



# **OUTSOURCED SERVICES SCRUTINY PANEL**

**Tuesday, 8th July, 2014**

**6.30 pm**

**Publication date: 30 June 2014**

## **CONTACT**

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Jodie Kloss in Democracy and Governance on 01923 278376 or by email to [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk) .

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

## **ACCESS**

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

Visitors may park in the staff car park after 4.00 p.m. and before 7.00 a.m. This is a Pay and Display car park; the current charge is £1.50 per visit.

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

## **FIRE/EMERGENCY INSTRUCTIONS**

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

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

## **MOBILE PHONES**

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

## **MINUTES**

Copies of the minutes of this meeting are usually available seven working days following the meeting and can be found on the Council's website [www.watford.gov.uk/meetings](http://www.watford.gov.uk/meetings)

## **RECORDING OF MEETINGS**

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

# COMMITTEE MEMBERSHIP

Councillor P Taylor (Chair)

Councillor K Hastrick (Vice-Chair)

Councillors S Counter, J Dhindsa, S Greenslade, A Joynes and R Martins

## AGENDA

### PART A - OPEN TO THE PUBLIC

**1. APOLOGIES FOR ABSENCE/ COMMITTEE MEMBERSHIP**

**2. DISCLOSURES OF INTEREST**

**3. MINUTES**

To submit for signature the minutes of the meeting held on 13 February 2014.

*All minutes are available on the Council's website.*

**4. TERMS OF REFERENCE (Pages 1 - 2)**

Members are asked to note the update to the Panel's terms of reference.

These have been amended to include references to the shared services.

**5. UPDATE ON ACTIONS (Pages 3 - 8)**

The update on actions is attached for the Panel's comments and for sign-off of completed actions.

**6. PERFORMANCE REPORT (Pages 9 - 22)**

Report of the Partnerships and Performance Section Head

This report provides the Panel with the relevant performance indicators for Quarter 4 (2013/14).

**7. INTRODUCTION TO SHARED SERVICES - LEAD AUTHORITY MODEL**

The Panel will receive a presentation of the Director of Finance providing an overview of the shared services to be monitored by the Panel.

**8. WORK PROGRAMME** (Pages 23 - 26)

The Panel is asked to review and agree the draft work programme for 2014/15 including the amended timetable of meetings.

A document is also attached showing which contracts have been reviewed by the Panel to date.