



**WATFORD
BOROUGH
COUNCIL**

CONSTITUTION WORKING PARTY

Thursday, 22nd September, 2016

6.30 pm

Town Hall, Watford

Publication date: 14 September 2016

Contact

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Caroline Harris in Democracy and Governance on 01923 278372 or by email to legalanddemocratic@watford.gov.uk .

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

Access

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

Visitors may park in the staff car park after 4.00 p.m. This is a Pay and Display car park. From 1 April 2016 the flat rate charge is £2.00.

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

Fire / Emergency Instructions

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

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

Mobile Phones

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

Filming / Photography / Recording / Reporting

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

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

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

Committee Membership

Councillor K Hastrick (Chair)

Councillor I Sharpe (Vice-Chair)

Councillors N Bell, S Johnson, A Joynes, Asif Khan and J Maestas

Agenda

Part A - Open to the Public

1. **Apologies for absence**
2. **Disclosure of Interest (if any)**
3. **Minutes of previous meeting**

The minutes of the meeting held on 14 June 2016 to be submitted and signed.

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

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

4. **Contract Procedure Rules** (Pages 5 - 32)

Report of Corporate Procurement Manager

5. **Length of motions** (Pages 33 - 46)

Report of Democratic Services Manager

6. **Public Speakers** (Pages 47 - 50)

Report of Democratic Services Manager

7. **Appointment of the Chair of the Community Safety Partnership Task Group**
(Pages 51 - 54)

Report of Committee and Scrutiny Support Officer (AG)

8. **Webcasting** (Pages 55 - 58)

Report of Democratic Services Manager