



**WATFORD  
BOROUGH  
COUNCIL**

# **ANNUAL COUNCIL MEETING**

**22 May 2018**

**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: 14 May 2018**

14 May 2018

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 22 May 2018 starting at 6.30 pm. 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 13 March 2018 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 4 - 5)**

Report of Democratic Services Manager

**11. Notification to Council of Members of the Cabinet and Portfolio Holders (Pages 6 - 8)**

Report of the Mayor

**12. Executive Scheme of Delegation (Pages 9 - 10)**

Report of Democratic Services Manager

**13. Programme of Meetings (Pages 11 - 14)**

Report of Democratic Services Manager


**14. Establishment of Committees and Appointment of Chairs and Vice Chairs (Pages 15 - 28)**

Report of Democratic Services Manager

**15. Appointment of Representatives of the Council on Outside Bodies (Pages 29 - 30)**

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**

# Agenda Item 10

## PART A

**Report to:** Annual Council  
**Date of meeting:** 22 May 2018  
**Report of:** Democratic Services Manager  
**Title:** Notice of Constitution of Political Groups

### 1.0 **Summary**

1.1 Regulations made under the Local Government and Housing Act 1989 requires 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**

2.1 That Council notes the composition of the political groups on the Council as at 22 May 2018.

**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:** Head of Democracy and Governance

### 3.0 **Detailed proposal**

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

3.2 Liberal Democrat Group

Leader:	Councillor Karen Collett
Deputy Leader:	Councillor Kareen Hastrick
Group Secretary:	Councillor Stephen Cavinder
Group Members:	Councillors: Barton, Bolton, Cavinder, Collett, Crout, Dychton, Fahmy, Grimston, Hastrick, Hofman, Jeffree, J Johnson, S Johnson, Kloss, Laird, Martins, Parker, Saffery, Scudder, Sharpe, Steele, Stotesbury, Mayor Taylor, Watkin, Walford, Williams

### 3.3 Labour Group

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

## 4.0 Implications

### 4.1 Financial

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

### 4.2 Legal Issues (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that 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.

## Appendices

None

## Background Papers

None

# Agenda Item 11

## PART A

**Report to:** Annual Council  
**Date of meeting:** 22 May 2018  
**Report of:** Mayor  
**Title:** Notification to Council of Members of the Cabinet and Portfolio Holders

### 1.0 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 he has chosen to be members of the Executive.

### 2.0 Risks

2.1

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(Treat, tolerate, terminate, transfer)</i>	<b>Risk Rating</b> (the combination of severity and likelihood)
The Mayor does not appoint a Cabinet	It is legal requirement for the Mayor to appoint between 2-9 councillors to be on the executive	Council notes the Mayor's report	Treat	2

### 3.0 Recommendations

3.1 Council is asked to note the appointments made by the Mayor as outlined in paragraph 4.1 of the report.

3.2 Council is asked to agree an increase in the members remuneration budget of £2,884

**Contact Officer:**

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

4.0 **Detailed proposal**

4.1 The Portfolio Holders' responsibilities for 2018/19 are as follows:

4.1.1 **Mayor Peter Taylor** 53 Oxhey Avenue, Watford WD19 4HB

Portfolio Holder for strategic partnerships, external relationships and community safety

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

Deputy Mayor and 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 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 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.

**Councillor Tim Williams-** 1 Lamb Close, Watford, WD25 0TB

Portfolio Holder for **Client Services** – including Outsourced services, client services, contract management, and commissioning framework.

**Councillor Stephen Bolton** 43 Derby Road, Watford, WD17 2LZ

Cabinet member without portfolio.

**5.0 Implications**

**5.1 Financial**

5.1.1 Cabinet members without portfolio are remunerated at Band 2, the provision of an additional role with an SRA will increase the members' remuneration budget above the budget set for 2018/19 by £2,884. Council is therefore asked to agree to increase the members' remuneration budget accordingly. The additional cost of this post can be funded from the Economic Impact Reserve for 2018/19 and will then be included in the base budget in future years.

**5.2 Legal Issues (Monitoring Officer)**

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

**Appendices**

None

**Background Papers**

Watford Borough Council Constitution



PART A

**Report to:** Annual Council  
**Date of meeting:** 22 May 2018  
**Report of:** Democratic Services Manager  
**Title:** Executive Scheme of Delegation

1.0 **Summary**

1.1 The Mayor has approved the Executive Scheme of Delegation with no changes from that currently in the constitution.

2.0 **Risks**

2.1

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(Treat, tolerate, terminate, transfer)</i>	<b>Risk Rating</b> (the combination of severity and likelihood)
The Mayor does not submit a scheme of delegation	Relevant officers and Portfolio Holders would be unable to make decisions	Council notes the Executive Scheme of Delegation from the Mayor	Treat	2

3.0 **Recommendations**

3.1 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 and Governance  
telephone extension: 8350            email: carol.chen@watford.gov.uk

**Report approved by:** Head of Democracy and Governance

4.0        **Implications**

4.1        **Financial**

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

4.2        **Legal Issues** (Monitoring Officer)

4.2.1      The Head of Democracy and 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 functions himself if required.

**Appendices**

None

**Background Papers**

None

PART A

**Report to:** Annual Council  
**Date of meeting:** 22 May 2018  
**Report of:** Democratic Services Manager  
**Title:** Programme of meetings 2018-19

1.0 **Summary**

1.1 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.

2.0 **Risks**

2.1

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(Treat, tolerate, terminate, transfer)</i>	<b>Risk Rating</b> (the combination of severity and likelihood)
That a programme of meetings is not agreed for the year ahead	The Council cannot carry out its business	The timetable of meetings has already been circulated to members and officers for comments	Treat	2

### 3.0 **Recommendations**

3.1 That the timetable of meetings for 2018/19 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:** Head of Democracy and Governance

### 3.0 **Detailed proposal**

3.1 A draft timetable of meetings for the 2018/19 Municipal Year was circulated to all members and officers for comment.

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

Tuesday 10 July  
Tuesday 16 October  
Tuesday 29 January (Budget Council)  
Tuesday 19 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.

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 Information Bulletin.

### 4.0 **Implications**

#### 4.1 **Financial**

4.1.1 The Shared 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)

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

## **Appendices**

Timetable of Meetings 2018/19

## **Background Papers**

Draft timetable of meetings 2018/19

E-mails to officers and members attaching draft timetable for comment.

## Watford Borough Council – Calendar of Public Meetings 2018/19

	2018								2019				
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Council</b>	Tues 22 6.30pm		Tues 10 7.30pm			Tues 16 7.30pm			Tues 29 7.30pm		Tues 19 7.30pm		Tues 21 6.30pm
<b>Cabinet</b>		Mon 4 7pm	Mon 2 7pm		Mon 10 7pm	Mon 8 7pm	Mon 12 7pm	Mon 3 7pm	Mon 21 7pm	Mon 11 7pm	Mon 4 7pm		
<b>Development Management</b>	Wed 16 7pm	Wed 13 7pm	Wed 4/25 7pm		Wed 5 7pm	Wed 3 7pm	Wed 7 7pm	Wed 5 7pm	Wed 9 7pm	Wed 6 7pm	Wed 6 7pm	Wed 3 7pm	Wed 15 7pm
<b>Licensing</b>		Mon 25 7pm			Wed 26 7pm		Mon 26 7pm		Wed 16 7pm		Mon 11 7pm		
<b>Audit</b>			Thur 26 7pm		Thur 20 7pm			Thur 6 7pm			Thur 14 7pm		
<b>Council Functions</b>					Mon 3 6.30pm		Mon 19 6.30pm			Wed 27 6.30pm			
<b>Overview &amp; Scrutiny</b>		Thur 28 7pm	Thur 19 7pm		Thur 27 7pm	Thur 25 7pm*	Thur 29 7pm	Thur 20 7pm*	Thur 24 7pm	Thur 7*/ 28* 7pm	Thur 21 7pm		
<b>Budget Panel</b>		Tues 26 7pm			Tues 11 7pm		Tues 27 7pm		Tues 15 7pm		Tues 12 7pm		
<b>Outsourced Services</b>			Mon 9 7pm		Wed 19 7pm		Thur 8 7pm	Wed 12 7pm	Mon 28 7pm		Wed 20 7pm		
<b>Community Safety</b>			Tues 24 6.30pm				Mon 5 6.30pm				Wed 13 6.30pm		
<b>Golf Club JCC</b>						Tues 9 5pm							
<b>Digital Watford</b>					Mon 24 6.30pm						Thur 7 6.30pm		
<b>Major Projects</b>		Tues 12 6.30pm			Wed 12 6.30pm			Mon 10 6.30pm			Mon 18 6.30pm		

\* Call in only

This information is correct at the date of publication, but is subject to change. Please check our [website](#) for the most up-to-date information or contact democratic services on 01923 278375.

PART A

**Report to:** Annual Council  
**Date of meeting:** 22 May 2018  
**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 Risks**

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating <i>(the combination of severity and likelihood)</i>
Not complying with the principles of the Local Government and Housing Act 1989 and the Regulations	Could leave the council open to challenge	Groups have been asked to make nominations and any vacancies will be voted on at the meeting	Treat	2

### 3.0 **Recommendations**

- 3.1 That Council unanimously agrees that the Standards Committee is not politically balanced - see paragraph 4.4.1
- 3.2 That Council agrees the establishment of politically balanced committees as set out in paragraph 4.1 of the report.
- 3.3 That Council agrees the establishment of non politically balanced committees as set out in paragraph 4.2
- 3.4 That Council agrees the appointment of Members to politically balanced committees as set out in paragraph 4.3.1 of the report and Appendix A.
- 3.5 That Council agrees appointments to non politically balanced as set out in paragraphs 4.2 and Appendix A.
- 3.6 That Council appoints chairs and vice chairs to the committees listed in paragraphs 4.1 and 4.2 and Appendix B.

#### **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:** Head of Democracy and Governance

### 4.0 **Detailed proposal**

#### 4.1 **Politically Balanced Committees**

1.	Licensing Committee	15 seats
2.	Development Management	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>

#### 4.2 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 Portfolio holder with responsibility for Planning).
5.	Housing Policy Advisory Group	7 members (at least one from each Group including the Portfolio Holder responsible for Housing)
6.	Standards Committee	5 seats (three Liberal Democrats + two Labour )
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 with responsibility for this area)

4.3 Seats on politically balanced committees are allocated on a proportional basis of 25 seats to the Liberal Democrat Group and 10 seats to the Labour Group. There is one vacancy currently.

4.3.1 Seats on committees have been allocated as follows:

			<b>Lib Dem</b>	<b>Lab</b>
1.	Licensing Committee	<b>15 seats</b>	11	4
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>	4	1
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>	<b>55</b>	<b>22</b>

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

4.3.3 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.

#### 4.4 **Non Politically balanced committees**

##### 4.4.1 **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.

##### 4.4.2 **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 Policy Advisory Group, Housing Policy Advisory Group and Digital Watford Board should include the relevant portfolio holders.

##### 4.4.3 **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.

#### 4.5 **Licensing Committee**

4.5.1 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.

4.5.2 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 during the day. Chairs of the sub committees are elected at each meeting and for that meeting only.

#### 4.6 **Nominations from Political Groups**

4.6.1 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.

4.6.2 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 Planning Policy 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.

4.6.3 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. It was also agreed at Council that members should have scrutiny training every two years in order to sit on the scrutiny committees.

## 5.0 Implications

### 5.1 Financial

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

### 5.2 Legal Issues (Monitoring Officer)

5.2.1 The Head of Democracy and 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 he 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.

### 5.3 Equalities/Human Rights

5.3.1 The allocation of seats is carried out in accordance with Local Government and Housing Act 1989 and the Regulations require that seats on ordinary Committees are allocated in accordance with political balance.

### 5.4 Staffing

5.4.1 None

### 5.5 Accommodation

5.5.1 None

### 5.6 Community Safety/Crime and Disorder

5.6.1 None

### 5.7 Sustainability

5.7.1 None

## Appendices

A - Nominations to Committees

B - Nominations to Chairs and Vice-Chairs

## Background Papers

Letter to Groups from Democratic Services Manager 4 May 2018

Completed nomination forms received from Group Secretaries.

## Committee Membership Appointments 2018/19

Committee	Lib Dem	Labour
<b>Politically balanced committees</b>		
<b>Licensing</b>  15 seats 11 Liberal Democrat: 4 Labour	Derek Scudder Peter Jeffree Kareen Hastrick Glen Saffery Stephen Bolton Maggie Parker Darren Walford Joe Fahmy Aga Dychton Antony Barton Amanda Grimston	Bilqees Muthor Mo Mills Richard Smith Jackie Connal
<b>Development Management</b>  9 seats 6 Liberal Democrat: 3 Labour	Peter Jeffree Mark Watkin Tim Williams Stephen Johnson Iain Sharpe Robbie Laird	Nigel Bell Mo Mills Richard Smith
<b>Overview &amp; Scrutiny</b>  9 seats 6 Liberal Democrat: 3 Labour	Kareen Hastrick Mark Hofman Keith Crout Rabi Martins Ian Stotesbury Stephen Cavinder	Jagtar Singh Dhindsa Sohail Bashir Matt Turmaine

## Committee Membership Appointments 2018/19

Committee	Lib Dem	Labour
<b>Politically balanced committees</b>		
<b>Budget Panel</b>  9 seats 6 Liberal Democrat: 3 Labour	Maggie Parker Peter Kloss Antony Barton Rabi Martins Glen Saffery Jane Johnson	Sohail Bashir Nasreen Shah Nigel Bell
<b>Outsourced Services Scrutiny Panel</b>  7 seats 5 Liberal Democrat: 2 Labour	Kareen Hastrick Mark Hofman Glen Saffery Stephen Cavinder Rabi Martins	Bilqees Mauthoor Jagtar Singh Dhindsa
<b>Council Functions</b>  7 seats 5 Liberal Democrat: 2 Labour	Jane Johnson Darren Walford Mark Watkin Nikki Steele Aga Dychton	Nasreen Shah Mo Mills
<b>Highways Forum</b>  6 seats 4 Liberal Democrat: 2 Labour	Stephen Cavinder Iain Sharpe Ian Stotesbury Karen Collett	Richard Smith Matt Turmaine

## Committee Membership Appointments 2018/19

Committee	Lib Dem	Labour
<b>Politically balance committees</b>		
<b>Audit</b>  5 seats 4 Liberal Democrat: 1 Labour	Derek Scudder Peter Kloss Jane Johnson Glen Saffery	Asif Khan
<b>Chief officer pay panel</b>  5 seats 4 Liberal Democrat: 1 Labour	Jane Johnson Mark Watkin Derek Scudder Maggie Parker	Nasreen Shah
<b>Appointments committee</b>  5 seats 4 Liberal Democrat: 1 Labour	Mark Watkin Derek Scudder Joe Fahmy Stephen Johnson	Jagtar Singh Dhindsa
<b>Total allocation of seats per group</b>	<b>55</b>	<b>22</b>



## Committee Membership Appointments 2018/19

Committee	Lib Dem	Labour
<b>Other committees and advisory groups</b>		
<b>Standards committee</b>  5 seats (3 Lib Dem + 2 opposition)	Keith Crout Stephen Bolton Amanda Grimston	Jagtar Singh Dhindsa Sohail Bashir
<b>Major projects board</b>  7 seats (at least one from each Group)	Peter Jeffree Mark Hofman Stephen Bolton Iain Sharpe Ian Stotesbury	Nigel Bell Bilqeas Mauthoor
<b>Constitution working party</b> <b>ONE VACANCY</b> 7 seats (at least one from each Group)	Kareen Hastrick Stephen Bolton Stephen Johnson Iain Sharpe Darren Walford	Nigel Bell
<b>Planning policy advisory group</b> <b>TWO VACANCIES</b> 9 seats (at least one from each Group one of whom must be the Planning Portfolio holder)	Peter Jeffree Ian Stotesbury Stephen Johnson Iain Sharpe Derek Scudder Karen Collett	Richard Smith

## Committee Membership Appointments 2018/19

Committee	Lib Dem	Labour
<b>Member development group</b> <b>TWO VACANCIES</b> 10 seats (at least one from each Group)	Maggie Parker Stephen Bolton Karen Collett Stephen Cavinder Aga Dychton Mark Watkin	Bilqees Muthor Jackie Connal
<b>Housing policy advisory group</b> <b>ONE VACANCY</b> 9 seats (at least one from each Group including the Portfolio Holder)	Peter Jeffree Derek Scudder Stephen Johnson Iain Sharpe Kareen Hastrick Rabi Martins	Bilqees Muthor Jackie Connal
<b>Community safety partnership task group</b>  7 seats	<b>Membership agreed by Overview and Scrutiny at first meeting</b>	
<b>Digital Watford Board</b>  5 seats (at least one from each group, one of whom must be the Portfolio Holder)	Mark Hofman Mark Watkin Karen Collett Rabi Martins	Matt Turmaine

## Chairs &amp; Vice Chairs - Nominations 2018/19

Committee	Chair	Vice-chair
Licensing	<b>Joe Fahmy</b>	<b>Aga Dychton</b>
Development Management	<b>Peter Jeffree</b>	<b>Stephen Johnson</b>
Council Functions	<b>Darren Walford</b>	<b>Mark Watkin</b>
Overview & Scrutiny Committee	<b>Kareen Hastrick</b>	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	<b>Peter Kloss</b>
Outsourced Services Scrutiny Panel	<b>Stephen Cavinder</b>	<b>Mark Hofman</b>
Community Safety Partnership Task Group	Chair appointed at O&S – to be a member of O&S	
Appointments Committee	<b>Mark Watkin</b>	<b>Derek Scudder</b>
Audit Committee	<b>Derek Scudder</b>	<b>Jane Johnson</b>
Highways Forum	<b>Iain Sharpe</b>	<b>Ian Stotesbury</b>
Standards Committee	<b>Keith Crout</b>	<b>Stephen Bolton</b>
Chief Officer Pay Panel	<b>Mark Watkin</b>	<b>Maggie Parker</b>
Major Projects Board	<b>Iain Sharpe</b>	<b>Mark Hofman</b>

## Chairs &amp; Vice Chairs - Nominations 2018/19

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

## PART A

**Report to:** Annual Council  
**Date of meeting:** 22 May 2018  
**Report of:** Democratic Services Manager  
**Title:** Appointment of Representatives of the Council on Outside Bodies 2018/19

### 1.0 **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 2018/19 will be circulated in time for the meeting.
- 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 2018/19 will be circulated in time for the meeting.

2.0 **Risks**  
2.1

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
That the council is not represented on outside bodies which require a nomination	The council is not able to participate in the governance of the outside bodies	That a list of nominations is approved by Council	Treat	2

3.0 **Recommendations**

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

**Contact Officer:**

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**Report approved by:** Head of Democracy and Governance

**Appendices**

- Appendix 1 – Schedule of Council Appointments (to follow)
- Appendix 2 – Mayoral Appointments (to follow)

**Background Papers**

- E-mail from Democratic Services Manager to Group Secretaries 4 May 2018
- Completed nomination forms returned via Group Secretaries