sup>th</sup>			
Thursday 13 <sup>th</sup>			
Friday 14 <sup>th</sup>			
Monday 17 <sup>th</sup>			
Tuesday 18 <sup>th</sup>			
Wednesday 19 <sup>th</sup>			
Thursday 20 <sup>th</sup>	7.00 pm	Overview and Scrutiny Committee	
Friday 21 <sup>st</sup>			
Monday 24 <sup>th</sup>			School Holidays (HCC 24 Jul – 29 Aug)
Tuesday 25 <sup>th</sup>			
Wednesday 26 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 27 <sup>th</sup>	6.30pm	Community Safety Partnership Task Group	
Friday 28 <sup>th</sup>			
Monday 31 <sup>st</sup>			

## August 2017

Date	Time	Meeting	Comments
Tuesday 1 <sup>st</sup>			School Holidays
Wednesday 2 <sup>nd</sup>			
Thursday 3 <sup>rd</sup>			
Friday 4 <sup>th</sup>			
Monday 7 <sup>th</sup>			School Holidays
Tuesday 8 <sup>th</sup>			
Wednesday 9 <sup>th</sup>			
Thursday 10 <sup>th</sup>			
Friday 11 <sup>th</sup>			
Monday 14 <sup>th</sup>			School Holidays
Tuesday 15 <sup>th</sup>			
Wednesday 16 <sup>th</sup>			
Thursday 17 <sup>th</sup>			
Friday 18 <sup>th</sup>			
Monday 21 <sup>st</sup>			School Holidays
Tuesday 22 <sup>nd</sup>			
Wednesday 23 <sup>rd</sup>			
Thursday 24 <sup>th</sup>			
Friday 25 <sup>th</sup>			
Monday 28 <sup>th</sup>	Bank Holiday		HCC Holidays ends Academy Holidays (to 1 September)
Tuesday 29 <sup>th</sup>			
Wednesday 30 <sup>th</sup>			
Thursday 31 <sup>st</sup>			

## September 2017

Date	Time	Meeting	Comments
Friday 1 <sup>st</sup>			Academy Holidays
Monday 4 <sup>th</sup>			
Tuesday 5 <sup>th</sup>			
Wednesday 6 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 7 <sup>th</sup>	7.00 pm	Council Functions Committee	
Friday 8 <sup>th</sup>			
Monday 11 <sup>th</sup>	7.00 pm	Cabinet	
Tuesday 12 <sup>th</sup>			
Wednesday 13 <sup>th</sup>	7.00 pm	Budget Panel	
Thursday 14 <sup>th</sup>			
Friday 15 <sup>th</sup>			
Monday 18 <sup>th</sup>			Lib Dem Conference
Tuesday 19 <sup>th</sup>			
Wednesday 20 <sup>th</sup>			
Thursday 21 <sup>st</sup>	7.30 pm	Licensing Committee	
Friday 22 <sup>nd</sup>			
Monday 25 <sup>th</sup>	7.00 pm	Outsourced Services Scrutiny Panel	Labour Party Conference
Tuesday 26 <sup>th</sup>			
Wednesday 27 <sup>th</sup>	7.00pm	Audit Committee	
Thursday 28 <sup>th</sup>	7.00 pm	Overview and Scrutiny Committee	
Friday 29 <sup>th</sup>			

## October 2017

Date	Time	Meeting	Comments
Monday 2 <sup>nd</sup>			
Tuesday 3 <sup>rd</sup>	6.30 pm	Major Projects Board	
Wednesday 4 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 5 <sup>th</sup>			
Friday 6 <sup>th</sup>			
Monday 9 <sup>th</sup>	7.00 pm	Cabinet	
Tuesday 10 <sup>th</sup>	5.00 pm	Golf Club Joint Consultative Committee	
Wednesday 11 <sup>th</sup>			
Thursday 12 <sup>th</sup>			
Friday 13 <sup>th</sup>			
Monday 16 <sup>th</sup>			
Tuesday 17 <sup>th</sup>	7.30 pm	Council	
Wednesday 18 <sup>th</sup>			
Thursday 19 <sup>th</sup>			
Friday 20 <sup>th</sup>			
Monday 23 <sup>rd</sup>			School Half Term
Tuesday 24 <sup>th</sup>			
Wednesday 25 <sup>th</sup>			
Thursday 26 <sup>th</sup>	7.00 pm	Overview and Scrutiny Committee (call-in)	
Friday 27 <sup>th</sup>			
Monday 30 <sup>th</sup>			
Tuesday 31 <sup>st</sup>			

## November 2017

Date	Time	Meeting	Comments
Wednesday 1 <sup>st</sup>	7.30 pm	Development Management Committee	
Thursday 2 <sup>nd</sup>	7.00 pm	Outsourced Services Scrutiny Panel	
Friday 3 <sup>rd</sup>			
Monday 6 <sup>th</sup>	7.00 pm	Cabinet	
Tuesday 7 <sup>th</sup>	7.00 pm	Council Functions Committee	
Wednesday 8 <sup>th</sup>			
Thursday 9 <sup>th</sup>			
Friday 10 <sup>th</sup>			
Monday 13 <sup>th</sup>	6.30pm	Community Safety Partnership Task Group	
Tuesday 14 <sup>th</sup>			
Wednesday 15 <sup>th</sup>			
Thursday 16 <sup>th</sup>			
Friday 17 <sup>th</sup>			
Monday 20 <sup>th</sup>	7.30 pm	Licensing Committee	
Tuesday 21 <sup>st</sup>			
Wednesday 22 <sup>nd</sup>			
Thursday 23 <sup>rd</sup>	7.00 pm	Overview and Scrutiny Committee	
Friday 24 <sup>th</sup>			
Monday 27 <sup>th</sup>			
Tuesday 28 <sup>th</sup>	7.00 pm	Budget Panel	
Wednesday 29 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 30 <sup>th</sup>			

## December 2017

Date	Time	Meeting	Comments
Friday 1 <sup>st</sup>			
Monday 4 <sup>th</sup>	7.00 pm	Cabinet	
Tuesday 5 <sup>th</sup>			
Wednesday 6 <sup>th</sup>	7.00 pm	Outsourced Services Scrutiny Panel	
Thursday 7 <sup>th</sup>	7.00 pm	Audit Committee	
Friday 8 <sup>th</sup>			
Monday 11 <sup>th</sup>			
Tuesday 12 <sup>th</sup>			
Wednesday 13 <sup>th</sup>	6.30 pm	Major Projects Board	
Thursday 14 <sup>th</sup>			
Friday 15 <sup>th</sup>			
Monday 18 <sup>th</sup>			
Tuesday 19 <sup>th</sup>			School Christmas Holidays (HCC 19 Dec – 2 Jan)
Wednesday 20 <sup>th</sup>	7.00 pm	Overview and Scrutiny Committee (call-in)	
Thursday 21 <sup>st</sup>			
Friday 22 <sup>nd</sup>			
Monday 25 <sup>th</sup>	Christmas Day		
Tuesday 26 <sup>th</sup>	Boxing Day		
Wednesday 27 <sup>th</sup>			Christmas Holidays
Thursday 28 <sup>th</sup>			
Friday 29 <sup>th</sup>			

# January 2018

Date	Time	Meeting	Comments
Monday 1 <sup>st</sup>	New Year's Day Bank Holiday		
Tuesday 2 <sup>nd</sup>			Christmas Holidays
Wednesday 3 <sup>rd</sup>	7.30 pm	Development Management Committee	
Thursday 4 <sup>th</sup>			
Friday 5 <sup>th</sup>			
Monday 8 <sup>th</sup>	7.00 pm	Outsourced Services Scrutiny Panel	
Tuesday 9 <sup>th</sup>			
Wednesday 10 <sup>th</sup>			
Thursday 11 <sup>th</sup>			
Friday 12 <sup>th</sup>			
Monday 15 <sup>th</sup>			
Tuesday 16 <sup>th</sup>	7.00 pm	Budget Panel	
Wednesday 17 <sup>th</sup>	7.30 pm	Licensing Committee	
Thursday 18 <sup>th</sup>	7.00 pm	Overview and Scrutiny Committee	
Friday 19 <sup>th</sup>			
Monday 22 <sup>nd</sup>	7.00 pm	Cabinet	
Tuesday 23 <sup>rd</sup>			
Wednesday 24 <sup>th</sup>			
Thursday 25 <sup>th</sup>			
Friday 26 <sup>th</sup>			
Monday 29 <sup>th</sup>			
Tuesday 30 <sup>th</sup>	7.30 pm	Council	
Wednesday 31 <sup>st</sup>	7.30 pm	Development Management Committee	

## February 2018

Date	Time	Meeting	Comments
Thursday 1 <sup>st</sup>			
Friday 2 <sup>nd</sup>			
Monday 5 <sup>th</sup>			
Tuesday 6 <sup>th</sup>			
Wednesday 7 <sup>th</sup>			
Thursday 8 <sup>th</sup>	7.00 pm	Overview and Scrutiny Committee (call-in)	
Friday 9 <sup>th</sup>			
Monday 12 <sup>th</sup>			School Half Term
Tuesday 13 <sup>th</sup>			
Wednesday 14 <sup>th</sup>			
Thursday 15 <sup>th</sup>			
Friday 16 <sup>th</sup>			
Monday 19 <sup>th</sup>	7.00 pm	Cabinet	
Tuesday 20 <sup>th</sup>			
Wednesday 21 <sup>st</sup>	7.00 pm	Outsourced Services Scrutiny Panel	
Thursday 22 <sup>nd</sup>	7.00 pm	Budget Panel	
Friday 23 <sup>rd</sup>			
Monday 26 <sup>th</sup>	6.00 pm	Council Functions Committee	
Tuesday 27 <sup>th</sup>			
Wednesday 28 <sup>th</sup>	7.30 pm	Development Management Committee	



## March 2018

Date	Time	Meeting	Comments
Thursday 1 <sup>st</sup>			
Friday 2 <sup>nd</sup>			
Monday 5 <sup>th</sup>	7.00 pm	Cabinet	
Tuesday 6 <sup>th</sup>	7.30 pm	Licensing Committee	
Wednesday 7 <sup>th</sup>			
Thursday 8 <sup>th</sup>	7.00 pm	Overview and Scrutiny Committee (call-in)	
Friday 9 <sup>th</sup>			
Monday 12 <sup>th</sup>			
Tuesday 13 <sup>th</sup>	7.30 pm	Council	
Wednesday 14 <sup>th</sup>			
Thursday 15 <sup>th</sup>	7.00 pm	Audit Committee	
Friday 16 <sup>th</sup>			
Monday 19 <sup>th</sup>			
Tuesday 20 <sup>th</sup>	6.30 pm	Major Projects Board	
Wednesday 21 <sup>st</sup>	6.30 pm	Community Safety Partnership Task Group	
Thursday 22 <sup>nd</sup>	7.00 pm	Overview and Scrutiny Committee	
Friday 23 <sup>rd</sup>			
Monday 26 <sup>th</sup>			
Tuesday 27 <sup>th</sup>			
Wednesday 28 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 29 <sup>th</sup>			School Easter Holidays (HCC 29 Mar – 15 Apr)
Friday 30 <sup>th</sup>	Bank Holiday – Good Friday		

## April 2018

Date	Time	Meeting	Comments
Monday 2 <sup>nd</sup>	Bank Holiday – Easter Monday		
Tuesday 3 <sup>rd</sup>			Easter Holidays
Wednesday 4 <sup>th</sup>			
Thursday 5 <sup>th</sup>			
Friday 6 <sup>th</sup>			
Monday 9 <sup>th</sup>			Easter Holidays
Tuesday 10 <sup>th</sup>			
Wednesday 11 <sup>th</sup>			
Thursday 12 <sup>th</sup>			
Friday 13 <sup>th</sup>			
Monday 16 <sup>th</sup>			
Tuesday 17 <sup>th</sup>			
Wednesday 18 <sup>th</sup>			
Thursday 19 <sup>th</sup>			
Friday 20 <sup>th</sup>			
Monday 23 <sup>rd</sup>			
Tuesday 24 <sup>th</sup>			
Wednesday 25 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 26 <sup>th</sup>			
Friday 27 <sup>th</sup>			
Monday 30 <sup>th</sup>			

## May 2018

Date	Time	Meeting	Comments
Tuesday 1 <sup>st</sup>			
Wednesday 2 <sup>nd</sup>			
Thursday 3 <sup>rd</sup>	Mayoral and local elections		
Friday 4 <sup>th</sup>			
Monday 7 <sup>th</sup>	Bank Holiday		
Tuesday 8 <sup>th</sup>			
Wednesday 9 <sup>th</sup>			
Thursday 10 <sup>th</sup>			
Friday 11 <sup>th</sup>			
Monday 14 <sup>th</sup>			
Tuesday 15 <sup>th</sup>			
Wednesday 16 <sup>th</sup>	7.30 pm	Development Management Committee	
Thursday 17 <sup>th</sup>			
Friday 18 <sup>th</sup>			
Monday 21 <sup>st</sup>			
Tuesday 22 <sup>nd</sup>	6.30 pm	Annual Council	
Wednesday 23 <sup>rd</sup>			
Thursday 24 <sup>th</sup>			
Friday 25 <sup>th</sup>			
Monday 28 <sup>th</sup>	Bank Holiday		
Tuesday 29 <sup>th</sup>			School Half Term
Wednesday 30 <sup>th</sup>			
Thursday 31 <sup>st</sup>			



## PART A

<b>Report to:</b>	Annual Council
<b>Date of Meeting:</b>	23 May 2017
<b>Report of</b>	Democratic Services Manager
<b>Title:</b>	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
- 2.6 That Council agrees appointments to non politically balanced as set out in paragraphs 3.4.
- 2.7 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](mailto: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
	<b>TOTAL</b>	<b>77 seats</b>

#### 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&amp;S Committee</i>
8.	Digital Watford Board	5 seats (at least one from each Group including the Portfolio Holder)

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

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 and therefore cannot be appointed to any of these Committees

### **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. The Mayor cannot be appointed to this committee.

#### **3.3.2 Major Projects Board, Constitution Working Party, Planning Policy Advisory Group, Housing Policy Advisory Group and Digital Watford Board**

These are not decision making bodies and should include at least one Member from each Group. Planning Advisory Group, Housing Policy Advisory Group and Digital Watford Board 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, Housing Policy Advisory Group and Digital Watford Board are chaired by the Portfolio Holders.

As agreed at Constitution Working Party, 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 Task Group membership and chair is agreed at the first meeting of the Overview and Scrutiny Committee.)

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 Local Government and Housing Act 1989 and the Regulations could leave the Council open to challenge	1	2	2

#### Background Papers:

Letter to Groups from Democratic Services Manager 5 May 2017

Completed nomination forms received from Group Secretaries.

#### Appendices

A - Nominations to Committees

B - Nominations to Chairs and Vice-Chairs

## Committee Membership Nominations 2017/18

Committee	Lib Dem	Labour
<b>Politically balanced committees</b>	<b>Nominations</b>	<b>Nominations</b>
<b>Licensing</b>  <b>15 seats</b> <b>10 Liberal Democrat: 5 Labour</b>	<b>Derek Scudder</b> <b>Peter Jeffree</b> <b>Keith Crout</b> <b>Joe Fahmy</b> <b>Kareen Hastrick</b> <b>Aga Dychton</b> <b>Mark Hofman</b> <b>Glen Saffrey</b> <b>Stephen Bolton</b> <b>Maggie Parker</b>	<b>Mo Mills</b> <b>Ahsan Khan</b> <b>Jackie Connal</b> <b>Bilqees Mauthoor</b> <b>Richard Smith</b>
<b>Development Management</b>  <b>9 seats</b> <b>6 Liberal Democrat: 3 Labour</b>	<b>Peter Jeffree</b> <b>David Barks</b> <b>Stephen Johnson</b> <b>Iain Sharpe</b> <b>Robbie Laird</b> <b>Paddy Kent</b>	<b>Nigel Bell</b> <b>Matt Turmaine</b> <b>Sohail Bashir</b>
<b>Overview &amp; Scrutiny</b>  <b>9 seats</b> <b>6 Liberal Democrat: 3 Labour</b>	<b>Tim Williams</b> <b>Rabi Martins</b> <b>Darren Walford</b> <b>Kareen Hastrick</b> <b>Amanda Grimston</b> <b>Aga Dychton</b>	<b>Asif Khan</b> <b>Jagtar Singh Dhindsa</b> <b>Nasreen Shah</b>

## Committee Membership Nominations 2017/18

Committee	Lib Dem	Labour
<b>Budget Panel</b>  <b>9 seats</b> <b>6 Liberal Democrat: 3 Labour</b>	<b>Rabi Martins</b> <b>Mark Hofman</b> <b>Glen Saffrey</b> <b>Maggie Parker</b> <b>Joe Fahmy</b> <b>Aga Dychton</b>	<b>Asif Khan</b> <b>Ahsan Khan</b> <b>Nigel Bell</b>
<b>Outsourced Services Scrutiny Panel</b>  <b>7 seats</b> <b>5 Liberal Democrat: 2 Labour</b>	<b>Tim Williams</b> <b>Kareen Hastrick</b> <b>Paddy Kent</b> <b>Stephen Cavinder</b> <b>Mark Hofman</b>	<b>Jagtar Singh Dhindsa</b> <b>Bilqees Mauthoor</b>
<b>Council Functions</b>  <b>7 seats</b> <b>5 Liberal Democrat: 2 Labour</b>	<b>Jane Johnson</b> <b>Aga Dychton</b> <b>Darren Walford</b> <b>Mark Watkin</b> <b>Nikki Steele</b>	<b>Nasreen Shah</b> <b>Mo Mills</b>
<b>Highways Forum</b>  <b>6 seats</b> <b>4 Liberal Democrat: 2 Labour</b>	<b>Stephen Cavinder</b> <b>Glen Saffrey</b> <b>Iain Sharpe</b> <b>Amanda Grimston</b>	<b>Richard Smith</b> <b>Jagtar Singh Dhindsa</b>
<b>Audit</b>  <b>5 seats</b> <b>3 Liberal Democrat: 2 Labour</b>	<b>Derek Scudder</b> <b>Tim Williams</b> <b>Jane Johnson</b>	<b>Bilqees Mauthoor</b> <b>Ahsan Khan</b>

## Committee Membership Nominations 2017/18

Committee	Lib Dem	Labour
<b>Chief officer pay panel</b>  <b>5 seats</b> <b>4 Liberal Democrat: 1 Labour</b>	Jane Johnson Amanda Grimston Mark Watkin Stephen Bolton	Nasreen Shah
<b>Appointments committee</b>  <b>5 seats</b> <b>4 Liberal Democrat: 1 Labour</b>	Peter Taylor Mark Watkin Stephen Johnson Derek Scudder	Jagtar Singh Dhindsa
<b>TOTAL ALLOCATION OF SEATS PER GROUP</b>	<b>53</b>	<b>24</b>

## Committee Membership Nominations 2017/18

Committee	Lib Dem	Labour
Other committees and advisory groups		
<b>Standards committee</b>  5 seats (3 Lib Dem + 2 opposition)	Rabi Martins Keith Crout Stephen Bolton	Sohail Bashir Jagtar Singh Dhindsa
<b>Major projects board</b>  7 seats (at least one from each Group)  <b>Oversubscribed by 1</b>	Peter Taylor Iain Sharpe Mark Hofman Peter Jeffree Stephen Bolton	Ahsan Khan Nigel Bell Bilqees Mauthoor
<b>Constitution working party</b>  7 seats (at least one from each Group)	Stephen Johnson Iain Sharpe Kareen Hastrick Darren Walford Joe Fahmy	Ahsan Khan Nigel Bell
<b>Planning policy advisory group</b>  9 seats (at least one from each Group one of whom must be the Planning Portfolio holder)  1 vacancy	Rabi Martins Steve Johnson Iain Sharpe Stephen Bolton Peter Jeffree Karen Collett	Sohail Bashir Jackie Connal

## Committee Membership Nominations 2017/18

Committee	Lib Dem	Labour
<b>Member development group</b>  <b>10 seats (at least one from each Group)</b>  <b>1 vacancy</b>	<b>Maggie Parker</b> <b>Stephen Bolton</b> <b>Karen Collett</b> <b>Stephen Cavinder</b> <b>Paddy Kent</b> <b>Aga Dychton</b> <b>Amanda Grimston</b>	<b>Richard Smith</b> <b>Nasreen Shah</b>
<b>Housing policy advisory group</b>  <b>9 seats (at least one from each Group including the Portfolio Holder)</b>  <b>1 vacancy</b>	<b>Rabi Martins</b> <b>Steve Johnson</b> <b>Iain Sharpe</b> <b>Kareen Hastrick</b> <b>Peter Jeffree</b> <b>Derek Scudder</b>	<b>Ahsan Khan</b> <b>Bilqees Mauthoor</b>
<b>Community safety partnership task group</b>  <b>7 seats</b>	<b>Membership agreed by Overview &amp; Scrutiny at first meeting</b>	
<b>Digital Watford Board</b>  <b>5 seats (at least one from each group, one of whom must be the Portfolio Holder)</b>  <b>1 vacancy</b>	<b>David Barks</b> <b>Mark Watkin</b> <b>Karen Collett</b>	<b>Ahsan Khan</b>





**Chairs & Vice Chairs - Nominations 2017/18**

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

**Chairs & Vice Chairs - Nominations 2017/18**

Constitution Working Party	Kareen Hastrick	Iain Sharpe
Member Development Group	Karen Collett	Maggie Parker
Planning Policy Advisory Group	Iain Sharpe	Steve Johnson
Housing Policy Advisory Group	Steve Johnson	Iain Sharpe
Digital Watford Board	Mark Watkin	Karen Collett

## PART A

**Report to:** Annual Council

**Date of Meeting:** 23 May 2017

**Report of:** Democratic Services Manager

**Title:** Appointment of Representatives of the Council on Outside Bodies 2017/18

### 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 2017/18 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 2017/18 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](mailto:caroline.harris@watford.gov.uk)

#### Background Papers:

Email from the Democratic Services Manager to Group Secretaries 5 May 2017  
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  
2017/18

Organisation	Total number of reps	Period of Service	Nominations 2017/18
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 5/20	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  
2017/18

Organisation	Total number of reps	Period of Service	Nominations 2017/18
Armed Forces Covenant Board	1	1 year	Amanda Grimston
Ashfield School Foundation	1	4 years	Shirena Counter
Bedford, Morison and Cordery Almshouse Charity	1	3 years to 5/20	Derek Scudder
Groundwork East (previously known as Groundwork Hertfordshire)	1	1 year	Stephen Bolton
Hertfordshire Building Preservation Trust	1	1 year	Vacant
Hertfordshire Police and Crime Panel*	1	Not specified	Rabi Martins
	Substitute		Keith Crout
Hertfordshire Sustainability Forum**	1	1 year	Peter Taylor
	1 Deputy	1 year	Vacant
Hertfordshire Waste Management Group	1	1 year	Peter Taylor

<b>Organisation</b>	<b>Total number of reps</b>	<b>Period of Service</b>	<b>Nominations 2017/18</b>
Local Government Information Unit	1	1 year	Dorothy Thornhill
The Palace Theatre Ltd – Directors	2	4 years to 5/21 4 years to 5/21	TBC
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 Stephen Cavinder
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 5/20	Karen Collett
Watford Workshop	1	3 years to 5/20	Tim Williams

\*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.

