



**WATFORD
BOROUGH
COUNCIL**

OVERVIEW AND SCRUTINY COMMITTEE

22 June 2017

7.00 pm

Town Hall, Watford

Contact

Sandra Hancock

legalanddemocratic@watford.gov.uk

01923 278377

For information about attending meetings please visit the [council's website](#).

Publication date: 14 June 2017

Committee Membership

Councillor K Hastrick (Chair)

Councillor Ahsan Khan (Vice-Chair)

Councillors J Dhindsa, A Dychton, A Grimston, Asif Khan, R Martins, D Walford, T Williams and K Collett

Agenda

Part A - Open to the Public

1. Apologies for Absence/Committee Membership

2. Disclosure of interests (if any)

3. Minutes

The [minutes](#) of the meeting held on 23 March to be submitted and signed.

4. Call-in

To consider any executive decisions which have been called in by the requisite number of councillors.

5. Community and Voluntary Sector Commissioning Framework - Community Centre presentations (Pages 5 - 6)

Report of Head of Community and Environmental Services. There will be a presentation from the organisations which operate Holywell and Meriden Community Centres.

6. End of year 2016/17 performance indicators

Report to follow

7. Review update: Management of Conservation Areas (Pages 7 - 10)

An update on the progress of implementing the Management of Conservation Areas Task Group's recommendations.

8. Review update: Parking Strategy (Year 1 recommendations) (Pages 11 - 16)

The report provides an update on the implementation of the Parking Strategy (Year 1 recommendations) Task Group.

9. Executive Decision Progress Report 2017/18 (Pages 17 - 20)

The latest edition of the Executive Decision Progress Report for 2017/18

10. Hertfordshire County Council's Health Scrutiny Committee

Councillor Hastrick, the Council's appointed representative to the County Council's Health Scrutiny Committee to provide an update.

Scrutiny Panels and Task Groups

11. Scrutiny proposal - Tackling loneliness (Pages 21 - 32)

This report provides the scrutiny committee with information about a new task group, which was proposed by Councillor Mauthoor at Council on 21 March 2017.

12. Outsourced Services Scrutiny Panel

Since the last Overview and Scrutiny Committee there have been no Outsourced Services Scrutiny Panel meetings. The next meeting is scheduled for:

- 4 July 2017

The [minutes](#) for all Outsourced Services Scrutiny Panel meetings are available on the council's website.

13. Budget Panel

Since the last Overview and Scrutiny Committee there have been no Budget Panel meetings. The next meeting is scheduled for:

- 27 June

The [minutes](#) from all Budget Panel meetings are available on the council's website.

14. Community Safety Partnership Task Group 2017/18 (Pages 33 - 40)

To approve the membership of the task group, agree the chair and review the proposed terms of reference.

15. Work Programme 2017/18 (Pages 41 - 44)

The latest work programme.

16. Dates of Next Meetings

- Thursday 20 July 2017
- Thursday 28 September 2017
- Thursday 26 October 2017 (For call-in only)

Part A

Report to: Overview and Scrutiny Committee
Date of meeting: 22 June 2017
Report of: Head of Community & Environmental Services
Title: Community and Voluntary Sector Commissioning Framework – Community Centre presentations

1.0 **Summary**

1.1 This report provides a summary of:

- Background information to the commissioning framework and which organisations operate the different community centres
- Oversight and governance arrangements with the council
- Performance against the Service Level Agreement (SLA) and Key Performance Indicators (KPI)
- Understanding the social value and outcomes of the commissioning framework's investment in the community centre network

1.2 The presentations from the organisations which operate the Holywell & Meriden provide elected members with information on the performance of the different facilities, which form part of the Community and Voluntary Sector Commissioning Framework

Contact Officer: Chris Fennell Corporate - Leisure and Community Section Head
Email: chris.fennell@watford.gov.uk
Tel: 01923 278317

Report approved by: Head of Community & Environmental Services

2.0 **Background information**

2.1 The council recognises that the voluntary and community sector has an important role in providing services within the borough which provide many positive benefits for those who live, work and visit Watford.

2.2 The Commissioning Framework is the council's mechanism that sets out the priorities for a range of leisure and community services which are delivered by voluntary and third sector organisations on behalf of WBC. The community centres provide a network of venues across the borough which plays host to a number of sports clubs, activity programmes and provides advice and support to local residents.

2.3 The authority provides a management grant to support the following council owned community centres across the borough:

- Holywell Community Centre – managed by W3RT
- Orbital Community Centre – managed by YMCA
- Meriden Community Centre – managed by Watford Football Club Sports and Education Trust (WFC Trust)
- West Watford Community Association (WWCA)

2.4 The centres support the needs of their communities, fostering a sense of community spirit and cohesion. The facilities provide a range of activities that meet the needs of their customers in one or more of the following areas:

- Public health initiatives focusing on mental health and wellbeing
- Support and skills building towards gaining employment
- Activities for children/teenagers, older adults and people with disabilities

3.0 **Oversight and governance arrangements**

3.1 The quality of services commissioned by the council is monitored by the Leisure and Community Services Team on a regular basis. A rolling programme of reports and presentations to Portfolio Holders and the Overview and Scrutiny Committee has been agreed to ensure that elected members and leadership team are kept informed and updated regarding the progress and performance of the commissioning framework.

4.0 **Performance against the Service Level Agreement (SLA) and Key Performance Indicators (KPI)**

4.1 Each of the commissioned organisations has an SLA and bespoke Service Specification which details the KPIs required by the council. Understanding the social value and the positive outcomes of the Commissioning Frameworks investment is important to the council. The authority has already started to capture the workforce and volunteering information. During 2017-2018 additional research will be conducted to establish a baseline dataset on the following topics (1) reducing the Carbon Footprint and evaluation of the wider supply chain and the economic benefit (2) local firms/companies employed by the community centres to deliver services.

Review Update (Follow up)

Review:	Management of Conservation Areas
Task Group:	Management of Conservation Areas Task Group
Task Group Chair:	Councillor Rabi Martins
Final report published:	February 2016
Cabinet response:	7 March 2016
Scrutiny consideration of response:	16 June 2016

Recommendation 1:	Include information about conservation areas in annual council tax and business rate notices for properties with postcodes in these areas.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	This was not done for 2017 notices. Should be reviewed for 2018 Notices.

Recommendation 2:	Introduce a symbol on lamp columns or existing street furniture to show that the street or neighbourhood is in a designated conservation area.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	This will be worked up and included in the Conservation Management Plan review scheduled for late 2017 and 2018/19.

Recommendation 3:	Improve access to comprehensive information about conservation areas on Watford Borough Council's website, including guidance to residents about living or owning property there.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	This will be reviewed as part of the work we are starting with the Development Management (DM) team to look at how we can be more efficient.

Recommendation 4:	Encourage Councillors to play an active role in raising awareness of conservation areas, for example through public meetings, promoting local history projects, arranging for officers to speak at local meetings etc.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	This can be raised during the member training – first session scheduled for July 2017

Recommendation 5:	Consider alternative ways to engage with residents and businesses about the need for planning permissions for certain alterations in conservation areas. This might include utilising social media to sign-post them to the Council's website for comprehensive information.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	This will be picked up during the work we are doing with DM team and as part of the CA management Plan review late 2017 and 2018/19.

Recommendation 6:	Review current Article 4 directions to reflect changes in the General Permitted Development Orders and consider whether other classes should be included.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	This will be looked at with the DM team and a view taken as to how we should proceed.

Recommendation 7:	Ensure that procedures remain in place to undertake regular reviews of Watford Borough Council's Article 4 directions in order to address the potential impact of changes in technology or legislation.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	This will be looked at with the DM team and a view taken as to how we should proceed.

Recommendation 8:	Continue with the regular review of Watford Borough Council's toolkit of documents to ensure that these remain relevant.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	Two CA appraisals reviewed and amended in 2016/17 – Grove Mill and The Square. One is programmed for 2017/18 – Macdonnell Gardens and the Buildings at Risk Register is being reviewed as well.

Recommendation 9:	Ensure that Watford Borough Council's development management officers continue to consult with the conservation and policy team when considering applications adjacent to conservation areas, in order to minimise the impact of new developments on properties within those areas.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	The Council continues to employ officers to undertake this role.

Recommendation 10:	Continue to assign conservation area management responsibility to a designated officer and commit to providing adequate council resources to continue the excellent work that has been done to manage Watford's conservation areas and protect the character of Watford's built environment and street scene, particularly within designated conservation areas.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	The Council continues to employ officers with designated responsibility for this work.

Recommendation 11:	Include conservation, design and enforcement issues in the induction and development management training for Councillors to establish a comprehensive training programme.
Cabinet response:	Agreed to consider the task group recommendations inform the review of the conservation area management plan.
Latest update:	Obtaining dates has been difficult and planned sessions rescheduled due other member training requirements taking precedence and the elections. The first Conservation session is scheduled for 6 th July 2017.

Review Update (Follow up)

Review:	Parking Strategy (Year 1 recommendations)
Task Group:	Parking Strategy (Year 1 recommendations) Task Group
Committee/Task Group Chair:	Councillor Derek Scudder
Final report published:	July 2016
Cabinet/Executive response:	12 September 2016
Scrutiny consideration of response:	28 September 2016

Cabinet agreed that the task group's proposals and comments in each of the locations listed in the schedule be progressed.

Site reference 1:	Granville Road (west side close to King Street)
Proposed use:	Taxi rank for 2 cars
Comments/notes at task group	May not be attractive to trade – consultation required
Latest update:	Action deferred for consideration as part of the High Street Public Realm Enhancement Scheme proposed for implementation in the High St running south from Clarendon Road. Programmed implementation date 03-09/18. Town Centre taxi & blue badge provision to be incorporated in to this project.

Site reference 2:	Granville Road – east side close to King Street
Proposed use:	Shared use 8 am – 4.30 pm Monday to Friday (permit holders / short stay pay and display maximum stay 2 hours) 6 car spaces
Comments/notes at task group	Reverts to permit holders only after 4.30 pm Monday to Friday and all day Saturday and Sunday
Latest update:	See site 1

Site reference 3:	King Street – opposite Met Quarter
Proposed use:	Loading bay 5 am – 1 pm Taxi rank 1 pm to 5 am 8 car spaces
Comments/notes at task group	Exact hours to be subject to survey – early start for taxi use sought. Use to be subject of consultation with local taxi / private hire and businesses.
Latest update:	See site 1

Site reference 4:	George Street – east side close to junction with King Street
Proposed use:	Short stay pay and display 8 am – 6.30 pm Monday to Saturday, maximum stay 1 hour 8 car spaces
Comments/notes at task group	Currently blue badge holders parking on badge for up to 3 hours. Not excluded by proposal.
Latest update:	See site 1

Site reference 5:	George Street – east side opposite Alms houses
Proposed use:	Disabled bays – maximum stay 3 hours 4 car spaces
Comments/notes at task group	Currently used periodically by blue badge holders parking on badge for up to 3 hours
Latest update:	See site 1

Site reference 6:	Church Road – verge area opposite St Mary's Church
Proposed use:	Disabled bays 9 car spaces
Comments/notes at task group	Requires construction of lay-by on open space. No specific budget allocated, Cabinet will need to consider how this could be funded. Planning permission required. Possible link to Shopmobility operation.
Latest update:	See site 1

Site reference 7:	New Street – lay-by outside Church multi-storey car park
Proposed use:	Split use – 2 spaces to remain for loading; 2 spaces for electric vehicle charging bays
Comments/notes at task group	Loading facility required for shops in High Street (note: One Bell redevelopment)
Latest update:	See site 1. Also, on-going discussions with potential providers of on-street charging infrastructure at this and other potential sites in the Borough to provide both rapid charge and utility on-street charging opportunities in areas of high density housing

Site reference 8:	Wellstones – rear of 52-56 High Street
Proposed use:	Subject to survey of use once temporary loading ban is removed, pay and display 8 am – 6.30 pm Monday to Saturday; maximum stay 1 hour 6 car spaces
Comments/notes from task group	Prior to building works site was used by disabled badge
Latest update:	See site 1. Options for use of this space for blue badge, taxi or short stay parking being considered as part of the project outlined for site 1.

Site reference 9:	Wellstones – rear of TSB / Linens Direct
Proposed use:	Disabled bays 3 car spaces
Comments/notes from task group	None
Latest update:	See site 1

Site reference 10:	Exchange Road lay-by opposite Upton Road
Proposed use:	Powered two-wheeler or other parking use – further investigation required
Comments/notes from task group	Possible visibility issues for emerging vehicles
Latest update:	Site not considered suitable for dedicated parking use due to visibility issues. Further investigation commissioned.

Site reference 11:	Wellstones – rear of Chelsea Building Society
Proposed use:	Split use – 2 spaces for disabled and 1 space motor cycle
Comments/notes from task group	None
Latest update:	See site 1



Executive Decision Progress Report

May 2017 – May 2018

Contact Officer: Sandra Hancock
Committee and Scrutiny Officer

Telephone: 01923 278377

Email: legalanddemocratic@watford.gov.uk

All officer decisions are available on the [Officer Decision Register](#) or on the full [Decision Register](#). Only key decisions are shown below. Further information about [forthcoming decisions](#) are available online.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
To note the business plan associated with Watford Riverwell is being updated and that there will be a number of associated changes relating to the masterplan	Place Shaping and Corporate Performance	Cabinet	June 2017	Part B decision due to the information being commercially sensitive. Considered by Cabinet at its meeting on 5 June 2017
To increase delegation limit of the Portfolio Holder for Property to enable the Property Investment Board to acquire and dispose of property	Place Shaping and Corporate Performance	Cabinet	June 2017	Part B decision due to the information being commercially sensitive. Considered by Cabinet at its meeting on 5 June 2017
To adopt the Cycle Parking Supplementary Planning Document, to supplement policies in the Local Plan Core Strategy	Place Shaping and Corporate Performance	Cabinet	July 2017	Due to be considered by Cabinet at its meeting on 3 July 2017

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Local Plan Part 2 (Site allocations and development management policies) – not to submit Local Plan Part 2 for examination, but to focus on progressing the Local Plan review	Place Shaping and Corporate Performance	Cabinet	September 2017	Due to be considered by Cabinet at its meeting on 11 September 2017
To recommend a level of fine under the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016)	Community and Environmental Services	Cabinet	September 2017	Due to be considered by Cabinet at its meeting on 11 September 2017

PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 22 June 2017
Report of: Committee and Scrutiny Officer
Title: Scrutiny proposal - Tackling loneliness

1.0 **Summary**

- 1.1 This report provides details of a new task group which has been proposed by Councillor Bilqees Mauthoor, following her motion to Council on 21 March 2017.
- 1.2 The task group will need to consider the proposal, attached as Appendix 1 to this report, and approve the task group's membership.

2.0 **Recommendations**

- 2.1 that Overview and Scrutiny Committee considers the scrutiny proposal submitted by Councillor Mauthoor and decide whether to establish a new task group.
- 2.2 that, if the task group is agreed, Overview and Scrutiny Committee agrees the membership for the task group.

Contact Officer:

For further information on this report please contact: Sandra Hancock,
Committee and Scrutiny Officer
telephone extension: Tel: 01923 278377
email: legalanddemocratic@watford.gov.uk

Report approved by: Head of Democracy and Governance

3.0 **Detailed proposal**

- 3.1 At Council on 21 March 2017 Councillor Mauthoor moved a motion about loneliness. The motion sought "to help find strategic ways across party to help tackle loneliness". The motion was seconded by Councillor Peter Taylor. Council was asked to agree to

set up a task group to look at the prevalence of loneliness within the borough. The motion was agreed by all those present at the meeting.

- 3.2 Following the meeting the Committee and Scrutiny Officer sent the scrutiny proposal form to Councillor Mauthoor, who duly returned the completed form. The Committee and Scrutiny Officer met Councillor Mauthoor to further discuss the proposal.
- 3.3 The proposal suggests that the task group can meet Hertfordshire County Council and local charities to discuss the work they carry out in this field. It will provide an opportunity of raising awareness amongst councillors. It looks at signposting people who are suffering or those who are aware of someone who is lonely to clear points of contact.
- 3.4 On 6 June the Committee and Scrutiny Officer emailed all non-executive councillors informing them of the proposed task group and seeking expressions of interest in taking part in the review.
- 3.5 At the time of writing this report 4 councillors have expressed an interest in taking part in the review –
- Councillor Bilqees Mauthoor (proposer)
 - Councillor Rabi Martins (mental health champion)
 - Councillor Stephen Cavinder
 - Councillor Kareen Hastrick

The Committee and Scrutiny Officer will provide a further update at the meeting.

- 3.6 Overview and Scrutiny Committee is asked to review the attached proposal and confirm the establishment of the task group. The task group's membership will need to be agreed.

4.0 **Implications**

4.1 **Financial**

- 4.1.1 The Shared Director of Finance comments that there are no financial implications associated with this proposal.

4.2 **Legal Issues (Monitoring Officer)**

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

4.3 **Equalities/Human Rights**

4.3.1 Having regard to the council's obligations under s149 of the Equality Act, the task group will consider if there are any implications that may need to be addressed as they make their recommendations to Cabinet.

4.4 **Potential Risks**

4.4.1 No potential risks have been identified at this stage.

4.5 **Staffing**

4.5.1 The administration for the task group will be carried out by Democratic Services. There are no direct staffing implications at this stage.

4.6 **Community Safety/Crime and Disorder**

4.6.1 No community safety or crime and disorder implications have been identified at this stage.

4.7 **Sustainability**

4.7.1 No sustainability implications have been identified.

Appendices

Appendix 1 – Scrutiny proposal form

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.

- [Council agenda and minutes 21 March 2017](#)

File Reference

None

Selection of topics and issues for scrutiny by councillors, officers or members of the public

Anyone wishing to suggest a topic for scrutiny must complete Section 1 of this form.

1. Sources

The following are sources of ideas for the work programme:

- Performance indicators, both national and internal.
- Views of Cabinet and Leadership Team especially in relation to policy subjects.
- The Council's surveys, such as the annual residents' survey.
- The Complaints Report which is compiled annually by the Customer Service Centre.
- Service complaints more widely; although individual cases will not be taken up if a large volume of complaints is received about a single issue then it may be appropriate to pursue the topic.
- Reports of external inspections of services.
- The views of the Council's partners.
- Issues picked up by ward councillors in their locality.
- The Council's Forward Plan

2. Outcomes

Success indicators could include:

- Having identified local needs;
- Having evaluated alternative ways of working/how a service could improve and making recommendations to the Executive or the Council's partners;
- Having developed an awareness of any contractual, economic, legal or structural constraints on Council's or its partners approach.

3. Criteria

To qualify for consideration the topic must meet the following criteria:

- Affect a group or community of people. Scrutiny will not normally look at individual service complaints.
- Relate to a service, event or issue in which Watford Borough Council has a significant stake.
- Not be an issue that Scrutiny has covered during the last year.
- Not be a planning or licensing issue, or any other matter dealt with by another council committee.
- To match one or more of the Council's current priorities.
- To be feasible and able to be completed within the timescale projected for the work.
- There must be availability within the relevant department/service to support the review.
- Be a topic that members wish to scrutinise.

On completion please return to Sandra Hancock, Committee and Scrutiny Officer

By email – sandra.hancock@watford.gov.uk

By post – Democracy and Governance, Watford Borough Council, Town Hall, Watford, WD17 3EX

Suggestions for topics to be scrutinised – evaluation table

A Member, Officer or member of the public suggesting a topic for scrutiny must complete Section1 as fully as possible. Completed tables will be presented to Overview & Scrutiny for consideration.

Section 1 – Scrutiny Suggestion	
Proposer: Councillor/Officer/Member of public	
<p>Topic recommended for scrutiny:</p> <p><i>Please include as much detail as is available about the specific such as;</i></p> <ul style="list-style-type: none"> • <i>areas which should be <u>included</u> in the review.</i> • <i>areas which should be <u>excluded</u> from the review.</i> • <i>Whether the focus should be on past performance, future policy or both.</i> 	<p><i>Tackling loneliness</i></p>
<p>Why have you recommended this topic for scrutiny?</p>	<p>I would like this council to help find strategic ways across party to help tackle loneliness. This Council notes that being or living alone in total isolation can be a public health issue and risk that must be tackled starting at a local level. Feelings of loneliness and social isolation can affect people at any stage of their life but are particularly more critical when it happens to older age people. We know that loneliness has two important distinctions a) risk factors leading up to a deterioration in health and well being b) effects this would have on individuals and public services.</p>

<p>What are the specific outcomes you wish to see from the review?</p> <p><i>Examples might include:</i></p> <ul style="list-style-type: none"> • <i>To identify what is being done and what the potential barriers are;</i> • <i>To review relevant performance indicators;</i> • <i>To compare our policies with those of a similar authority;</i> • <i>To assess the environmental/social impacts;</i> • <i>To Benchmark current service provision;</i> • <i>To find out community perceptions and experience;</i> • <i>To identify the gap between provision and need</i> 	<p>I would like to see that there is a clear point of contact that people can have access to either the person who is suffering or any other person who knows of someone. This could be a local councillor who comes across a vulnerable person they could be referred.</p> <p>I would also like to see more shared partnerships between all the various local charities that may be able to help bring about change. I am concerned that local charities are not talking to each other often enough and I would like to see a task group that also includes some of the most appropriate charities represented so we can work together.</p> <p>At present Manchester and Coventry councils have adopted and worked out a plan to fit this in the council.</p> <p>It is predicted that between 2008 and 2033 there will be large increases in the number of older people living alone particularly in the 85+ age range.</p> <p>Raising councillors' awareness of the issue, how to identify potential lonely people and what to do.</p>
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<p>How do you think evidence might be obtained?</p> <p><i>Examples might include</i></p> <ul style="list-style-type: none"> • Questionnaires/Surveys • Site visits • Interviewing witnesses • Research • Performance data • Public hearings • Comparisons with other local authorities 	<p>I would like to start off by carrying out a survey and using social media to reinforce our efforts.</p> <p>From councillors during their canvassing door to door who may have identified people who are living alone.</p> <p>We would need to collect data from various sources, mosaic profiling, council services, local charities/community groups.</p> <p>Herts county council will also be a good source.</p> <p>Information from expert witnesses</p>
<p>Does the proposed item meet the following criteria?</p>	
<p>It must affect a group or community of people</p>	<p>Old aged people mainly</p> <p>Young people who have lost partners</p> <p>Single parents</p> <p>Young people</p>
<p>It must relate to a service, event or issue in which the council has a significant stake.</p>	<p><i>health and well being and the town's vulnerable communities</i></p>

<p>It must not have been a topic of scrutiny within the last 12 months</p> <p><i>There will be exceptions to this arising from notified changing circumstances. Scrutiny will also maintain an interest in the progress of recommendations and issues arising from past reports.</i></p>	<p>This topic has not been covered by scrutiny</p>
<p>It must not be an issue, such as planning or licensing, which is dealt with by another council committee</p>	<p>Not applicable</p>
<p>Does the topic meet the council's priorities?</p>	<ol style="list-style-type: none"> 1. Identify ways to manage the borough's housing needs 2. Champion smart growth and economic prosperity 3. Provide for our vulnerable and disadvantaged communities 4. Deliver a digital Watford to empower our community 5. Secure our own financial future

<p>Are you aware of any limitations of time, other constraints or risks which need to be taken into account?</p> <p><i>Factors to consider are:</i></p> <ul style="list-style-type: none"> • <i>forthcoming milestones, demands on the relevant service area and member availability:</i> • <i>imminent policy changes either locally, regionally or nationally within the area under review.</i> 	<p>None that I am aware of</p>
<p>Does the topic involve a Council partner or other outside body?</p>	<p>Local charities police, and Herts county council</p>

<p>Are there likely to be any Equality implications which will need to be considered?</p> <p><i>Protected characteristics under the Equality Act 2010 are:</i></p> <ul style="list-style-type: none"> • <i>Age</i> • <i>Disability</i> • <i>Gender reassignment</i> • <i>Pregnancy or maternity</i> • <i>Race</i> • <i>Religion or belief</i> • <i>Sex</i> • <i>Sexual orientation</i> • <i>Marriage or civil partnership (only in respect of the requirement to have due regard to the need to eliminate discrimination)</i> 	<p>To be considered as part of the review and when recommendations are agreed.</p>
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<p>Sign off <i>(It is expected that any Councillor proposing a topic agreed by Overview and Scrutiny Committee will participate in the Task Group)</i></p>	
<p>Councillor/Officer <i>Bilqees Mauthoor</i></p>	<p>Date 15 May 2017</p>

PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 22 June 2017
Report of: Committee and Scrutiny Officer
Title: Community Safety Partnership Task Group 2017/18

1.0 **Summary**

- 1.1 Overview and Scrutiny Committee is required to agree the membership of the Community Safety Partnership Task Group and from this year it will need to appoint the task group's chair.
- 1.2 The scrutiny committee is also asked to approve amended terms of reference for the task group following a review last year. The revised terms of reference are attached as Appendix 1 to this report.

2.0 **Recommendations**

- 2.1 that Overview and Scrutiny Committee agrees the membership of the Community Safety Partnership Task Group.
- 2.2 that Overview and Scrutiny Committee agrees the updated terms of reference for the Community Safety Partnership Task Group as set out in Appendix 1.

Contact Officer:

For further information on this report please contact: Sandra Hancock,
Committee and Scrutiny Officer
telephone extension: Tel: 01923 278377 email:
legalanddemocratic@watford.gov.uk

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

3.0 **Detailed proposal**

- 3.1 The Community Safety Partnership Task Group is a permanent task group reporting to Overview and Scrutiny Committee. The council has a statutory duty to scrutinise the local community safety partnership.

- 3.2 The appointment of the task group's membership is delegated to Overview and Scrutiny Committee and from this year it will also appoint the chair.
- 3.3 The Community Safety Partnership Task Group does not have to be politically balanced and is open to all non-executive councillors. The membership is limited to a maximum of seven councillors. Substitutions are not usually permitted on task groups; however an exception is made for the Community Safety Partnership Task Group as it is not carrying out an ongoing review. Meetings are generally open to the public and the dates, agendas and minutes are published on the council's website.
- 3.4 In 2016/17 the Community Safety Partnership Task Group comprised the following seven non-executive councillors –
- Councillor Rabi Martins (Chair)
 - Councillor Stephen Bolton
 - Councillor Stephen Cavinder
 - Councillor Jagtar Singh Dhindsa
 - Councillor Amanda Grimston
 - Councillor Mo Mills
 - Councillor Matt Turmaine

3.5 **Committee membership 2017/18**

Following the elections on the 4 May 2017, the Democratic Services Manager emailed the political groups on the council for nominations to all committees. She included the Community Safety Partnership Task Group and noted that the membership would be agreed by Overview and Scrutiny Committee.

- 3.6 The following councillors were nominated for membership of the task group –

Liberal Democrat Group

- Councillor Stephen Bolton
- Councillor Stephen Cavinder
- Councillor Amanda Grimston
- Councillor Rabi Martins
- Councillor Glen Saffery

Labour Group

- Councillor Jagtar Singh Dhindsa
- Councillor Mo Mills
- Councillor Richard Smith

3.7 As the Task Group is limited to seven members it will be necessary for one nominee to stand aside. This will not prevent that member being able to attend the meetings but they will not have voting rights.

3.8 **Community Safety Partnership Task Group Chair**

Previously, the task group's chair was appointed at its first meeting. This could be as late as October. It did not enable officers to have advanced discussions with the chair about the task group's work programme for the coming year.

3.9 A report was presented to the Constitution Working Party at its meeting on 22 September 2016, which sought approval for the chair to be appointed by Overview and Scrutiny Committee when it was appointing the membership. This was recommended to Council for approval. It was subsequently agreed by Council at its meeting on 11 October 2016.

3.10 The task group's chair should be a member of Overview and Scrutiny Committee, as they will be required to report back to Overview and Scrutiny Committee on the work being carried out. Those councillors who have currently been put forward for membership, and are also on Overview and Scrutiny Committee, are –

- Councillor Jagtar Singh Dhindsa
- Councillor Amanda Grimston
- Councillor Rabi Martins

3.11 **Terms of Reference**

At the task group's meeting held on 22 March 2017 draft terms of reference were presented for consideration. These were designed to clarify the role, composition and workings of the group. They would assist and enhance the scrutiny process going forward and outline the legal framework that underpinned community safety scrutiny.

3.12 The terms of reference are attached as Appendix 1 to this report for approval.

3.13 **Work Programme**

The timetable of meetings for 2017/18, agreed at Annual Council, indicates there are three meetings scheduled –

- Thursday 27 July 2017
- Monday 13 November 2017
- Wednesday 21 March 2018

3.14 The first meeting will provide an opportunity to consider the work programme for the rest of the year.

4.0 **Implications**

4.1 **Financial**

4.1.1 The Shared Director of Finance comments that there are no financial implications associated with this proposal.

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that the Council is legally required to undertake scrutiny of Community Safety

4.3 **Equalities/Human Rights**

4.3.1 Having had regard to the council's obligations under s149 of the Equality Act, it is considered that there are no implications.

4.4 **Potential Risks**

No potential risks have been identified.

4.5 **Staffing**

4.5.1 There are no staffing implications.

4.6 **Accommodation**

4.6.1 There are no accommodation implications.

4.7 **Community Safety/Crime and Disorder**

4.7.1 The Community Safety Partnership Task Group ensures the council carries out its legal duty to scrutinise the local community safety partnership.

4.8 **Sustainability**

4.8.1 There are no sustainability implications.

Appendices

Appendix 1 – Proposed terms of reference

Background Papers

- Agenda and minutes of the Constitution Working Party 22 September 2016
- Agenda and minutes of Council 11 October 2016
- Agenda and minutes of Community Safety Partnership Task Group 22 March 2017

File Reference

None

DRAFT

Watford Borough Council Community Safety Partnership Task Group

Terms of Reference

The Council's designated crime and disorder committee under Section 19(1) of the Police and Justice Act 2006 is the Community Safety Partnership (CSP) Task Group - that reports to the Overview and Scrutiny Committee.

The function and terms of reference of the group are as follows:

1. To act as a 'critical friend' of the CSP, providing it with constructive assessments at a strategic level rather than examining the working of individual partners at an operational level.
2. To comprise a maximum of 7 councillors, agreed by Overview and Scrutiny Committee.
3. The Chair to be a member of the Overview and Scrutiny Committee having been appointed by that Committee.
4. To scrutinise the work of the One Watford CSP (including the CSP's strategic assessment and partnership plan) and the partners who comprise it; insofar as their activities relate to the partnership itself.
5. To review and comment on the CSP annual priorities including the risk register.
6. To develop and maintain an annual work programme of topics/themes for scrutiny – with performance against the partnership plan considered as the potential benchmark for a selected topic.
7. To access and assess appropriate information held by the council.
8. To request the attendance of appropriate responsible/cooperating authorities and other CSP partners to task group meetings to assist with the scrutiny process. Where possible, **at least 4 weeks notice** will be given requesting attendance.
9. To make reports and/or recommendations (through the Overview and Scrutiny Committee) to the CSP and relevant responsible/cooperating authorities - and consulting with the CSP prior to publication. *(And as required by the legislation, responsible/cooperating authorities must respond to the relevant recommendations within 28 days of receipt).*
10. To monitor, as appropriate, progress in implementing any recommendations.
11. To prepare an annual report for Full Council through the Overview and Scrutiny Committee.

**Overview and Scrutiny Committee
Work programme 2017/18**

Chair Councillor Karen Hastrick

Vice-Chair Councillor Ahsan Khan

Councillors Jagtar Singh Dhindsa, Aga Dychton, Amanda Grimston, Asif Khan, Rabi Martins, Darren Walford and Tim Williams

Date of meeting	Item for agenda	Purpose/outcomes	Officer
22 June 2017	Commissioning Framework: Community Centres – Holywell and Meriden	To receive presentations from each of the community centres funded through the Commissioning Framework and information about the work they carry out	Leisure and Community Section Head / Contract Monitoring Officer (Leisure and Community Team)
	Performance indicators: Quarter 4 2016/17	To review the end of year performance indicators	Head of Corporate Strategy and Communications
	New Task Group: Tackling loneliness	To approve new task group – tackling loneliness	Committee and Scrutiny Officer
	Review recommendations: Conservation Areas Task Group	To review the implementation of the Management of Conservation Areas Task Group’s recommendations	Committee and Scrutiny Officer
	Review recommendations: Parking Strategy (Year 1 recommendations) Task Group	To review the implementation of the Parking Strategy (Year 1 recommendations) Task Group’s recommendations	Committee and Scrutiny Officer

Date of meeting	Item for agenda	Purpose/outcomes	Officer
22 June 2017 (continued)	Community Safety Partnership Task Group: Membership, Chair and Terms of Reference	To approve the membership of the Community Safety Partnership Task Group To agree the task group's chair To agree the updated task group's updated terms of reference	Committee and Scrutiny Officer
	Work Programme 2017/18	To review the work programme for the forthcoming year	Committee and Scrutiny Officer
20 July 2017	Commissioning Framework: Community centres – Orbital (YMCA)	To receive a presentation from one of the community centres funded through the Commissioning Framework and information about the work they carry out	Leisure and Community Section Head
	Performance indicators – overview of PIs	Why does the council have PIs? Can councillors change them, e.g. targets? Are they reported to other organisations, e.g. central government	Head of Corporate Strategy and Communications
28 September 2017	Small Grants Fund report – 2016-2017	To review the annual report of the Small Grants Fund	Leisure and Community Section Head

Date of meeting	Item for agenda	Purpose/outcomes	Officer
28 September 2017 (continued)	Commissioning Framework: Community centres – West Watford Community Association	To receive a presentation from one of the community centres funded through the Commissioning Framework and information about the work they carry out	Leisure and Community Section Head
	Performance report: Quarter 1 2017/18	To review the performance indicators for quarter 1 of 2017/18	Head of Corporate Strategy and Communications
26 October 2017	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer
23 November 2017	Commissioning Framework Year 1 (2016-2017) review report	To review the annual report of the Commissioning Framework	Leisure and Community Section Head
	Performance report: Quarter 2 2017/18	To review the performance indicators for quarter 2 of 2017/18	
20 December 2017	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer
18 January 2017			
8 February 2017	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer
8 March 2017	Call-in only	To consider any called in executive decisions	Committee and Scrutiny Officer

Date of meeting	Item for agenda	Purpose/outcomes	Officer
22 March 2017	Performance report: Quarter 3 2017/18	To review the performance indicators for quarter 3 of 2017/18	

Standing items to be included on all agendas (except those for call-in only)

- Call-in
- Executive decisions progress report
- Updates from chairs of Outsourced Services Scrutiny Panel; Budget Panel; Community Safety Partnership Task Group; Task Groups
- Update from council’s representative on the Health Scrutiny Committee
- Work programme
- Dates of next meetings

Items for consideration

- Council’s corporate priorities
 - managing the borough’s housing needs
 - Watford 2020 (digital Watford)
 - providing for the town’s vulnerable and disadvantaged community
 further information is available in the council’s [Corporate Plan](#)
- Customer Service Centre changes (January / March 2018)

Items to be carried forward to 2018/19

- Review of recommendations: Neighbourhood Forum Task Group