



**WATFORD
BOROUGH
COUNCIL**

COUNCIL MEETING

17 October 2017

7.30 pm

Town Hall, Watford

Contact

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9 October 2017

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 17th October, 2017 starting at 7.30 pm at the Town Hall, Watford to take into consideration and determine upon the following subjects, namely: -

1. **Apologies for Absence**
2. **Disclosure of Interests**
3. **Minutes**

The [minutes](#) of the meeting held on 11 July 2017 to be submitted and signed.

4. **Official Announcements**
5. **Mayor's Report** (Pages 7 - 11)
6. **Questions by Members of the Council under Council Procedure Rule 10.0**
7. **Questions by Members of the Public under Council Procedure Rule 11.0**

The following question has been received from Mr John Dowdle:

“Watford Council web page

https://www.watford.gov.uk/homepage/3/major_projects_update states that as part of the proposed Watford High Street Improvements:-

‘Blue badge parking (approximately five spaces) to be relocated from the High Street between Clarendon Road and Market Street, and expanded to 10 new bays in Church Street.’

QUESTION: *What is the exact length and width of each of the 10 new blue badge parking spaces on Church Street and is there actually sufficient space to accommodate all 10 vehicles?”*

8. Petitions presented under Council Procedure Rule 12.0

A petition in the following terms has been received. At the time of agenda publication the petition contained 105 signatures of Watford residents.

Statement:

“We, the undersigned, call on Watford Council to immediately cease work on destroying St Mary’s historic Town Square. The One Bell Pub extension is taking almost half of our historic Town Square and needs urgently to be stopped, and St Mary’s Square fully reinstated.”

A petition in the following terms has been received. At the time of agenda publication the petition contained 34 signatures of Watford residents.

Statement:

“We the undersigned petition the council to make Northfield Gardens a safer place for children, parents and carers who are crossing the road to and from school before someone gets seriously hurt.”

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. Business Rates Retention Pilot (Pages 12 - 20)

A recommendation to Council following an executive decision taken by the Mayor

11. Local Plan Review 2016 - 2036 (Pages 21 - 28)

Report of Deputy Managing Director and Director of Place Shaping and Corporate Performance from Cabinet to recommend to Council that the Local Plan Part 2 is not submitted for examination and instead focus resources on progressing the Local Plan Review

12. Scrutiny Annual Report (Pages 29 - 56)

A report of the Committee and Scrutiny Officer. This report provides an overview of the scrutiny work carried out in Watford Borough Council in 2016/17

13. Members' Performance Scheme - Self Assessments (Pages 57 - 129)

A report of the Democratic Services Manager. Members' completed self-assessments for 2016/17

14. Amendment to Council's Scheme of Delegation (Pages 130 - 134)

A report of the Head of Democracy and Governance to amend the council scheme of delegation to add additional officers to take action with regards to the functions relating to Licensing and Registration.

15. Motions submitted under Council Procedure Rule 13.0

1. The following motion has been proposed by Councillor Asif Khan and seconded by Councillor Nigel Bell

"The council notes that the Herts Valley Clinical Commission Group (HVCCG) has withdrawn its legal defense against the closure of Nascot Lawn. We also note that this was as a result of the great campaign run by the parents of children who go to Nascot Lawn, respite and medical centre.

We call upon the council to

- write to the chair and chief executive of the HVCCG to honour its commitment to continue to fund the much loved respite centre, noting that we are deeply concerned that staff are still leaving the centre and that no attempt is made to retain them, thus enforcing a backdoor closure.*
- write to the chief executive of Herts County Council, calling him to work with HVCCG to come to a funding proposal which will see the permanent survival of the Nascot lawn.*
- write to Watford's MP, Richard Harrington, to get the required funding from central government, for the funding of Nascot Lawn and other health services in Watford which are due a cut of £45 million."*

2. The following motion has been proposed by Councillor Mo Mills

"We, as Councillors for West Watford call on the Mayor and her Liberal Democrat Cabinet to show they are finally taking the issue of fly tipping seriously for the whole of our town, by immediately installing CCTV cameras at the notorious dumping area at the Junction of Harwoods Road and Chester Road.

Our residents are fed up with having this constant anti-social behaviour blight on their doorsteps just as we are fed up having to report it to Council Officers with no effective deterrent introduced by this administration.

As residents constantly remind us the Mayor wouldn't let this happen on the streets of Oxhey Village, the Cassiobury estate or Nascot ward or Tudor Avenue, so let us see her and this Council take strong action to show all areas in the Borough are being treated equally."

3. The following motion has been proposed by Councillor Taylor, seconded by Councillor Grimston

"Council notes:

- That the next censuses in England and Wales, Scotland and Northern Ireland will be conducted in 2021.*
- The 'Count Them In' campaign of the Royal British Legion, Poppy Scotland, Help for Heroes and others to highlight the lack of information on members of our armed forces, their communities, where they live and their needs.*

Council believes:

- That it is very important that all local council meet their Armed Forces Covenant commitments.*
- That no member of the Armed Forces community should be left disadvantaged because of their service.*
- That the public and voluntary sectors would benefit from knowing whether an individual has ever served in the Armed Forces, the dates that they served and whether an individual is directly related to someone who has served in the Armed Forces.*
- That the 2021 census should include questions concerning our Armed Forces community.*

Council therefore resolves:

- That the Mayor writes to the MP for Watford and Secretary of State for the Cabinet Office to.*
- Highlight the contribution made by the Armed Forces community to our town and region.*
- Explain our support for the 'Count Them In' campaign and ask for the 2021 census to include questions about our Armed Forces community."*

4. The following motion has been proposed by Councillor Taylor and seconded by Councillor Williams

“Council notes:

- *Ward Councillors in Watford regularly receive complaints from residents about the poor standard of road resurfacing works and repairs carried out by the Highways Contractors Ringway*
- *That Ringway has been fined over £1m for substandard work on Hertfordshire’s highways between October 2012 and April 2016.*
- *That despite this poor standard of work by Ringway on roads in Watford and elsewhere in Hertfordshire which clearly represents poor value for money for Council Tax payers of Watford that the Hertfordshire County Council intends to extend the highways contract for Ringway until September 2024 without a new re-tender process.*

Council believes:

- *That the condition of roads in Watford has deteriorated significantly since the Ringway contract started in October 2012 because of poor quality standards within Ringway and a failure by HCC to manage the works contract adequately*
- *That renewing the contract gives Ringway the green light to continue to provide Watford residents a sub standard service*
- *That it is a dereliction of duty by HCC not to market test by re-tendering the service to ensure that Watford and Hertfordshire residents are getting value for money and the highest possible standard of service.*
- *That the highways budget should be increased and more funding devolved to local county councillors so that they are able to target roads in the worst condition as well as monitor the quality of works before sign off*

Council therefore resolves:

- *That the Mayor, as a matter of urgency, writes to the Leader of Hertfordshire County Council to:*
- *Highlight the failure of the current highways contractor, Ringway, to repair and maintain the roads in Watford to an acceptable standard*
- *Review the level of investment in Hertfordshire’s roads and pavements and if necessary increase it*

- *Ask that Ringway's contract is not automatically extended until 2024 but that a full retender process takes place."*

A handwritten signature in black ink, appearing to read 'Manny Lewis'. The signature is written in a cursive style with a large, stylized 'L' at the end.

Manny Lewis, Managing Director

Mayor's Report – October 2017

Partnership working

Parks

Watford had its best ever result in this year's Green Flag Awards, winning eleven of the prestigious awards for the quality of our parks and open spaces.

Hertfordshire's ceremony was hosted at the new Cassiobury Park Hub, and for a second year running Watford won the most Green Flag awards in the county – a great achievement and testament to the hard work of both our parks staff and the dozens of volunteers who help make our parks such fantastic places to enjoy throughout the year.

2017 has been a great year for Cassiobury Park, with the £6.6m lottery funded improvement project reaching its completion. The new hub building was officially opened earlier this summer, and the paddling pools re-opened after a refurbishment and have already been enjoyed by thousands of visitors this year. A new Café, changing rooms and toilets including a fully inclusive 'changing places' facility are all part of the new Hub which also provides space for educational activities.

Watford BID

Watford BID hosted Watford's first Food and Drink Festival showcasing the town centre's range of bars, cafes, shops and restaurants. Councillor Taylor joined the judging panel for 'The Great Watford Bake-Off' to raise money for the Peace Hospice.

I am grateful to Watford BID for once again providing floral displays in the town centre throughout the summer months, and for providing the fantastic graphics which have brightened up the hoarding around the former One Bell pub.

I recently had a meeting with representatives from the owners of the One Bell site and I am delighted that plans are progressing to turn the derelict pub into a high quality restaurant. Many residents have often remarked that the High Street would benefit from a higher quality restaurant and I know that the owners will do justice to this historic building.

Everyone Active

Our two leisure centres have recently been judged to be among the best in the country. Both Central and Woodside won the QUEST 'excellent' rating, the highest

award possible. Congratulations to all the staff who make our leisure centres such fantastic places to get fit.

Arts and Theatre

‘Own the Stage’ – a programme of live performances in the town centre – has successfully been showcasing upcoming talent from local musicians and dancers. If you have a talent you would like to show off, you can contact events@watford.gov.uk or call 07970 837939.

Emergency Services

Watford Football Club hosted a training exercise for the emergency services on October 7th, which involved a simulated firearms incident. Our emergency services and local authorities work closely to ensure we have robust emergency plans in place. These plans are constantly reviewed and regularly tested in real-life exercises such as this. I would like to thank Watford FC for offering the use of Vicarage Road to allow an important exercise to take place. As a town with a Premier League football team, a large regional shopping centre and a major transport interchange it is important that our emergency services are prepared for all eventualities. I would urge residents to be vigilant and report any suspicious behaviour to the police.

We have also been working closely with the police and County Council to deal with a series of traveller incursions in the town. We have seen a spike in the number of illegal incursions on both council and private land. Working together we have acted swiftly to ensure groups of travellers moved on as quickly as possible, despite having to wait for court hearings on several occasions.

County Council

A consultation has taken place on plans to improve the High Street including making the section from Clarendon Road to Market Street more pedestrian friendly. The responses to the consultation will now be considered and if agreed the improvements will be completed in time for the opening of the intu extension in time for Christmas next year.

I met with Herts County Council’s Cabinet Member for Highways, Ralph Sangster, to discuss transport issues in the town and the wider South West Herts region, and I also recently met with HCC’s Cabinet Member for Education and Community, Terry Douris.

Neighbouring Authorities

I have met with leaders of the neighbouring district councils to discuss our duty to cooperate regarding planning policy. This is a particularly difficult matter for all councils, especially those in the South East as the housing crisis continues. The Government has taken away many powers councils used to have to control developments, and they are forcing higher and higher targets on local authorities. In Watford we are on target, and are working with Watford Community Housing to build new social and affordable homes – but it is imperative that neighbouring councils work together as this problem is too big for individual authorities to tackle alone.

Community

Audentior Awards

This year's Audentior Awards took place on Friday 6th October and once again honoured the people and organisations who have made an outstanding contribution to the life of the town. This year's ceremony was my last as Mayor as I will be standing down next May after sixteen years in the role. I would like to offer my congratulations to this year's winners and runners up – they should all be very proud to have won and very proud of the town. This ceremony always shows Watford at its best and demonstrates just how many unsung heroes give up their time to help make our town a great place to live.

Community Events

I have also enjoyed visiting many of our fantastic community organisations across the town, to join in and celebrate their contribution to Watford. Here are just some of the celebrations and engagements which have taken place across the town recently:

Watford Community Housing have recently celebrated their tenth anniversary and I enjoyed attending their celebrations at the Meriden Community Centre with council colleagues, community housing staff and local residents.

Kingswood Early Years celebrated their 75th Anniversary in September, and Deputy Mayor Councillor Peter Taylor joined ward councillors and members of the local community to join in the celebrations.

9th North Watford Scouts celebrated their Diamond Jubilee in September, celebrating 60 years of making a valuable contribution to the local area and giving young people the opportunity to explore the great outdoors.

I attended a thanksgiving service to celebrate the merger of North Watford Methodist Church and St Thomas United Reformed Church, and welcomed their new minister.

I held a very positive meeting with the new CEO of Age UK to discuss their work with older people across the Town.

I was pleased to open the Older Persons Day event at Holywell Community Centre in September.

Big Events

Big Screen on the Beach

Big Screen on the Beach returned to the top of the town for another summer season, with plenty of children's activities on a real beach, classic movies and recent releases on the big screen, funfair rides and food and drink stalls.

Unfortunately this year's summer didn't quite bring the weather we were all hoping for, but that didn't stop thousands of people enjoying the seaside experience without having to leave Watford.

Big Bandstand

Now in its second year, 'Big Bandstand' at Cassiobury Park had another successful summer, welcoming both local musicians and international performers including Voyageurs Ambassadors of Music from the USA. We also hosted the Big JiveSwing Festival, one of the biggest jazz and swing festivals in the UK.

Big Sports Day

Big Sports Day took place in September along the Parade, and residents had the opportunity to try a range of new sports from cycling to climbing, and tennis to trampolining.

Free Fireworks

Our next big event is the free fireworks display in Cassiobury Park on Saturday 4th November at 6pm, featuring entertainment from Vibe FM and a large bonfire before the free fireworks display at 7.30pm.

Major Projects

Intu

I visited the intu extension site for a tour of the new shopping centre which is set to open by Christmas of next year. Work is progressing well and the site is definitely now taking shape. When complete the new extension will mean Watford is a top 20 retail destination according to independent experts – on par with big cities such as Bristol and Edinburgh.

Watford General Hospital

West Herts Hospitals Trust have confirmed that plans for a new multi storey car park will go ahead by 2019. This will be the first stage in a redevelopment which will deliver new clinical facilities at Watford General. This follows WHHT's decisions to make Watford the main acute services hospital in West Hertfordshire.

I met with Steve Barnett, Chair of West Herts Hospitals Trust in September and received a positive update on the state of the hospital and I was thanked for the support that Watford Borough Council have provided to the Hospital.

Trade City Watford

Trade City Watford has welcomed its first tenants, the DIY store Screwfix. Trade City is a new development of business units at the junction of Thomas Sawyer Way and Wiggshall Road. The project is set to provide space for 12 companies and will provide up to 180 new jobs.

Report to Council – 17 October 2017

Report of Mayor Dorothy Thornhill - 2 October 2017

The Mayor took an executive decision on 2 October 2017. The decision was published on the Council's website.

The following were present at the meeting:

Present: Mayor Dorothy Thornhill
Managing Director
Director of Finance

The following was a recommendation to Council:

The Mayor recommends to Council that the Council agrees to sign up to the Hertfordshire Business Rates Pool pilot or a business rates pool for 2018/19.

PART A

Report to: Mayor
Date of meeting: 2 October 2017
Report of: Director of Finance
Title: 100% Business Rates Retention Pilot

1 Summary

- 1.1 The Government has issued an invitation to apply to become a pilot for 100% Business Rates Retention in 2018-19 and to pioneer new pooling and tier split models. The deadline for applications is 27 October 2017. If successful, the pilot would begin 1st April 2018. Discussions at Chief Executive and Chief Finance Officer level have identified that is something worth exploring in more detail for Hertfordshire.
- 1.2 The pilot would need to include all Councils within Hertfordshire and current forecasts suggest that the County as a whole may gain £11M by becoming a pilot. Agreement will need to be reached as to how to spend this additional money within the County as part of the pilot.
- 1.3 The option for applying to be part of a Business Rates pool is also still available. Indications are that Watford would probably not be part of the pool if the previous criteria are applied. However, there are discussions about widening the pool membership and if this was agreed the forecast gain across the pool members is around £1.1 million, with around a £0.042 million gain for Watford. It is not possible to be part of a pool and a pilot, but it is possible to apply for both.
- 1.4 Watford would have to forego the RSG grant in 2018-19 of £114,300, if it was part of a pilot. Precise details of how this would impact on its business rate income will be dependent on the details of the pilot agreement. It is recommended that Watford Borough Council agrees to become a business rates pilot for 2018-19, as part of a Hertfordshire business rates pilot bid.

2 Risks

2.1 The risks associated with the proposal are identified below. Further information can be found in Section 8.

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
Business Rates growth is lower than forecast	Income may not be as forecast and could result in lower gains or the pool being in a safety net position.	Regular monitoring, although many of the factor which influence the risk are outside of the Council's control.	Tolerate	6
Safety Net payments maybe higher than the business rates growth	Income may not be as forecast and could result in lower gains or the pool being in a safety net position.	Regular monitoring, although many of the factor which influence the risk are outside of the Council's control.	Tolerate	6
Appeals may be higher than the provisions	Income may not be as forecast and could result in lower gains or the pool being in a safety net position.	Regular monitoring, although many of the factor which influence the risk are outside of the Council's control.	Tolerate	6
The 'No Detriment Clause' may not be guaranteed	This could result in lower gains or the pool being in a safety net position.	Regular monitoring, although many of the factor which influence the risk are outside of the Council's control.	Tolerate	6

3 Recommendation

3.1 The Mayor recommends to Council that the Council agrees to sign up to the Hertfordshire Business Rates Pool pilot or a business rates pool for 2018/19.

Contact Officer: Joanne Wagstaffe, Director of Finance

4. 100% Business Rates Retention

- 4.1 On 1st April 2017 the Government launched five pilots to look at the 100% retention of business rates. These pilots will retain 100% of the business rate income and forego some existing grants. Existing 100% Retention pilots have focussed on mayoral areas with devolution agreements. In early September, DCLG issued an invitation for other authorities to apply for 100% Business Rates Retention Pilots for 2018/19.
- 4.2 The Government are now interested in exploring:
- How 100% retention could work in two tier areas, including rates collection and administration;
 - How the tier split of retained growth can promote financial sustainability of local services, and in addition support economic growth;
 - How 100% retention works in areas of different types of business; and
 - How local authorities might handle risk under 100% retention.
- 4.3 The pilot is initially for 2018/19 only. DCLG have indicated that pilots could then be extended (with participants' agreement), and it is not certain that there will be further invitations to pilot.
- 4.4 All applications must be agreed by all authorities in the relevant county area and must set out the pooling arrangements they would like to see if the application is successful. Applications must be submitted by the 27 October 2017.
- 4.5 The Government expect the pools will preserve the existing split of the 'local share' and will only be determining how the Government (50%) share is split.
- 4.6 The bid will also need to include details on the following:
- Appropriate tier split to replace 50% DCLG / 40% district / 10% county
 - Allocation of growth between authorities
 - How to compensate districts whose income is below baseline
 - How to deal with the risk of increased safety net payments, if not covered by "no detriment" clause (see 8.2)
- 4.7 Experience of having operated a business rate pool in the county means that much of the existing risk mitigation and governance arrangements can be built upon as part of this submission. Finance officers are currently modelling different scenarios, with the aim to report these to the chief executives to consider on 6 October 2017. Following that

meeting a bid submission can be refined in time for the 27 October 2017 deadline.

4.8 DCLG will announce successful submissions in December 2017.

5 Proposed Pilot Mechanism

5.1 Authorities will retain the 50% income currently transferred to central government. They will no longer receive RSG and Rural Services grant: instead, this funding will be provided through the additional retained income. Tariffs and top ups will be recalculated to ensure the overall impact is cost neutral. For Watford the RSG for 2018/19 is £114,300, and the Council does not receive any Rural Services grant.

5.2 The benefit comes from the retention of income from growth above baseline – the 50% of growth paid directly to DCLG, and the 50% levy currently paid on districts' share of growth. This growth will all be retained locally.

5.3 Pilot areas will be expected to operate under the arrangements which are currently in place for safety net payments for pools. However, the safety net threshold will be set at 97% of the baseline funding level instead of the current 92.5%. This is to reflect the additional risk of the proposal.

6 Hertfordshire Pilot Proposal

6.1 Some initial analysis of the benefits of the Hertfordshire authorities (Hertfordshire County Council and the ten districts) being a business rates pilot has been undertaken and this has indicated that the net additional income for the area could be in the region of £11 million (Appendix A). This is based on a forecast of 50% of growth that would have been paid to DCLG being retained, plus not having to pay a levy on growth, less the amounts due as a result of having to top up the business rates for any authority where it drops below a certain level that would previously have been funded by the DCLG.

6.2 As well as financial benefits, being an early pilot will potentially allow the County, as a whole, to have some influence over the design of any permanent 100% retention scheme.

6.3 Detailed financial modelling is currently being undertaken to identify whether the pilot will be financially beneficial to all pool members. A bid will only be submitted if the modelling indicates that the pilot is financially advantageous.

7 Benefits

7.1 Initial modelling from our early estimates of 2018/19 income show the potential gains for Hertfordshire compared with all authorities acting

individually are:

50% Net Growth currently paid to DCLG	£8.197m
Current levy on District share of growth	£3.548m
Less Current safety net funded by DCLG	(£0.171m)
Total gain compared with operating individually	£11.574m
This compares with the forecast gain from a Pool	£2.681m
Total Gain compared with Pool	£8.893m

These figures are estimates based on January 17 data.

7.2 Other benefits of a Pilot include:

- Gains can be spread across all Districts.
- Opportunity to use retained growth to protect Districts with income below baseline, promoting stability.
- Encourages cross- partnership working, in particular to promote economic growth.
- Opportunity to influence design of any permanent changes to NNDR allocation.

8 Risks

- 8.1 The main risk is from a significant drop in income for one or more authorities. The government provides some protection via “safety net” – paid where an authority’s income falls more than 7.5% below baseline need. With a Pilot or Pool, safety net has to be paid by the other members, offsetting any gains, and up to the point where the total Pilot/Pool reaches safety net. A Pool is able to exclude the highest risk authorities but for a Pilot all authorities are included.
- 8.2 Current Pilots have a “no detriment” clause – a guarantee that authorities will not be in a worse position than if they were operating as a Pool, or individually. For this round of applications, we have to decide whether we would proceed without this guarantee. To be worse off, safety net payments would have to exceed the total projected gain of £8.9m.
- 8.3 Income forecasts are subject to change and will be impacted by appeals as well as growth/ decline in economic activity, with consequent exposure to loss of income. There are specific risks following revaluation, and with increasing academisation and the possible granting of mandatory reliefs to the NHS.

8.4 Given the greater risk arising from full retention, the safety net threshold will be raised from 92.5% to 97% ie DCLG will top up where total income falls more than 3% below baseline need. This gives a greater overall level of protection.

9 Business Rates Pool

9.1 If the bid to become a pilot scheme is unsuccessful, there is the option for a business rates pool to be created by HCC and the districts which are forecast to have the highest business rates growth. Watford has not previously been in the pool due to its business rates growth performance.

9.2 Potential pool membership for 2018/19 has been modelled, and Watford is not one of the proposed members of the pool (i.e. the pool which has the potential for the most growth). The current forecast gain of the pool is around £2.4 million. However, there are discussions about widening the pool membership and if this was agreed the forecast gain across the pool members is around £1.1 million, with around a £0.042 million gain for Watford

9.3 It is not possible to be both a pilot area and a member of a pool, but by submitting a bid for a pool at the same time as the pilot application, the pool would be a back-up option to help maximise business rates income should the pilot bid fail.

10 Options/Reasons for Recommendation

10.1 To request approval for the Council to enter into a bid, with the other Hertfordshire authorities, to become a pilot for 100% business rates retention for 2018/19. The report also seeks agreement to the establishment of a business rates pool should the bid for pilot status not be successful.

10.2 Watford could choose not to be part of a Business Rates pilot but this would mean that Hertfordshire would be unable to apply to be a pilot. A pool could still be entered into.

11 Implications

11.1 Financial

11.1.1 The financial implications are contained within the report.

11.2 Legal Issues (Monitoring Officer)

11.2.1 The Head of Democracy and Governance comments that this is a decision that must be taken by Council

Background Papers

Invitation to Local Authorities in England to pilot 100% Business rates Retention in 2018/19 and to pioneer new pooling and tier-split models – Department for Communities and Local Government. September 2017

APPENDICES / ATTACHMENTS

Appendix A – Estimated Business Rate Income against Baseline.

Appendix A

Appendix A – Estimated Business Rate Income against Baseline.

	from DCLG calculator		District/ County share of Income above baseline	DCLG 50% share of income above baseline	Levy if not pooled	Safety Net to be covered
	£m	£m	£m	£m	£m	£m
Broxbourne	2.198	(12.403)	1.185	1.481	0.592	
Dacorum	2.818	(21.495)	0.909	1.136	0.455	0.000
East Herts	2.541	(14.861)	(0.195)	(0.244)	0.000	(0.005)
Hertsmere	2.543	(14.600)	0.935	1.169	0.468	
North Herts	2.546	(12.133)	1.087	1.358	0.543	
St Albans	2.358	(21.595)	(0.343)	(0.429)	0.000	(0.166)
Stevenage	2.402	(14.307)	0.540	0.675	0.270	
Three Rivers	1.863	(8.052)	0.803	1.004	0.402	
Watford	2.651	(22.121)	0.284	0.355	0.142	0.000
Welwyn Hatfield	2.718	(19.157)	1.353	1.691	0.676	
Herts CC	115.858	69.531	1.557	0.000		
TOTAL	140.496	(91.194)	8.114	8.197	3.548	(0.171)

Agenda Item 11

Report to Council – 17 October 2017

Report of Cabinet 11 September 2017

Cabinet met on 11 September 2017. The minutes are published on the Council's website.

The following Members were present at the meeting:

Present: Mayor Dorothy Thornhill
Councillor Peter Taylor
Councillor Karen Collett
Councillor Stephen Johnson
Councillor Iain Sharpe
Councillor Mark Watkin

Also present: Councillor Nigel Bell

The following was a recommendation to Council:

23 Local Plan Review 2016-2036

Cabinet received a report of the Deputy Managing Director and Director of Place Shaping and Corporate Performance.

Councillor Sharpe introduced the report, explaining that it was being proposed to focus resources on progressing the Local Plan Review 2016-2036. This followed recent evidence suggesting that the need for homes and jobs was much higher than planned in the Local Plan Part 1 Core Strategy. Separate to this, an appeal decision in April 2017 had brought into question the council's five year housing supply. As a consequence, it had become apparent that the council needed to revise its housing supply to reflect the more recent objectively assessed need figures.

Work undertaken in preparation for Local Plan Part 2 would not be wasted as it would feed directly into the preparation of the plan review which was already underway.

Councillor Sharpe emphasised the scale of work ahead and the need to engage with the community to shape the future development of the town. He acknowledged Watford Borough Council's duty to cooperate with neighbouring authorities and partners, and emphasised the need for the council to shape its policy and direction and not be subject to planning by appeal.

The Deputy Managing Director confirmed that the South West Hertfordshire Strategic Housing Market Assessment and Economic Study suggested that the objectively assessed need for homes in Watford was 577 per year. This compared with 260 per year proposed in the Core Strategy. However, in response to confusion and inconsistency in methods being used to calculate these figures, the Government would be introducing a standard methodology. This was expected in the next six months. The Deputy Managing Director advised that the figure could change as the most up to date analysis of the evidence would be needed.

Councillor Bell questioned how the recent Ascot Road planning permission would impact on the five year housing supply. The Deputy Managing Director confirmed that this had contributed to a current 5 year supply, however the figure was not static and likely to fluctuate over time.

The Mayor acknowledged comments from Cabinet about the need to balance demands for further housing against significant traffic problems around the town. Questions of density and traffic congestion were key and required the council to be robust in defence of its limited geographical space.

RESOLVED –

That Cabinet recommends to Council that the Local Plan Part 2 is not submitted for examination and that resources should now be focussed on progressing the Local Plan Review to cover the period 2016-2036.

PART A

Report to: Cabinet
Date of meeting: 11 September 2017
Report of: Deputy Managing Director
Title: Local Plan Review 2016 - 2036

1.0 **Summary**

1.1 This report recommends that Local Plan Part 2, which sets out the Site Allocations and detailed Development Management policies to support delivery of the vision and strategy set out in Local Plan Part 1 Core Strategy, is not submitted for examination. In light of a recent appeal decision, and changes set out in the Housing and Planning White Paper, it is considered that resources would be better focussed on progressing work on the Local Plan review, to set out plans for Watford to 2036. Legal advice supports this approach.

2.0 **Recommendations**

2.1 That Cabinet recommend to Council that the Local Plan Part 2 is not submitted for examination and that resources should now be focussed on progressing the Local Plan Review to cover the period 2016-2036.

Contact Officer:

For further information on this report please contact: Vicky Owen, Spatial Planning Manager

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Report approved by: Nick Fenwick, Deputy Managing Director

3.0 Detailed proposal

- 3.1 Local Plan Part 2 would have set out site allocations and detailed development management policies to deliver the level of development (including 6,500 homes and 7,000 jobs) and the vision set out in the Local Plan Part 1 Core Strategy. At March Council a report on Local Plan Part 2 was withdrawn as officers were considering not submitting it for public examination due to the factors that are listed below. Council noted the position and it was agreed that Cabinet and Planning Advisory Committee would be kept informed of developments.
- 3.2 The Core Strategy was adopted in January 2013. Together the 2 parts would complete the Local Plan for Watford for the period 2006-2031. The Core Strategy included a commitment (at para 4.1.5) to keeping housing and other figures under review in the light of new evidence and joint working with neighbouring authorities and other partners in line with the council's duty to cooperate and to keep the Core Strategy under review.
- 3.3 Recent evidence suggests the need for new homes and jobs is likely to be much higher than planned for in the Core Strategy. The South West Hertfordshire Strategic Housing Market Assessment, and Economy Study, both prepared with neighbouring authorities in line with the Duty to Cooperate, as part of the evidence base for reviewing local plans to 2036, suggest the objectively assessed need for homes in Watford is 577 per year (compared to the 260 per year proposed in the Core Strategy), and 491 jobs (of all types – not just Use Class B jobs). It is important to note that these figures do not represent plan targets – the appropriate target will need to be determined as part of the plan making process, looking at all reasonable alternatives and taking account of constraints.
- 3.4 Previously the intention was to progress Local Plan 2 to submission, using the Core Strategy housing and employment targets, whilst continuing to progress work on the Local Plan review to take account of the higher figures. This approach was consistent with that taken by nearby authorities including Hertsmere, Three Rivers and Dacorum, but had been recognised as a risk.
- 3.5 An appeal decision in relation to a residential application at Caledonian House on St Albans Road in April 2017 triggered further questions around whether to progress Local Plan Part 2. Although the key issues related to design, and impact on a conservation area, the Councils' five year housing supply was also considered. The relevant issue is that of whether the five year housing supply should properly still be assessed against the Local Plan target (260pa), given the availability of a more recent OAN (objectively assessed need) figure.
- 3.6 The Council should now take account of the more recent assessment of housing need,

and that, until the appropriate up to date target has been determined through the plan making process, the five year supply should be calculated using the OAN figure of 577. At the time of the Caledonian House appeal the Council did not have a five year housing land supply, although we currently have a 5.2 year supply due to a number of recent planning consent being granted.

- 3.7 The recent Housing White Paper stated that Government would introduce a standard methodology in view of the confusion and inconsistency in methods being used. This has not been introduced as yet but is expected within the next 6-9 months. Furthermore, the white paper also raised the matter of local authorities reviewing Local Plans every five years.
- 3.8 Work undertaken so far to prepare the Local Plan Part 2 has not be wasted as it will feed directly into the preparation of the plan review which is already underway.
- 3.9 Notification of the start of the Plan Review process (Reg 18 Notification) took place in December 2016 and work on the evidence base to inform the plan review is already underway. As well as the Housing and Employment Studies mentioned above we are or will be working, with neighbouring authorities where appropriate on a number of other evidence studies (some in house and some by commissioning consultants) including:
- Sustainability Appraisal/Strategic Environmental Assessment
 - Housing and Employment Land Availability Assessment
 - Gypsy and Traveller Accommodation Needs Assessment (including the broader need for caravan and houseboat accommodation)
 - Green Belt Study (Stage 1 – Assessment against the purposes of including land within the green belt))
 - Retail and Leisure Study
 - Open Space Study
 - Car and other vehicle parking
 - Water Cycle Study (Stage 2)
 - South West Herts Growth and Transport Plan (HCC)
 - Flood Risk Assessment Level 2
- 3.10 **What are the implications for decision taking in the meantime?**
- 3.11 Although we currently have a 5 year supply the situation is marginal and therefore constantly needs to be reviewed- at times when the Council does not have a 5 year land supply, policies relating to the supply of housing are considered out of date, according to para 49 of the NPPF. Other Local Plan Part 1 Core Strategy policies would still apply, along with the remaining saved policies of the Watford District Plan 2000. Policies set out in the National Planning Policy Framework (NPPF) would also be used by Development Management as at present.
- 3.12 Usually the degree of weight to be given to policies in a Local Plan which has reached

Publication stage, as was the case with Local Plan Part 2, is related to whether the policies are subject to soundness objections. This means that most of the Local Plan Part 2 could potentially still be afforded some weight. The key soundness objection related to the need for evidence of the ability of the transport network to cater for the level of growth proposed (a level which was not set out in LPP2 but in the adopted Core Strategy). This concern is being addressed by work on the South West Hertfordshire Growth and Transport Plan which, whilst not available to inform Local Plan Part 2, can now inform work on the Local Plan review. Development Management policies were not subject to significant soundness objections, although wording improvements were proposed.

- 3.13 The proposed housing sites proposed in Local Plan Part 2 which are not already subject to planning permission could still be taken forward through the brownfield register. The government requires all local authorities to publish a register of all brownfield sites suitable for housing by December 2017. This would work together with the “permission in principle “ regime, whereby those sites deemed to be both suitable and available are included in Part 2 of the register which would benefit from permission in principle. Detailed matters would still require approval. Information about the brownfield register was reported to Cabinet in July.

3.14 **Way Forward**

- 3.15 In terms of delivery timescales Issues and Options Consultation is programmed for early 2018 with Submission in 2019 and adoption in 2020.

- 3.16 Focussing resources on reviewing the Local Plan rather than progressing a plan which is already out of date should enable us to have an up to date plan in place more quickly. In the meantime, the NPPF and existing policies can be used to guide negotiations and development decisions.

- 3.17 A local plan review would provide the opportunity to assess Watford’s growth capacity and necessary infrastructure to meet future needs. Delaying a review would mean that Watford could be more exposed to development pressures and that essential infrastructure may not be delivered in a timely way.

- 3.18 Within South West Herts, Three Rivers, Hertsmere and Dacorum are already working on plan reviews, whilst St Albans is also working to update its Plan. Moving straight to a review would put our timetable more in line with these surrounding authorities as we work together under the Duty to Cooperate.

3.19 **Risks**

- 3.20 Whilst Local Plan Part 2 Publication policies would have some weight, they would not have the same weight as those that had gone through the examination process. However many of these would be integrated into the Review.

- 3.21 Changing government legislation has been a matter of concern over the past eight years with over 500 changes to the planning system. More are expected but a local plan supported by an up to date evidence base would provide greater certainty.
- 3.22 The future of the Metropolitan Line Extension remains unclear given the current funding shortfall. Depending on the final decision, a new plan provides the opportunity to test alternative options if required.
- 3.23 Brexit could affect multiple issues including demographic, investment and policy. Given the timescales for Brexit and uncertainties a number of scenarios would also need to be tested as part of the plan making process.
- 3.24 Concern that Watford could become a target for DCLG on under delivery of housing. Following discussions with DCLG it was clear that there are many other authorities being considered for intervention as they have no plan in place but not Watford . The Council has a 5 year housing supply and is progressing the plan review.

4.0 **Implications**

4.1 **Financial**

- 4.1.1 The Shared Director of Finance comments that the current budget will cover the costs during the 2017/18 financial year and a review of future funding requirements will be undertaken in time for the 2018/19 budget setting process.

4.2 **Legal Issues** (Monitoring Officer)

- 4.2.1 The Head of Democracy and Governance comments that the legal implications are contained within the report.

4.3 **Equalities/Human Rights**

- 4.3.1 Equalities Impact Assessment will be undertaken as the plan review progresses, alongside health impact assessment and sustainability appraisal.

4.4 Potential Risks

The following risks are identified in the Project Initiation Document (PID) for the Local Plan Review

Potential Risk	Likelihood	Impact	Overall score
Changing legislation	4	2	8
Change of administration	4	2	8
Staff changes	4	3	12
Brexit	4	3	12
Resource reduction	2	3	6

4.5 Staffing

4.5.1 No impact

4.6 Accommodation

4.6.1 No impact

4.7 Community Safety/Crime and Disorder

4.7.1 No impact

4.8 Sustainability

4.8.1 Sustainability Appraisal including Strategic Environmental Assessment will be undertaken and subject to consultation at every stage of plan preparation

Appendices

- No appendices

Background Papers

- No papers were used in the preparation of this report

File Reference

- None

Agenda Item 12

PART A

Report to: Council
Date of meeting: Tuesday 17 October 2017
Report of: Committee and Scrutiny Officer
Title: Annual Report of Overview and Scrutiny in Watford Borough Council 2016/17

1.0 **Summary**

- 1.1 The Constitution requires that a report is presented to Council annually on the work of scrutiny during the preceding year.
- 1.2 This report introduces the Annual Report of Overview and Scrutiny in Watford Borough Council for 2016/17, attached as Appendix 1 to this report.

2.0 **Risks**

- 2.1 None identified from the report.

3.0 **Recommendations**

- 3.1 that Council notes the Annual Report of Overview and Scrutiny for Watford Borough Council 2016/17.

Contact Officer:

For further information on this report please contact: Sandra Hancock
telephone extension: 8377 email: legalanddemocratic@watford.gov.uk

Report approved by: Head of Democracy and Governance

4.0 **Detailed proposal**

- 4.1 The Annual Scrutiny Report refers to the scrutiny work carried out during 2016/17; it
- describes the work and process of the council's scrutiny work over the preceding year;

- sets out facts regarding the structure and operation during 2016/17;
- provides an indication of performance as measured by the scrutiny surveys.

4.2 The main details are contained within the report, attached as Appendix 1.

5.0 **Implications**

5.1 **Financial**

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

5.2 **Legal Issues** (Monitoring Officer)

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

5.3 **Community Safety/Crime and Disorder**

5.3.1 The council has a statutory duty to scrutinise the local crime and disorder partnership. This is carried out by the Community Safety Partnership Task Group, which meets at least twice a year.

Appendix

Appendix 1 – Annual Report of Overview and Scrutiny, Watford Borough Council 2016/17

Background Papers

- Results of the 2016/17 scrutiny surveys
- Reports and minutes of scrutiny committees, panels and task groups

File Reference

None



Annual Report of Overview and Scrutiny Watford Borough Council 2016/17

A report of the Committee and Scrutiny Officer and
scrutiny chairs

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1. Introduction and overview of 2016/17

In 2016/17 the scrutiny structure comprised Overview and Scrutiny Committee as the overarching committee, Budget Panel and Outsourced Services Scrutiny Panel. Community Safety Partnership Task Group continued to monitor the Community Safety Partnership. (See scrutiny structure on this page.)

Task Groups which took place during 2016/17 were –

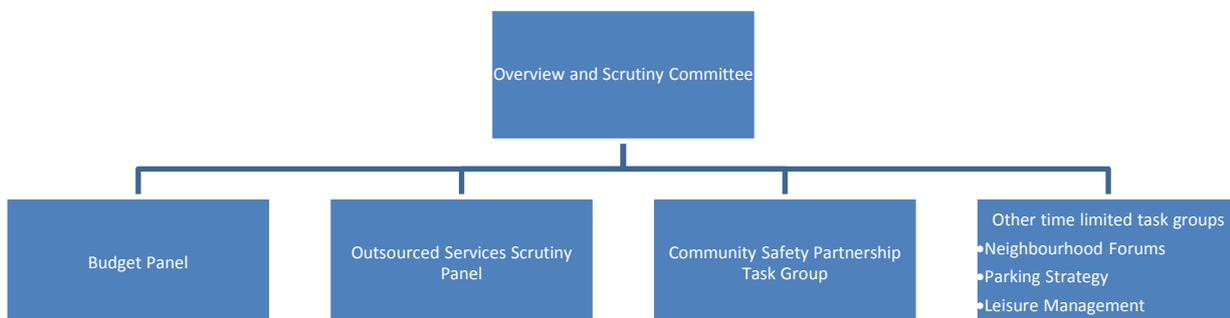
- Neighbourhood Forums (agreed by Overview and Scrutiny Committee in 2015/16, but carried out during 2016/17)
- Parking Strategy Year 1 recommendations
- Leisure Management Contract Retender

The Annual Survey has been carried out and a summary of the results can be found in section 6 of this report.

The Committee and Scrutiny Officer has continued to attend the Hertfordshire Scrutiny Network, a network of officers from the County Council, the ten district and borough councils, within Hertfordshire and neighbouring local authorities in Bedfordshire. The network provides an opportunity to share scrutiny related information and training across the councils. Further details are provided in section 7.5.

In 2016/17 33 out of 36 councillors attended at least one scrutiny meeting; this was an increase when compared to 2015/16. 27 councillors had participated in a scrutiny meeting as a member or a substitute. Five portfolio holders attended scrutiny meetings to respond to questions on behalf of the Executive. One councillor had attended a meeting solely as an observer and participated when permitted by the scrutiny committee.

Scrutiny structure 2016/17



2. Overview and Scrutiny Committee

Membership:

Councillor Kareen Hastrick (Chair)

Councillor Jagtar Singh Dhindsa (Vice Chair)

Councillors Joe Fahmy, Asif Khan, Rabi Martins, Anne Rindl, Nasreen Shah, Darren Walford and Tim Williams

The following Councillors also participated in Overview and Scrutiny Committee during the year: Councillors David Barks (Chair of the Leisure Management Contract Re-tender Task Group), Nigel Bell (call-in councillor), Stephen Bolton (substitute), Stephen Cavinder (Chair of the Neighbourhood Forum Task Group and council representative appointed to Citizens Advice), Amanda Grimston (substitute), Jane Johnson (substitute), Anne Joynes (substitute and call-in councillor), Bilqees Mauthoor (observer), Mo Mills (call-in councillor) and Matt Turmaine (observer)

The following Portfolio Holders attended Overview and Scrutiny Committee during the year: Councillors Karen Collett (portfolio Holder for Communities), Stephen Johnson (Portfolio Holder for Housing) and Councillor Peter Taylor (Portfolio Holder for Client Services)

2.1 The Committee's work programme for 2016/17

Overview and Scrutiny Committee met on seven occasions this year, which included two meetings to consider two called in decisions. The scrutiny committee received reports on the following subjects –

- **Performance updates** were presented on a quarterly basis. The scrutiny committee reviewed the performance of the Key Performance Indicators and other performance measures identified for review. At the meetings councillors discussed the performance indicators and sought clarification in certain areas.
- **Small Grants Fund Review 2013-16** gave the scrutiny committee information about the review officers carried out about the fund. Officers provided highlights of their review and key findings. Members were advised that unsuccessful applicants were directed to Watford and Three Rivers Trust or other relevant organisations that may be of help.
- **Commissioning Framework Review** gave an opportunity for the scrutiny committee to receive presentations from the different organisations who had been commissioned to provide services within Watford. Each group gave a presentation and responded to councillors' questions. The organisations included Watford and Three Rivers Trust, Watford Palace Theatre, Citizens' Advice and Shopmobility. More organisations would be invited during 2017/18.
- **Watford Borough Council Safeguarding Overview** was presented to the scrutiny committee. It enabled councillors to have an understanding of the council's role in discharging its safeguarding responsibilities.

- **Establishing a Joint Venture and Trading Company presentation** was given by the Head of Community and Customer Services. He explained how the joint venture provided a platform to improve the housing situation. He outlined the structures of the companies and the relationship with Watford Community Housing Trust and the benefits of the venture.
- **Executive Decision Progress report** continued to be included as a regular item on the agenda following its introduction in 2011/12. The report included details of all proposed key decisions and those key decisions taken by the Executive and officers. It also included information about any consultation with the Chair of Overview and Scrutiny Committee. The Chair is consulted about any decisions which have not met the 28 day deadline or which need to be dealt with under the urgency procedures. The report enables the Scrutiny Committee to consider whether the key decision procedure has been followed correctly and if not, whether a report needs to be submitted to Council. The report included links to the relevant reports and minutes.
- **Hertfordshire County Council's Health Scrutiny Committee** continued to be included as a regular item on the agenda. The council's appointed representative for 2016/17, Councillor Kareen Hastrick, provided the scrutiny committee with an overview of the work carried out by the Health Scrutiny Committee. Full details of the Health Scrutiny Committee are available on the [County Council's website](#).
- **Updates from Budget Panel, Outsourced Services Scrutiny Panel and Community Safety Partnership Task Group** were provided by the relevant chairs. The updates enable Overview and Scrutiny Committee to be aware of the work being undertaken by the other scrutiny panels and task groups.
- **New scrutiny task groups** were agreed by the scrutiny committee. Task group chairs provided an update and presented the final reports. The task groups are set out in more detail below and in section 5.
- **Task Groups –**

Neighbourhood Forums had been agreed at the last meeting of 2015/16. The membership was agreed at the first meeting in June 2016. Councillor Cavinder, having been elected as the task group's chair provided regular updates to Overview and Scrutiny Committee and presented the final report in November. Cabinet's response was reviewed at the January meeting and later agreed in March.

Parking Strategy (Year 1) recommendations was agreed in June 2016. The proposal had been submitted by the Transport and Infrastructure Section Head. The final report was presented to the scrutiny committee in September, which included Cabinet's response.

Leisure Management Contract was agreed in September 2016. The proposal had been submitted by the Head of Corporate Strategy and Client Services and the Corporate Leisure and Community Client Section Head. The final report was presented to the scrutiny committee in November. The task group's recommendations were incorporated into a report to Cabinet about proposals for the new leisure management

contract.

Further information about the task groups can be found in Section 5.

2.2 Call-in

Two decisions taken by Cabinet were called in during 2016/17. Both decisions related to the investment in Watford's adventure playgrounds.

The first call-in took place in July. Cabinet's decision had been called in by Councillors Bell, Joynes and Mills as they felt there had been a lack of consultation with residents and users. Having heard from the councillors, witnesses, officers and portfolio holders, the scrutiny committee debated the decision. It was agreed that Cabinet's decision should be ratified and the council could move forward on the resolution.

The second call-in took place in October. A further report had been submitted to Cabinet which was agreed. Councillor Joynes, Bell and Mills had requested the call-in as they felt that alternative funding arrangements had not been examined properly. The scrutiny committee heard from the councillors, a witness, officers and portfolio holders; the scrutiny committee then debated the decision. It was agreed that Cabinet's decision was ratified.

The reports and minutes for Overview and Scrutiny Committee can be found on the council's website – [Overview and Scrutiny Committee](#)

2.3 Chair's commentary

The Overview and Scrutiny Committee (OSC) has continued to review services; it has scrutinised policy, performance and progress throughout the year. The committee continues to monitor the ongoing pressures that make demands on services.

Taken from the description on the WBC website, the OSC role includes:

- monitoring all scrutiny taking place in Watford
- setting up task groups and monitoring their progress
- reviewing the progress of agreed task group recommendations
- reviewing the Executive decisions taken by cabinet, portfolio holders and officers
- monitoring the performance of services provided directly by the council
- hearing any called in decisions or councillor calls for action
- contributing to the annual scrutiny report

I feel that as a committee we have maintained those principles. The committee plays the role of a 'critical friend' to the council and as such it is crucial for the committee to be involved with decisions at an early stage in order to apply real influence. It was a mark of how the OSC has developed and is viewed throughout the council when we were asked to commission a task group for the re-tender process for the leisure management centres.

It is important to underline the fact that Watford Borough's officers are to be highly commended, not just those that attended meetings, for their team work with other departments and agencies to assist with the task group investigations.

The committee continues to receive reports from Outsourced Services Scrutiny Panel, Budget Panel, the Community Safety Partnership Task Group and the county's Health Scrutiny Committee. This is so all members are updated on their work, particularly PIs, topics and policies.

I would like to take this opportunity to thank the Vice Chair, Cllr Dhindsa, all members of OSC and the other scrutiny committees for all their hard work and support over the year. Moreover, my thanks to all the officers at WBC especially the members of Democratic Services, all the outside agencies, stakeholders and members of the public and last but not least, all those who took the time to participate in the task groups.

Councillor Kareen Hastrick
Chair Overview and Scrutiny Committee 2016/17

3. Budget Panel

Membership

Councillor Asif Khan (Chair)

Councillor Mark Hofman (Vice Chair)

Councillors David Barks, Nigel Bell, Paddy Kent, Ahsan Khan, Robbie Laird, Rabi Martins and Glen Saffery

The following Councillors also participated in Budget Panel during the year: Councillors Karen Hastrick (observer) and Anne Rindl (observer).

The following Portfolio Holder attended Budget Panel meetings during the year: Councillor Mark Watkin (Portfolio Holder for Shared Services and Democracy and Governance)

3.1 Budget Panel's work programme for 2016/17

The Panel met on five occasions during the year and considered the following:

- **The final outturn for 2015/16** prior to it being presented to Cabinet. Members considered a number of areas in more depth: the council's favourable variance for the year, proposed carry forwards, impact of homelessness on the council's finances, capital expenditure programme, management of the council's reserves and emerging risks to the council. Budget Panel's recommendations to Cabinet were agreed.
- **Commercial opportunities for the Council.** The Chair led the panel in a review of the commercial focus which was being brought to council decision making in order to increase income and the return on capital resources. Panel members considered the activities of the Property Investment Board to rationalise and enhance the council's investment property portfolio, and the formal arrangements for the Watford Community Housing Trust joint venture company.
- **The Finance Digest Budget Monitor** was reviewed regularly by Budget Panel. Members monitored the expenditure, income and pressures on services.
- **Analysis of previous budgets and outturns 2014/15 to 2016/17.** The panel considered the revenue variances for each service for the financial years 2014/15 to 2016/17. It was noted that meaningful comparisons prior to this period were not possible because the council had not set a revised budget.
- **Temporary accommodation costs** were monitored closely by the panel. It was noted that additional provision had been made in the 2016/17 budget to meet rising demand.
- **Draft Revenue and Capital Estimates 2017/20 and Treasury Management Strategy 2017/20** were considered by Budget Panel at its meeting in January, prior to

discussions at Cabinet and Council. The panel reviewed the report, seeking some clarification from heads of service. The minutes of the discussion were forwarded to Cabinet.

3.2 Training

Training was provided in September to give members an overview of Local Government Finance, including how Watford Borough Council was funded.

The reports and minutes for Budget Panel are available on the council's website – [Budget Panel](#)

3.3 Chair's commentary

The panel played a good and responsible role in scrutinising the budget and finances of the council.

The panel worked together and brought forward ideas including a more entrepreneurial way of doing things for the Council. There are going to be challenges for local government and Watford Borough Council's finances. These include the continuation of austerity, the uncertainty of Brexit and the localisation of business rates; it is ever more vital that the panel plays its important role of scrutinising the finances of the council and looking at alternative ways of delivering services.

Councillor Asif Khan
Chair Budget Panel 2016/17

4. Outsourced Services Scrutiny Panel 2016/17

Membership:

Councillor Tim Williams (Chair)

Councillor Anne Rindl (Vice Chair)

Councillors Stephen Cavinder, Jagtar Singh Dhindsa, Kareen Hastrick, Anne Joynes and Paddy Kent

The following councillors also participated in Outsourced Services Scrutiny Panel during the year: Councillors Stephen Bolton (substitute), Keith Crout (substitute) and Aga Dychton (substitute).

The following Portfolio Holders attended Outsourced Services Scrutiny Panel during the year: Councillors Iain Sharpe (Portfolio Holder for Regeneration and Development), Councillor Peter Taylor (Portfolio Holder for Client Services) and Councillor Mark Watkin (Portfolio Holder for Shared Services and Democracy and Governance).

Councillor Sarah Nelmes, Three Rivers District Council, also attended the meeting which related to the ICT service; which is a shared service with Three Rivers.

4.1 Work programme 2016/17

The panel met on six occasions and considered the following topics:

- **Introduction to procurement at Watford Borough Council**

The panel began the year with a presentation by the Corporate Procurement Manager which included an overview of the approach to procurement, governance, performance indicators and savings made in the previous year.

The discussion which followed covered staffing issues, contract specifications, the social value of contracts and the importance of both efficiencies and encouraging local suppliers.

- **Quarterly performance indicators**

The panel has received regular performance reports provided by the Partnerships and Performance Section Head. A quarterly set of indicators were prepared to help measure implementation of the corporate plan.

Over the course of the year the panel discussed:

- how targets were set and where it would be more appropriate to introduce more challenging targets
- how the different measures were interpreted
- the relationship between different indicators
- ideas for improvements in performance

Indicators relating to the Finance service are monitored by the Budget Panel as part of the Finance Digest.

The panel continues to use its in-depth review of services to suggest new indicators for monitoring.

- **The leisure centres – managed by SLM**

Following a visit to the Central Leisure Centre by councillors, representatives from SLM attended the meeting of the panel. Amongst the topics raised were staffing, customer feedback, partnership arrangements, comparative pricing and the centres' external accreditation.

The panel noted that a scrutiny task group was being set up as part of the stakeholder engagement in the re-tendering of the contract.

- **The Colosseum – managed by HQ Theatres**

The panel also had an opportunity to have a tour of the Colosseum. At the meeting, the topics covered included; the programming processes and opportunities, the challenges experienced by the venue, community events, the finances of the contract and customer feedback.

The positive working relationship with the contractor and the suggestions made by the panel were noted.

- **The waste and recycling contract – managed by Veolia**

Officers attended a meeting of the panel to provide an overview of the waste and recycling contract. The meeting considered how Watford compared to other local authorities for recycling levels, the challenges of high-rise properties and houses in multiple-occupation, the introduction of charging for additional green bins and street cleansing issues.

- **The ICT service**

The ICT service is now mixed with some aspects outsourced to Amicus and others delivered by an in-house team. The panel discussed the contract which was still in its early stages. Members discussed the structure of the service and its performance to date.

The service will be reconsidered by the panel in 2017/18 to monitor progress.

- **The parking enforcement contract – managed by Indigo**

Officers attended to discuss the latest report. There were some changes ahead with the relocation of the Parking Shop to the Town Hall. Other areas discussed included combatting blue badge fraud and the challenges of benchmarking parking data.

- **Human Resources**

The panel was attended by the Head of Human Resources who discussed the following topics with the councillors; apprenticeships, trade union representation, sickness absence and the staff recognition and reward scheme.

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

4.2 Chair's Commentary

During the course of the year the panel looked in detail at a number of the council's outsourced services and how these were being managed, and how they were performing against the council's expectations.

The panel overall recognised that the Veolia, SLM, HQ Theatres and Indigo contracts were being well managed. It was also agreed that the Human Resources Service was performing well.

A report from ICT came before the panel in January and it was noted that significant progress had been made, however a further report to the panel will occur in late 2017 to review the service.

I would like to thank the members of the panel for their scrutiny of the council's outsourced services, for their questioning and for their due diligence.

On behalf of the panel I would like to thank all the officers involved for their hard work and support which has ensured that the panel has had a successful year.

Also thanks to our outsourced service providers for facilitating visits and for attending our meetings.

Finally, I'd like to thank the Portfolio Holders who attended our meetings and for responding to our points and answering our questions.

Councillor Tim Williams
Chair Outsourced Services Scrutiny Panel 2016/17

5. Task Groups

5.1 Community Safety Partnership Task Group

5.1.1 Membership

Councillor Rabi Martins (Chair)

Councillors Stephen Bolton, Stephen Cavinder, Jagtar Singh Dhindsa, Amanda Grimston, Mo Mills and Matt Turmaine

The Community Safety Partnership Task Group is a statutory group which is established each year to scrutinise the work of the Community Safety Partnership (CSP).

5.1.2 Work Programme

The task group met on two occasions and also undertook training (provided by the Centre for Public Scrutiny) on best practice when conducting community safety scrutiny. A meeting, scheduled for January, was cancelled as the preparation of a strategic assessment by Hertfordshire County Council (that would inform future CSP priorities) was unavoidably delayed.

The following topics were considered at meetings:

- **Watford Community Safety Structure and priorities**

The Community Safety Coordinator outlined the role and composition of the One Watford Strategic Partnership, the Joint Authorities Group and the Community Protection Group. He provided an overview of the previous year's community safety priorities and how these had evolved in to the focus for 2016/17. He also discussed the strands of the 'Protect our Communities' and 'Reassure and Inform' priorities for 2016/17.

Members asked questions about human trafficking, rough sleeping in the Council area, drug misuse, response to knife crime incidents and about the action taken to deal with inappropriate behaviour in local parks. The Community Safety Coordinator informed members that a vigorous campaign was to be conducted to address begging in the town to deal with the most prevalent individuals.

- **Progress with the CSP Community Protection Plan 2016/17**

The Community Safety Coordinator updated the task group on progress with the five elements of the plan. He explained how research was being conducted in to sex worker issues with further funding being provided in the future. He outlined multi-agency protection arrangements for vulnerable victims. He discussed how a counter terrorism 'Prevent' e-learning package would be rolled out across the council. He explained to the task group how mental health issues were dealt with when prosecution was inappropriate.

The Environmental Health and Licensing Section Head informed the task group that funding had been secured to enable a Hertfordshire County Council analyst to determine the demographics of the Watford community in the next four years. The product would enable research to be conducted within communities to identify their needs. She also advised that a new County Prevent Group had been established to share best practice and action plans.

- **Work programme**

Members discussed and agreed the work programme.

- **Update on the CSP Managing Crime Plan 2016/17**

Inspector Nick Lillitou, Hertfordshire Constabulary, provided the task group with an update on the plan. He explained that although crime had risen by 3.5% in Watford, this was the smallest increase across the county. He discussed issues around the historic recording of crimes, described how criminals coming from outside of the Watford area had been tackled, outlined the Safer Streets preventative campaign, explained how criminal damage and theft from motor vehicle had been reduced, discussed the use of automatic number plate reader technology and informed members how a 'Choices and Consequences' scheme operated - with the aim of reducing re-offending.

He discussed how instances of domestic abuse were managed and risk assessed and how officers wearing body cameras could assist with investigations - and explaining how repeat victims were supported. He concluded by outlining future plans in relation to the night time economy; with the focus on a multi-agency approach.

Members asked questions about the retention of fingerprint records, how crimes with an element of drug abuse, how addiction or mental health were dealt with, about domestic abuse against males, cultural differences in the reporting of crime, liaison with the Muslim community, how the police worked with young people, tenancy agreements, the Watford knife amnesty and detection rates.

- **Terms of reference for the task group**

Members were presented with draft terms of reference to clarify the legal framework, remit and working of the task group. These were debated by the councillors who asked a number of questions. The task group agreed the draft and this will go before the Overview and Scrutiny Committee for final approval at the beginning of the new municipal year.

- **Community Safety Partnership risk register**

This item was dealt with as Part B as exempt information relating to the prevention of crime was to be discussed.

Members discussed the register and the officers responded to questions and comments. Following the discussions, the task group agreed that mental health, drugs misuse and hate crime would be examined by the group in the next municipal year.

The reports and minutes for the Community Safety Partnership Task Group are available on the council's website – [Community Safety Partnership Task Group](#).

5.2 Neighbourhood Forums Task Group

5.2.1 Membership:

Councillor Stephen Cavinder (Chair)

Councillors Kareen Hastrick, Anne Joynes, Mo Mills and Rabi Martins

5.2.2 This task group was agreed by Overview and Scrutiny Committee at the last meeting of the 2015/16 municipal year. The scrutiny committee agreed that the new task group would be started after the local government elections held in May 2016. Following the elections, the Committee and Scrutiny Officer emailed all non-executive councillors about the new task group. The membership was agreed at Overview and Scrutiny Committee on 16 June 2016.

The task group met on three occasions and finalised its report in November 2016. The final report was presented to Overview and Scrutiny at its meeting on 24 November when it was agreed the report would be forwarded to Cabinet. Cabinet discussed the report at two meetings, having agreed to set up a small working group to discuss the recommendations in more detail. At the second Cabinet meeting the recommendations were agreed following some amendments. Cabinet's response was reported to Overview and Scrutiny at its meeting on 23 March 2017.

5.3 Parking Strategy (Year 1 recommendations) Task Group

5.3.1 Membership:

Councillor Derek Scudder (Chair)

Councillors Sohail Bashir, Stephen Bolton, Anne Jones and Glen Saffery

The following councillor also attended the task group: Councillor Ahsan Khan

5.3.2 The task group was agreed by Overview and Scrutiny Committee at its meeting on 16 June 2016, following a request submitted by the Transport and Infrastructure Section Head. The task group met on two occasions in July 2016. It focussed on 11 locations within the ring road which had been identified by officers as a result of the Parking Strategy. The task group discussed the locations with officers and commented on each of the proposals. The task group's final report was included as part of the officer's report to Cabinet in September 2016. Overview and Scrutiny Committee was provided with the final report and Cabinet's comments in the same month. The recommendations were initially due to be reviewed in March 2017, but this was postponed to the new municipal year.

5.4 Leisure Management Contract Task Group

5.4.1 Membership:

Councillor David Barks (Chair)

Councillors Jagtar Singh Dhindsa, Kareen Hastrick and Tim Williams

5.4.2 The task group was agreed by Overview and Scrutiny Committee at its meeting on 28 September 2016, following a suggestion proposed by the Corporate Leisure and Community Client Section Head. The proposal was to review and evaluate the findings of a survey that had been carried out as part of the leisure centre management contract retender.

The Task Group met on one occasion, which took place on 18 October. Representatives from SLM were invited to the meeting to respond to any questions about the current service. Part of the meeting was discussed in private, as it was not felt that any organisation should be given an unfair advantage over others. The SLM representatives left the meeting during this part of the discussion, which was also when the task group agreed its recommendations. The final report was produced in November 2016 and presented to Cabinet as part of the Corporate Leisure and Community Client Section Head's Part B report to Cabinet at its meeting on 6 February 2017.

The reports and minutes of all scrutiny meetings and completed Task Groups are available on the Council's website -

<http://watford.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Task Groups' final reports are available in the online [Library](#).

For further information please contact the Committee and Scrutiny Officer.

6. 2016/17 Scrutiny Survey Results

An annual scrutiny survey is carried out and councillors and those officers who have been involved with scrutiny during the preceding year are asked to participate.

6.1 Councillors' survey

Of the 36 councillors in Watford Borough Council, 17 have completed the survey; this is an increase of one response compared to the 2015/16 results. 15 out of the 27 councillors who were permanent or substitute members of a scrutiny committee or task group during 2016/17 completed the survey. The results of the 2016/17 survey showed that:

- 15 indicated they had been a member of scrutiny or a task group
- 2 were Executive councillors

Ten scrutiny members stated that they were 'very interested in continuing to take part in scrutiny' during 2016/17; the others stated that it depended on the subject being scrutinised. Ten scrutiny councillors confirmed that they had felt fully engaged and understood their role; three responded 'partially' and two 'no'. The reasons given were inexperience; lack of training; lack of guidance and direction.

Members were asked to rate how effective they felt different aspects of the scrutiny work were in the five key areas identified by the Centre for Public Scrutiny.

- Making an impact on the delivery of public services
- Leading and owning the scrutiny process on behalf of the public
- Reflecting the voice and concerns of the public and its communities
- Providing a 'critical friend' challenge to external authorities and agencies
- Providing a 'critical friend' challenge to the executive

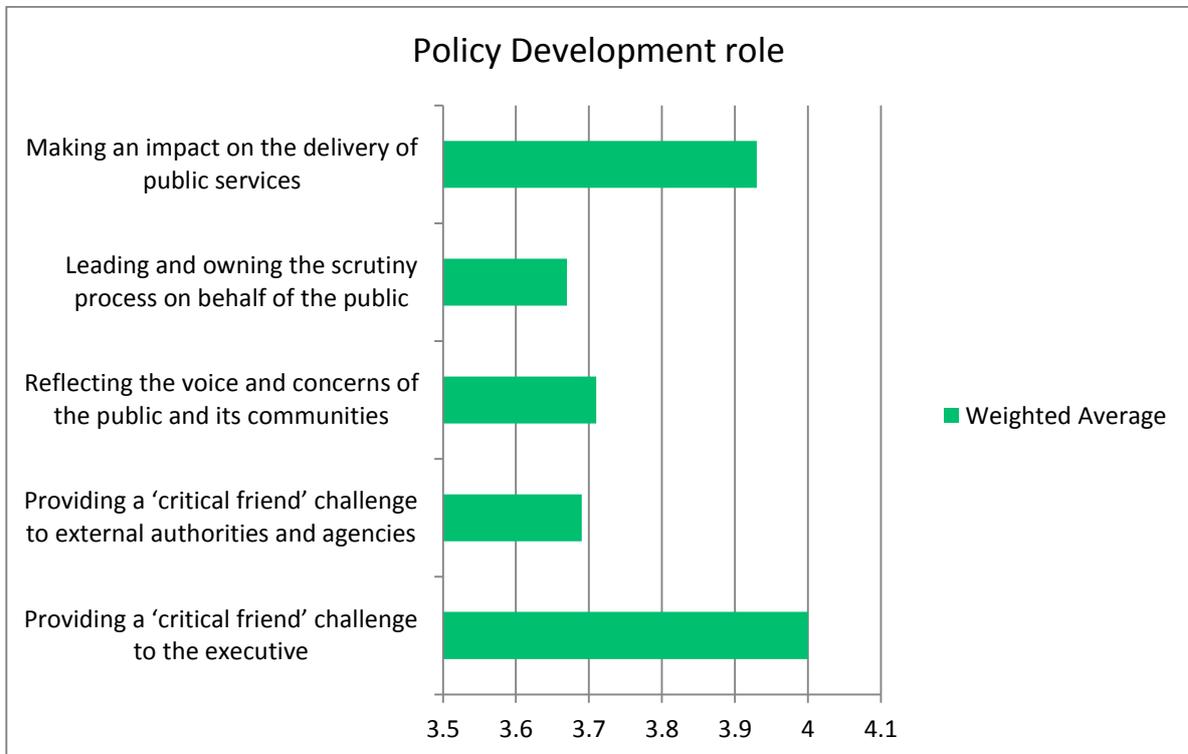
16 of the respondents completed the questions about scrutiny's roles in policy development, performance management, budget and finance and task groups. The scores were out of 5 with 1 being the lowest and 5 being the highest. All the aspects of scrutiny work received a rating average of 3.00 or higher. This showed a decrease of 0.46 when compared to the 2015/16 survey results. The individual scrutiny areas are explored further in the following graphs.

The first graph shows the average rating for each aspect of the **Policy Development** role of scrutiny. The lowest rating average was 3.69 and the highest was 4.00. This shows a reduction on the lowest rating and an increase in the highest rating when compared to the 2015/16 results, which were 3.75 and 3.87 respectively. Individual scores ranged from 1 to 5.

Councillors were asked to add any comments about scrutiny's role in policy development. Three councillors provided comments which included –

- No evidence of OSC (Overview and Scrutiny Committee) trying to engage with wider public;
- OSC could be more challenging in reviewing emerging policies;

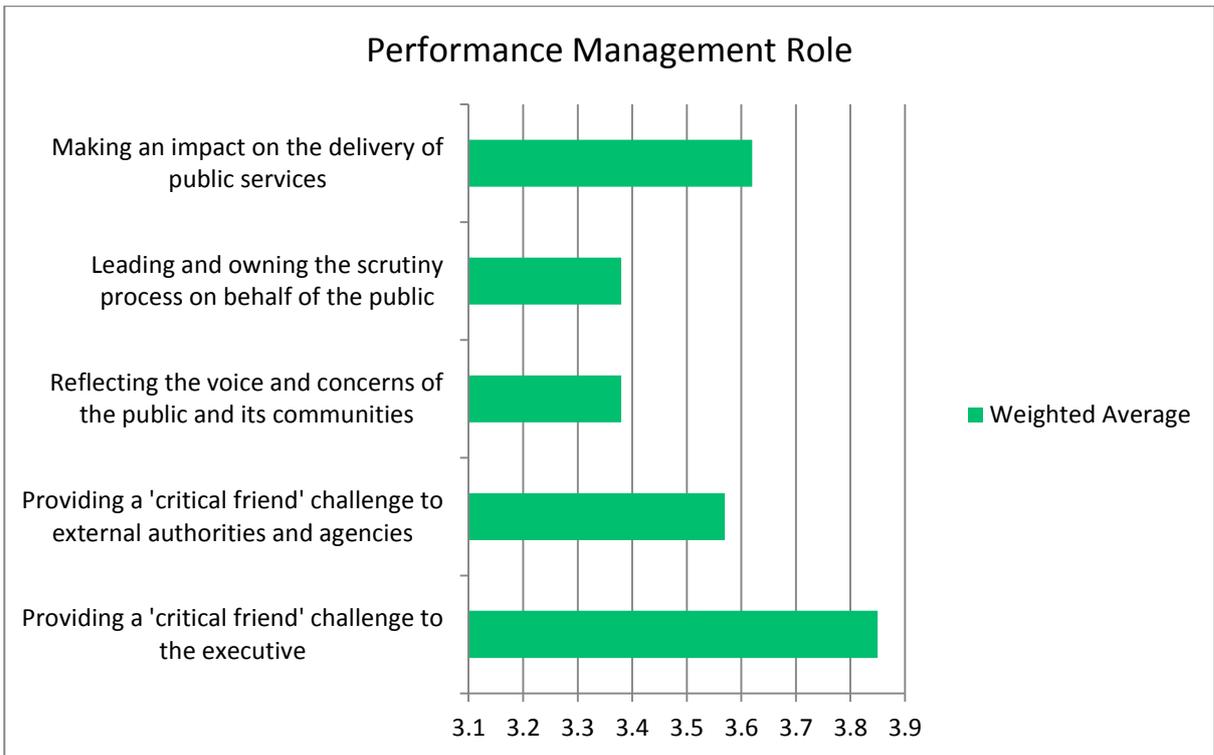
- OSC could identify gaps in policies with regard to the wider national debates and issues;
- OSC is the best forum for developing policies as backbenchers get a deeper understanding of the challenges facing the Council;
- Some members seem not to understand scrutiny, as they raise specific ward issues.



The second graph shows the average rating for each aspect for the **Performance Management** role of scrutiny. The lowest rating average was 3.38 and the highest was 3.85. This shows an overall reduction in effectiveness on the 2015/16 results, which were 3.69 and 3.92 respectively. Individual scores ranged from 1 to 5. The ratings have decreased for this aspect for two years. It may be necessary to review how scrutiny carries out the council's performance management role.

Councillors were asked to add any comments about scrutiny's performance management role. Three councillors provided the following comments –

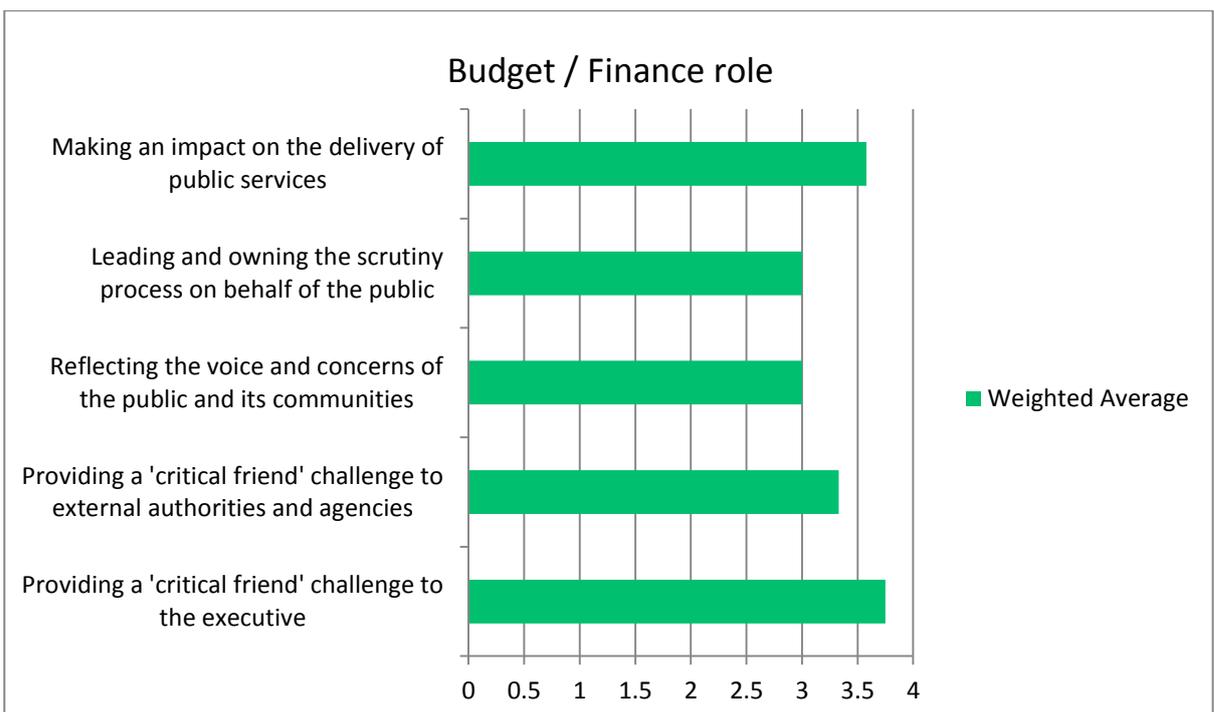
- OSC has not attempted to engage with the wider public in seeking their concerns;
- Good they have access to all KPIs (key performance indicators) and Executive members and Section Heads are called in to be scrutinised;
- Had some success calling hospital to account over parking charges but must be scope for further reviews;
- Could do more to involve the public – topics of interest – let them be part of the solution.



The third graph shows the average rating for each aspect for the **Budget and Finance** role of scrutiny. The lowest rating average was 3.00 and the highest was 3.75. This shows a reduction in effectiveness in the lowest rating, but an increase in the highest rating when compared to the 2015/16 results, which were 3.46 and 3.69. Individual scores ranged from 1 to 5.

Councillors were asked to add any comments about scrutiny's budget/finance scrutiny role. One councillor responded and provided the following comment –

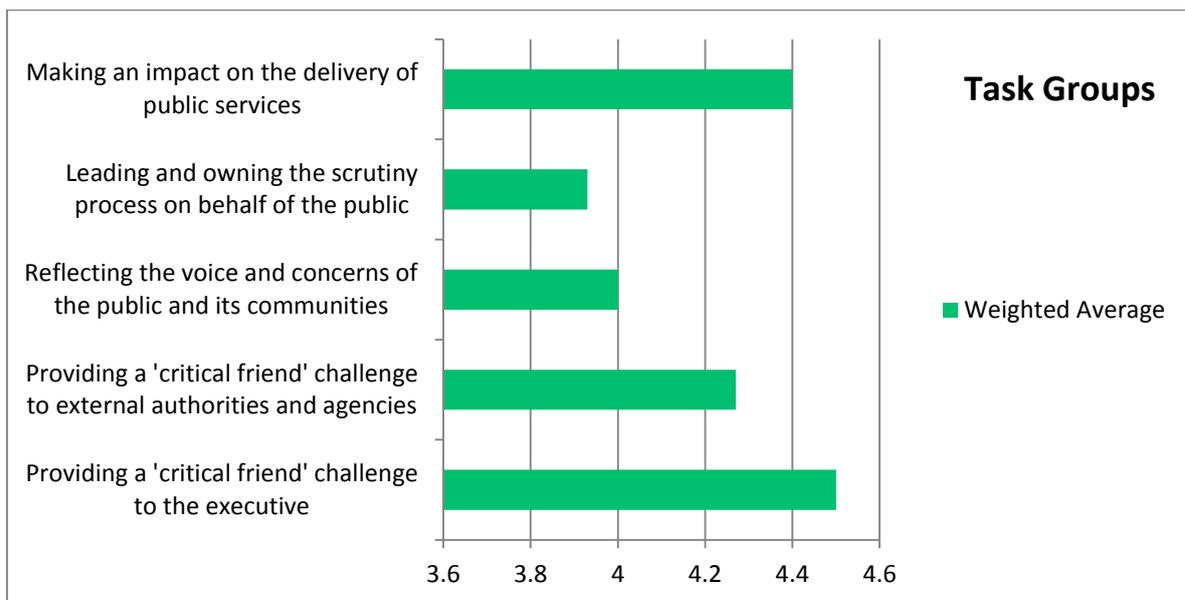
- Done a reasonable job challenging the financial performance of the council.



The final graph shows the average rating for each aspect for **Task Groups**. The lowest rating average was 3.92 and the highest was 4.50. This shows an overall increase in effectiveness when compared to the 2015/16 results, which were 3.77 and 4.08 respectively. Individual scores ranged from 1 to 5; however, the majority of responses for each section were rated as between 3 and 5.

Councillors were asked to add any comments about scrutiny task groups. Three councillors responded and provided the following comments –

- On the whole these were effective but no evidence that engaged with the residents of Watford, for example the relevance of Neighbourhood Forums to the communities they serve;
- Overall they worked well.
- Can be a danger discussions veer towards specific ward issues. Can be used as an illustration related to broader policy concerns;
- Chairs should manage discussions to keep them on track;
- Pleased community safety is focusing on specific areas, more targeted and working with partners to improve our town.



All task groups proposed during 2016/17 had been put forward by officers. Councillors were asked to provide reasons for not proposing a task group. Eight responded that they did not have a scrutiny suggestion. Three were not aware they could propose a topic. One responded that they had not thought about it. Another councillor said that they did not understand how. Councillors were also given the opportunity to put the reasons in their own words. Responses given included –

- Think this is a training issue, including Executive Members. We should be encouraged to ask the difficult questions, particularly when the council is conducting a root and branch review of what it does and how.
- Should look to scrutiny to help develop policy, but it needs to demonstrate capability and breadth of strategic understanding.
- Issues of interest were covered by the topics flagged up in the course of the year.

- Not sure it is clear what constitutes an appropriate subject for scrutiny.

Councillors were asked for their views about how scrutiny could be improved in the future. There were six responses in total. Shown below are the other comments received. Democratic Services' responses are shown in italics.

- "I couldn't comment on the task groups as the survey wouldn't let me navigate between them."

The Committee and Scrutiny Officer had checked all links to documents and websites prior to the survey going live. She had believed they were all working correctly. She will ensure that next year these are checked by other officers to ensure the links are accessible.

- "More training please"
- "Scrutiny is vital, but I reflect whether all members realise its importance, and actually understands what it is. I know that there has been scrutiny training in the past, but wonder whether like certain other committees, attendance at training should be a prerequisite of being on a scrutiny panel, particularly O&S, and OSSP."
- "I think some videos of examples of task groups in action – could be helpful to new members. Give them an idea of how O&S question officers and outside agencies."

At the new councillors' induction session covering Democratic Services and governance, members are provided with an introduction to scrutiny and given the scrutiny handbook. A scrutiny training session is usually arranged each year either provided by the Committee and Scrutiny Officer or an external provider. In additions officers monitor external training, seminars and conferences and forward the information to councillors.

In response to the suggestion of scrutiny training becoming a prerequisite to a councillor taking part in scrutiny, this will be forwarded to the Member Development Group for consideration. Officers are concerned that this may limit the number of non-executive councillors available for the time limited task groups.

The suggestion of video examples of questioning techniques is a good idea and the Committee and Scrutiny Officer will look for useful examples for future training sessions.

- "More indepth scrutiny"

Work programmes are regularly included on scrutiny committees' agendas, enabling councillor to review their forthcoming work and enable them to amend them as they feel appropriate.

Scrutiny should always be councillor-led and members are welcome to put forward scrutiny suggestions or contact the Committee and Scrutiny Officer to discuss ideas.

6.2 Officers' survey

This survey, similar to the councillors' survey, was completed by 13 officers, 11 of who had been involved with scrutiny during 2016/17. The survey showed that ten of the officers felt that they understood their role and another said 'partially'. The person who responded 'partially' had suggested that it would be useful to remind officers attending scrutiny about the protocols of the meeting. The committee and scrutiny team will ensure that all officers are aware of the meeting protocols either individually or as part of the chairs' briefings.

Eight officers stated that they had been appropriately briefed by the committee and scrutiny team, two said 'partially' and one had replied 'no'. One officer said that they had attended in a supporting position, the committee and scrutiny team will ensure that all officers they are aware are due to attend a scrutiny committee or panel are met and provided with information about the scrutiny committee, panel or task group.

The majority of officers had responded that they had felt the demands on them or their service had been manageable. Only one person said that it had been demanding. Officers were not asked for additional comments in relation to this question.

Officers were asked whether they considered scrutiny had been an effective 'critical friend' to their service. There were some negative responses this year for performance management (2), budget/finance (1) and task groups (2). The committee and scrutiny team will review the comments and identify any areas for improvement.

In 2016/17 four officers had proposed a scrutiny topic. The suggestions were taken forward and the majority were satisfied with the outcomes. However one officer was not satisfied. The committee and scrutiny team will review the comment and try to identify how it may be possible to overcome the officer's concerns.

Five comments were received about the Leisure Management Contract Retender Task Group. Overall the comments were positive and included a reference to a councillor's suggestion, which had already been adopted by the current provider. One officer suggested that a joint procurement could have been undertaken. However this was outside of the task group's remit.

One comment was received about the Neighbourhood Forum Task Group. The respondent reiterated their previous comments.

Two suggestions have been received for future reviews. The Committee and Scrutiny Officer is aware of the suggestion to review the Voluntary Sector Commissioning Framework post 2019. She will be working with the Section Head in order to submit the proposal to Overview and Scrutiny Committee for a task group in 2018/19. The other suggestion relates to the effectiveness of the council's HR processes. As there was no response to the survey by HR, the Committee and Scrutiny Officer will try to find out who may have submitted this proposal in order to discuss it further and to arrange for a proposal form to be completed if appropriate.

When asked how scrutiny could be improved officers made the following comments (responses are shown in italics):

- “I think it is a valuable learning experience for individuals. Would be good if staff were informed that they were able to attend as observers.”

Scrutiny committees, panels and task groups are public meetings and anyone can attend. Officers are always welcome. There may be occasions when the public and press have to be excluded due to the sensitive nature of the information due to be discussed. Officers may also be asked to leave the meeting at the same time.

- “Why is audit committee, which receives the internal audit reports not included as a ‘scrutiny panel’?”

Audit Committee is not part of the scrutiny process. The Audit Committee was established in 2005 following guidance from the Audit Commission and endorsed by CIPFA. The committee’s role is to oversee the council’s financial reporting process and corporate governance arrangements, receive and consider reports from the internal and external auditors and to monitor the council’s implementation of the actions arising from the auditors’ reports. One of the key requirements of the Audit Committee is that it is independent of Cabinet and scrutiny.

- “I think Elected Members could be better briefed as to the specific purpose of the scrutiny session as other issues, which would be more appropriate outside of this environment, are often raised.”

All councillors should be aware of the item under discussion as they are informed when the agenda has been published. The agenda allows them to read any attached report, which should inform them of the subject under discussion. If a report is not published the officer’s presentation should cover the relevant subject. If councillors do stray from the subject the chair should inform them that the matter is not relevant to the discussion.

When providing training or at induction the Committee and Scrutiny Officer informs councillors that scrutiny should not be looking at individual cases. It may be possible to use cases to highlight a scrutiny matter, but the councillor should not be seeking a solution for that particular case at the meeting.

- “Effective management of comments raised by member which sometimes become questions posed by members.”

The committee and scrutiny team have been made aware of this concern previously. The team are working with the various chairs and asking them to question whether the councillor making the statement/asking a question wishes to have that information forwarded to the committee/panel following the meeting. This should be something all committee/panel councillors are able to discuss and agree whether they think it is relevant to the discussion. Where questions are raised the committee and scrutiny team will take away the actions and circulate the response as soon as they have

received it. A key role for scrutiny is to investigate and question officers and the Executive about the work of the council.

6.3 Survey of members of the public and external organisations

In October 2016 the Committee and Scrutiny Officer introduced a short questionnaire which would be circulated to external guests attending scrutiny meetings. It replaced the annual scrutiny survey to external organisations and the public.

The questionnaire was sent out to all external guests as soon as possible after the scrutiny committee or panel they attended. Five questionnaires were returned. All guests had attended the meetings to give a presentation to the scrutiny committee and panels. One added that it was part of their contractual obligation as a provider of a contracted service. All guests had felt they had been well briefed prior to their meeting; they had understood their role and the purpose of the meeting and that it had a welcoming atmosphere.

Two representatives provided additional comments. The representative from SLM commented that his company had always felt very welcome at the scrutiny panel and had enjoyed the opportunity to be able to attend.

The representative from Shopmobility wished to thank the scrutiny committee for having the chance to speak to the councillors about their organisation. They listened to the scrutiny committee's comments and have already implemented one of the suggestions. They had also accepted a councillor's invitation to give a talk to the Watford Asian Elders Lunch Club about Shopmobility.

The team has found we receive a good response rate by sending the questionnaire promptly. This will help the team to identify any issues as soon as possible and find a solution.

7. Other Scrutiny work

7.1 Cabinet/scrutiny meetings

The Joint Cabinet Scrutiny meeting usually comprises the Mayor and her Cabinet and the Chairs and Vice-Chairs of Overview and Scrutiny Committee, Budget Panel and Outsourced Services Scrutiny Panel. There were no meetings arranged during 2016/17. If these meetings are requested during 2017/18 the Committee and Scrutiny Officer will add a meeting to the calendar.

7.2 Scrutiny Training

An introduction to scrutiny at Watford Borough Council is covered in Democratic Services' presentation to new councillors at their induction. In addition the Committee and Scrutiny Officer provided an overview and scrutiny foundation training session which was open to all councillors. Councillor Collett the previous chair of Overview and Scrutiny Committee and Councillor Hastrick the current chair attended the training and were able to add to the discussion, by explaining their experience of scrutiny and the important role non-executive councillors had in the decision-making process.

There was one training session prior to Budget Panel in September 2016, to which all councillors were invited. The training covered an overview of local government finance and how the council is funded.

The Centre for Public Scrutiny was asked to provide a specific training session for those councillors involved in the Community Safety Partnership Task Group; however it was open to all councillors. This took place in February 2017.

7.3 Scrutiny Handbook – An Introduction to Scrutiny

The Committee and Scrutiny Officer updated the Scrutiny Handbook, which has been placed on the intranet, ensuring it is available for councillors throughout the year. The handbook provides an introduction to scrutiny and its role at Watford Borough Council. It has a section on questioning skills and the different types of questions that could be used with their advantages and disadvantages. It also includes a list of previous scrutiny reviews and the list of documents available from the scrutiny library. The handbook will continue to be reviewed and adapted as required.

7.4 Scrutiny Library

The scrutiny library has been included in the scrutiny handbook 'An Introduction to Scrutiny', which is given to newly elected members and is available on the council's intranet for members' reference. The Committee and Scrutiny Officer regularly monitors the information and updates it accordingly.

7.5 Hertfordshire Scrutiny Network

The Scrutiny Network has continued to hold meetings throughout 2016/17. The network comprises officers from Hertfordshire County Council, the districts and borough councils within Hertfordshire and representatives from local authorities in Bedfordshire. Each authority's work programmes are circulated to the other councils, enabling officers to see what else is being scrutinised around the county. The Network enables officers to share experiences and feedback from any training they have participated in.

The Committee and Scrutiny Officer informs the Managing Director, Heads of Service, the Mayor and relevant Portfolio Holders of scrutiny topic groups arranged by Hertfordshire County Council. This allows officers and the Executive to consider whether they wish to be involved in the review, either by submitting a statement to the topic group or attending as a witness. Final reports from topic groups are circulated to relevant officers and councillors within the authority, enabling them to identify any recommendations related to the district and borough councils.

For further information on this report or copies of the final reports produced by the Task Groups, please contact -

Sandra Hancock, Committee and Scrutiny Officer
Telephone: 01923 278377
Email: legalanddemocratic@watford.gov.uk

Overview and Scrutiny Annual Report – 2016/17

Agenda Item 13

Part A

Report to: Council
Date of meeting: 17 October 2017
Report of: Democratic Services Manager
Title: Members' Self Assessments 2016/17

1.0 **Summary**

1.1 At its meeting on 25 February 2008 Cabinet resolved that a Members' Performance Scheme be approved for introduction to take effect from the beginning of the 2008/09 Municipal Year and that all Members be required to take part in the scheme. A key part of the scheme involved Members completing self assessments.

1.2 A summary, on a ward by ward basis, of all the assessments submitted for 2016/17 has been attached as an appendix.

Risks

2.0

None

3.0 **Recommendations**

3.1 That Council notes the summary of the members' self assessments for 2016/17.

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: Carol Chen, Head of Democracy and Governance

4.0 **Detailed proposal**

4.1 22 councillors have completed self assessments this year, representing 10 out of 12 wards and 62% of Members.

- 4.2 During their quadrennial review of Members Allowances the Independent Member Remuneration Panel (IMRP) received the 2012/13 self assessments. The panel commented that this gave them a good insight into the roles covered, levels of activity and commitment during the past year. For the quadrennial review currently taking place the IMRP have been given links to the self assessments for 2014, 2015 and 2016.
- 4.3 Individual self assessments are published on the council's website under each councillor's profile page.
- 4.4 The Member Development Group (MDG) have built upon the self assessment experience over several years and continue to support them as an important means of members considering and analysing their achievements and of setting down their future goals and aspirations. MDG also value them as a strong means of communication with constituents.
- 4.5 It had been the practice to submit the self assessments to the Annual meeting of the Council. In 2017 this did not take place for two reasons;
- the cross party Member Development Group's (MDG) wish to review the content of the self assessment and,
 - issues with the online form
- 4.6 In March 2017 Members were asked to complete their self assessments, using the online Survey Monkey system. Several councillors completed their self-assessment online, others experienced difficulties. In June 2017, the MDG considered the self assessment form and took the view that the documentation, though valuable, should reflect more a councillor's work in the community in their local leadership and cooperative roles. They changed the form to include facility for these details.
- 4.7 The form was altered to include the community changes and re-circulated to members in August 2017. The self assessments forming part of this report are a mixture of Survey Monkey and Word documents.

5.0 **Implications**

5.1 **Financial**

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

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

5.3 **Equalities**

5.3.1 None

Appendices

Summary of Members' Self Assessments

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.

- Cabinet report and minutes 25th February 2008

File Reference

None

Watford BC: Member Self- Assessment 2016/17

Q1 – Self assessment of Councillor

Stephen Bolton

Q2 – Elected representative for

Central Ward

Q3 – Year elected to Watford Borough Council (if you have served two separate terms please give your most recent year of election):

2014

Q4 – What were your reasons for becoming a councillor:

To support and represent residents; to have a say in decisions affecting the local area and Watford more broadly; and to contribute to improvements to the local environment

Q5 – What roles have you undertaken in the Council (such as membership of a committee, task group etc)?

Council, Licensing Committee, Chief Officer Pay Panel, Standards Committee, Policy Planning Advisory Group, Member Development Group, Community Safety Partnership Task Group, Parking Strategy Task Group, Central Neighbourhood Forum, 'Get Active' Steering Group (Chair)

Q6 – What roles have you undertaken outside of Watford Borough Council (such as membership of outside bodies)?

Council Oversight of Wellspring Church; Groundwork Hertfordshire Advisory Panel; Queens Community Action Group; Watford Foodbank & Community Relief Trust Trustee

Q7 – The Council's vision: To create a bold and progressive future for Watford

Supporting the Health Campus development; contributing to briefing meetings on future developments; attending Watford 2020 workshop

Q8 – Priority 1: Identify ways to manage the borough's housing needs

Attending briefings on housing issues; being part of Policy Planning Advisory Group; being active on planning applications and engaging with residents

Q9 – Priority 2: Champion smart growth and economic prosperity

Supporting developments in the town, including BID; working with local businesses; supporting the Health Campus development

Q10 – Priority 3: Provide for our vulnerable and disadvantaged communities

Raising residents' concerns with the council, police, and other bodies; assisting groups financially that support vulnerable people through the Central Neighbourhood Forum; working with local charities and residents; Chairing the Get Active steering group aiming to assist people to become more active, meet others and be healthier; attending meetings at residential homes/accommodation for the elderly

Q11 – Priority 4: Deliver a digital Watford to empower our community

Attending Watford 2020 workshop; attending IT training and using technology; supporting residents

Q12 – Priority 5: Secure our own financial future

Ensuring understanding of the Council's financial landscape; supporting strategic budgetary policy; helping with cost-cutting by use of technology

Q13 – Are you a Cabinet member?

No

Q14 – Providing vision

Respondent skipped this question

Q15 – Managing performance

Respondent skipped this question

Q16 – Please write in: Objective 1 and the progress you have made in achieving it

Continue to support and engage with residents - I have actively assisted residents, kept them up to date through letters and leaflets, and spoken at Development Management Committee meetings

Q17 – Please write in: Objective 2 and the progress you have made in achieving it

Support residents associations, and help them to be sustainable - I have worked with Queens Community Action Group, and Watford Fields Residents' Association, but more work is needed with Central Town Residents' Association, and there is potential for more groups

Q18 – Please write in: Objective 3 and the progress you have made in achieving it

Continue to develop my knowledge, and increase my experience, so that I can be as effective as possible as a borough councillor - I have attended various training sessions and briefings

Q19 – a Please write in: Objective 4 and the progress you have made in achieving it

Respondent skipped this question

Q20 – Please write in: Objective 5 and the progress you have made in achieving it

Respondent skipped this question

Q21 – Please write in: Objective 6 and the progress you have made in achieving it

Respondent skipped this question

Q22 – Please write in any other objectives you set and your progress below:

Respondent skipped this question

Q23 – Objectives:

- 1) Continue to support and inform residents, in particular to hold Neighbourhood Forum meetings, and engage more with residents in flats
- 2) Develop at least 1 new residents' association, and support existing ones to help them to be sustainable
- 3) Gain support for, and develop a Friends of Waterfields Park group
- 4) Continue to develop my knowledge and experience

Attendance: 100%

Watford BC: Member Self-Assessment 2016/17

Councillor: Aga Dychton

Year elected: 2016

Ward: Central

Reasons for becoming a councillor:

- To help and represent residents
- To make a difference and improve the lives of the community I serve
- To contribute to improvements to the local environment
- I want to contribute to ensuring that Watford remains a good place to live in

Roles in the Council: (Committees/ special responsibilities etc)

- Annual Council
- Central Neighbourhood Forum
- Council Functions Committee
- Licensing Committee
- Licensing Committee (Licensing Act 2003)
- Licensing Sub Committee

Membership of outside bodies

Wellspring Church (Watford)

Training & Development undertaken since election

Induction Afternoon	10.05.16
Open Evening	10.05.16
Development Management	16.05.16
Training	
Overview & Scrutiny Foundation	09.06.16
training	
Code of Conduct training	05.09.16
Licensing Special session	09.09.16
Data Protection	14.09.16
Police Station/CCTV Suite	22.09.16
Public Speaking	06.10.16
Briefing by Alison Thomas, Watford Women's Centre (following MDG)	17.10.16
Highways, Parking and Transportation all Member Briefing	03.11.16

November 2016 Surface Pro Workshop

November 2016

Surface Pro Workshop

Watford 2020 Briefing 10.11.16

Taxis/PHV special session 12.01.17

Providing Vision (Cabinet Members only)	N/A
Managing Performance (Cabinet Members only)	N/A

Percentage of meetings attended	80%
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Key Objective	Objective for 2016/17 (if applicable) N/A
	Have you met your objective? Please add comments on how your objective has been met/worked towards. N/A
Future Objective	Objective for 2016/17 <ul style="list-style-type: none">• Continue to serve my residents to the best of my abilities.• Engage more with local schools, organisations and local businesses.• Develop my knowledge and experience so I can contribute more to Watford wide issues.• Contribute to a more sustainable, greener environment.• Do my bit to ensure Watford remains a diverse, thriving town!

Watford BC: Member Self- Assessment 2016/17

Q1 – Self assessment of Councillor

Matt Turmaine

Q2 – Elected representative for

Holywell

Q3 – Year elected to Watford Borough Council (if you have served two separate terms please give your most recent year of election):

2016

Q4 – What were your reasons for becoming a councillor:

- To represent my community and constituents
- To promote political engagement
- To contribute to the cultural and economic development of the town
- To foster harmony and integration amongst the town's diverse communities
- To be a voice for the many
- To highlight the impact of legislation on our community and constituents

Q5 – What roles have you undertaken in the Council (such as membership of a committee, task group etc)?

Full Council

Licensing Committee

Community Safety Partnership Task Group

Council Functions Committee

Q6 – What roles have you undertaken outside of Watford Borough Council (such as membership of outside bodies)?

Attendance at Holywell Community Action Group

Attendance at West Watford Community Association events

Attendance at community events in the ward

Q7 – The Council's vision: To create a bold and progressive future for Watford

Attended community based events through West Watford Community Centre and Holywell Community Action Group.

Participated in group and council initiatives for benefit of Watford's diverse community.

Attended community organisation events, e.g. Audentior Awards, Community at the Colosseum.

Q8 – Priority 1: Identify ways to manage the borough's housing needs

Engaged with WCHT on planning and development issues of relevance to residents.

Worked with residents on housing and development issues of importance to the community.

Q9 – Priority 2: Champion smart growth and economic prosperity

Attended New Hope Market Garden Day.

Support local economic and cultural events in local ward, e.g. Imagine Watford, Watford Market and Hertfordshire events of relevance to Watford.

Support local business and retail.

Provide support, feedback and engagement with local businesses.

Q10 – Priority 3: Provide for our vulnerable and disadvantaged communities

Attended Remembrance Sunday event at memorial at Town Hall.

Visited Watford Hospital Radio events in community.

Attended Hertfordshire County Show.

Engaged with residents on legislation and issues of local relevance.

Campaigned for such groups through actions of the Labour Group.

Q11 – Priority 4: Deliver a digital Watford to empower our community

Participated in Watford 2020 sessions and communication back to other group members.

Champion use of digital resources and information sharing as part of day-to-day council work and when communicating with residents.

Q12 – Priority 5: Secure our own financial future

Mindful of resources and waste prevention.

Operate in a considerate and efficient manner.

Q13 – Are you a Cabinet member?

No

Q14 – Providing vision

Respondent skipped this question

Q15 – Managing performance

Respondent skipped this question

Q16 – Please write in: Objective 1 and the progress you have made in achieving it

Continue to represent constituents living and working in Holywell ward and play an active and supportive part of the council's democratic process.

I have continued to work towards this objective through engagement with the council, committees, other members and the community in Holywell.

Q17 – Please write in: Objective 2 and the progress you have made in achieving it

My objectives for the 2015/16 year are dealt with in box 16, above.

Q18 – Please write in: Objective 3 and the progress you have made in achieving it

My objectives for the 2015/16 year are dealt with in box 16, above.

Q19 – Please write in: Objective 4 and the progress you have made in achieving it

My objectives for the 2015/16 year are dealt with in box 16, above.

Q20 – Please write in: Objective 5 and the progress you have made in achieving it

My objectives for the 2015/16 year are dealt with in box 16, above.

Q21 – Please write in: Objective 6 and the progress you have made in achieving it

My objectives for the 2015/16 year are dealt with in box 16, above.

Q22 – Please write in any other objectives you set and your progress below:

My objectives for the 2015/16 year are dealt with in box 16, above.

Q23 – Objectives:

1. Represent residents in Holywell ward.
2. Endeavour to help residents with casework and escalate appropriately if unable to do so.
3. Play an active and supportive part of the council's democratic process.
4. Raise issues of concern and relevance to Watford residents through the council's processes.

Attendance: 77%

Watford Borough Council

Member Self- Assessment 2016/17

Leggatts Ward

Self-Assessment of: Councillor Bilqees Mauthoor

1. Year elected:

May 2014

2. Reasons for becoming a councillor:

I became a councillor as I wanted to represent people from my ward and I believe in the Labour values. I want to make a difference to our society and bring communities together. I have so far worked across board and doing just that to the best of my ability. I also want what is right for the people in my ward.

3. Roles in the Council:

I have held or in current post of the following:
Chair of the Cllr Group
Member of Audit, housing, licensing, member development, major projects and overview and scrutiny.
Chair of the Watford Labour Woman's group

4. Membership of outside bodies:

Nursing and Midwifery Council
Royal college of Nursing

5. Training & Development undertaken (Councillor's training record is listed):

6. Attendance Record:

96%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

Being a ward councillor, I have helped with individual cases regarding housing especially when it came to a case where a disabled child was involved. I arranged a meeting with the housing officers and explained reasons for the difficulty presented in the case. I have also been part of setting up a petition with regards to the compound site that is on the Harebreaks many residents were against this and feel very unsatisfied with the outcome.

There has also been objections to building homes in Leaford Crescent again residents were objecting this planning unfortunately we lost the appeal. Although in these circumstances we lost the most important thing we did was gathered people together and representing them before the council was my priority.

Lately I have also been interested in the reformation of the Refugee centre where many women are facing difficulty with domestic violence and fleeing away in order to stay safe. In this case I arranged a meeting with the housing department for them to explain their rationale and understand the process involved. Being a member of the housing policy advisory group, we had the chance to voice out our concerns given the national status and aims regarding the crisis in housing.

- In terms of business the Courtland shops have been involved with the regeneration and face uplift of the area, concerns regarding parking and safety have been raised and addressed appropriately.
- I have worked very closely with the Watford mosque and the Church to see how we could integrate communities. In order to celebrate the Big get together in memory of the late MP Jo Cox the church has agreed to host an event next summer. I have also visited local schools summer fairs and helped possible.

I have also initiated a programme for ESOL classes held in the local community centre in partnership with the Watford Women's centre and the Watford housing trust as I recognised there was a need to help women from with an ethnic background to learn English and sewing to help them gain confidence and be able to communicate effectively. We arranged a prize giving ceremony for those who attended the course. I am always in favour of supporting community events no matter how big or small as long as people can celebrate their differences and support each other.

Communication is very important hence I regularly do ward walks, canvass and delivering leaflets. I am contactable via twitter, Facebook, email or even face to face. I have attended training provided by the council and I have also done a few externally as well to help become more confident. For example, I have done a presentation and public speaking course and master class, Trained by parliament in women in politics. I am currently the Chair of the Watford Labour women's group and I have done some presentations to help and bring women and their issues together for discussion. We are moving in the right direction more work needs to be done so hopefully if I get elected again in 2018 I would look to do more with schools and for members of the public.

Being in opposition can be challenging but it is important to stay focus and understand your limitations. Scrutiny is the key and this year I am a member of outsource services looking at the services that this council works in partnership with external providers. It is always

important to ensure that the residents of Watford are the main focus of any decision making.

I presented a motion regarding tackling loneliness in our society, this was agreed unanimously and now a task group has been set up to look at how this can be dealt with in our community.

I am also working with the police to look at how we could engage with younger people in our society preventing gang crime and negative influence.

Externally I have visited and met with main MP's including our Labour leader on different occasions, it is always very important to understand the direction the party is taking from a national level and implement it to a more local level where possible.

Overall, I have broadened my knowledge and sincerely hope my journey into politics does not stop here, I am willing to learn more and champion the challenges that lie ahead.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

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8. Managing Performance

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9. Objective for 2016/17	Update on progress

10. Objective(s) for 2017/18

- + to become more efficient in scrutiny.**
- + to represent more motions of issues that are affecting resident in Watford**
- + carry out more training sessions for Women in politics**
- + carry on being a good advocate for local residents and foresee problems that may arise.**

Watford Borough Council
Member Self-Assessment 2016/17

Meriden Ward

Self-Assessment of: Councillor Amanda Grimston

1. Year elected:

2016

2. Reasons for becoming a councillor:

To help in my community.

3. Roles in the Council:

Chair of Community Safety Partnership
Member of Overview and Scrutiny Committee, Highways Forum (vice-chair) and Chief Officer Pay Panel.

4. Membership of outside bodies:

Represent WBC on the Armed Forces Covenant Board.
Member of Friends of Meriden

5. Training & Development undertaken (Councillor's training record is listed):

6. Attendance Record:

100%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

- I have helped with housing issues by having regular meetings with the Management Team regarding issues on the Meriden Estate. I also attend Meriden Residents' Association (MRA) and Edward Amey Residents' Association coffee mornings. This

often results in housing issues and casework being raised by residents. I take these issues up with the Housing Trust or Watford Council.

- I have supported community arts and heritage projects by attending the Green Canteen Open Days, the Friends of Meriden Fun Days, Garston Bowls Club fun day and the Big Events across Watford.
- I have helped vulnerable or disadvantaged people in my community by regularly visiting vulnerable residents and have used my experience in social health to help residents in care.
- I often visit residents to communicate with them face-to-face. I respond to enquiries via e-mail and Facebook.
- I have attended a number of training sessions at the council. These have covered planning, induction and housing policy.
- I am an active member of a number of committees and chair the Community Safety Partnership. In this role I have increased the number of sessions and visited the local police station,
- I have dealt with planning and development in my area by being a member of an action group who are active in development issues in Meriden.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

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8. Managing Performance

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9. Objective for 2016/17	Update on progress

10. Objective(s) for 2017/18

1. Continue to work with residents on community issues and engage with local residents' groups.
2. Work with local schools to raise awareness of the problems associated with littering.
3. Continue to work effectively with partner organisations (such as Watford Community Housing Trust, Veolia, HCC, police and Watford Football Club).

Watford Borough Council

Member Self- Assessment 2016/17

Meriden Ward

Self-Assessment of: Councillor Kareen Hastrick

1. Year elected:

2006

2. Reasons for becoming a councillor:

Living in Meriden Ward, I felt it important that residents have an advocate and I was impressed with what the present administration had achieved for Watford.

3. Roles in the Council:

Chair of Overview & Scrutiny, Cmte member on Licensing, Outsourced Services Scrutiny, Highways Forum, Housing Policy Advisory Group, Constitution Working Party (Chair)

4. Membership of outside bodies:

**County Councillor for Meriden Tudor, Board member for Shopmobility Watford, invited to attend North Watford Children's Centre Advisory Board
Watford's representative on the county council's Health Scrutiny Committee**

5. Training & Development undertaken (Councillor's training record is listed):

09.06.16	Overview &Scrutiny Foundation training
15.06.16	Licensing training
21.06.16	Licensing training (taxis/private hire)
28.06.16	Budget Panel Finance Briefing
03.11.16	Highways, Parking and Transportation all Member Briefing
November 2016	Surface Pro all Member workshop
26.06.17	Licensing; taxis and sex establishments.

6. Attendance Record:

96%

Your work with Constituents and in the Community**Please tell us about the work in your ward and for the council, you may wish to mention the following:**

- Set up and supporting Friends of Meriden – Action Group on WCHT plans for the redevelopment of Meriden Estate.
- Attending regular meetings with WCHT regarding issues arising for residents of high rise and low rise apartments as well as redevelopment plans and also general concerns and individual issues. Also taking up issues with other housing providers in the ward.
- Attending Big Events occasions and supporting the Council where appropriate
- Helping residents with a variety of issues with WBC and WCHT
- Communicating and informing residents using regular newsletters, phone, email, and social media
- Participation in Scrutiny committees and regular member on Task Groups.
- Spoken at Development Management on behalf of residents concerns. Aided residents with enquiries over planning.
- Attending Resident Association meetings
- Supporting parks improvements
- Liaison with Police over residents concerns with ASB
- Working with ward councillors in Meriden and Tudor as County councillor

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision**8. Managing Performance**

9. Objective for 2016/17	Update on progress
Continuing support and organisation for Friends of the Meriden	Ongoing

Setting up Friends of groups for ward parks	Ongoing
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10. Objective(s) for 2017/18

Support potential application for Green Flag for Garston Park

Increase attendance for Licensing hearings

Establish 'Friends of' groups for ward parks

Watford Borough Council
Member Self-Assessment 2016/17

Meriden Ward

Self-Assessment of: Councillor Paddy Kent

1. Year elected:

2016

2. Reasons for becoming a councillor:

To represent residents in Meriden and play a role in the governance of the town.

3. Roles in the Council:

Member of the following committees:
Outsourced Services, Development Management and Member Development

4. Membership of outside bodies:

5. Training & Development undertaken (Councillor's training record is listed):

6. Attendance Record:

80%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

- How you have helped with housing issues e.g., dealing with residents enquiries, taking up issues with a housing provider, attending Housing Policy Advisory Group etc.
- Any occasions where you have consulted local businesses and represented their views to council.
- Examples of supporting community arts and heritage projects, Big Events etc.

- How you have helped vulnerable or disadvantaged people in your communities
- How you communicate with your residents e.g., through e-mail, face to face, using social media etc.
- Where you have attended relevant training which has helped you in your role as a councillor
- How you have participated in the scrutiny process (either by being a member of a committee or on a task group, or answer questions at a scrutiny committee)
- How you have dealt with planning and development in your area e.g., attending Development Management Committee (as a member of the committee or to speak as a ward councillor), attended Planning Policy Advisory Group etc.

I have acted on a wide variety of issues raised by residents, for example, dealing with a neighbour's overgrown garden, requesting the repainting of white lines in a car park, fixing a patch of grass left in a poor state by roadworks, ensuring that overgrown grass on Fairfields is cut.

I have attended the WCHT's Annual briefing for Councillors. I have also attended various meetings organised by the Meriden Residents' Association.

Working in partnership with the other Meriden Councillors, we produce a regular newsletter. I have communicated with residents by. I have also engaged in regular visits to residents' properties.

As a member of the Outsourced Services committee, I am involved in scrutinising the work of the services the Council outsources and am particularly interested in the performance of the operator of the leisure centres. As a member of Development Management, I have sought to balance the principle of sensible and sustainable developments and the concerns of residents with planning guidance and the need for more homes.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

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8. Managing Performance

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9. Objective for 2016/17	Update on progress

10. Objective(s) for 2017/18

Continue to inform and support Meriden residents as WCHT's development works continue. Contribute to the process of appointing a new leisure centre contractor.

Contribute to the process of campaigning for an improved Watford Junction.
Continue to find ways for the council to help make Watford a great place for pedestrians and cyclists.

Watford BC: Member Self- Assessment 2016/17

Q1 – Self assessment of Councillor

Mark Hofman

Q2 – Elected representative for

Nascot

Q3 – Year elected to Watford Borough Council (if you have served two separate terms please give your most recent year of election):

2012

Q4 – What were your reasons for becoming a councillor:

To engage with local residents, help Constituents with issues they may encounter and ensure the interests of young people are heard.

Q5 – What roles have you undertaken in the Council (such as membership of a committee, task group etc)?

Council

Licensing

Budget Committee

Major Projects Board

Q6 – What roles have you undertaken outside of Watford Borough Council (such as membership of outside bodies)?

Respondent skipped this question

Q7 – The Council's vision: To create a bold and progressive future for Watford

Work toward an inclusive, innovative and compassionate Council equipped with 21st century solutions to local issues.

Q8 – Priority 1: Identify ways to manage the borough's housing needs

Work with Westminster politicians and policy makers to ensure our 35% affordable housing requirement is maintained, and build our own developments in appropriate locations throughout the borough.

Q9 – Priority 2: Champion smart growth and economic prosperity

Lobby TfL and DfT to re-zone Watford stations, bringing them into zone 6 of the TfL zoning system and unleashing Watford's true economic potential.

Q10 – Priority 3: Provide for our vulnerable and disadvantaged communities

Invest in local community assets, education and housing programmes to ensure everyone, no matter what their background, should have the same chance in life.

Q11 – Priority 4: Deliver a digital Watford to empower our community

Lobby Major and senior decision makers to introduce smart bins around Watford, and other smart city technologies including wayfinding apps, smart lighting, parking solutions, and traffic management, to name but a few.

Q12 – Priority 5: Secure our own financial future

Continue to diversify our investment portfolio and work toward a financially independent, strong and secure budget.

Q13 – Are you a Cabinet member?

No

Q14 – Providing vision

Respondent skipped this question

Q15 – Managing performance

Respondent skipped this question

Q16 – Please write in: Objective 1 and the progress you have made in achieving it

Objective: To work with all of my local colleagues and stakeholders to build a stronger, well informed community.

I have built my knowledge of local government by attending training sessions and briefings during the past year to ensure I'm up-to-date with changes in the local landscape.

Q17 – Please write in: Objective 2 and the progress you have made in achieving it

Objective: To ensure we protect and enhance the wonderful character of Nascot Ward.

I have worked with my colleagues to campaign against over-development throughout the ward, and secured a number of tree protection orders to preserve the area's green character.

Q18 – Please write in: Objective 3 and the progress you have made in achieving it

Respondent skipped this question

Q19 – Please write in: Objective 4 and the progress you have made in achieving it

Respondent skipped this question

Q20 – Please write in: Objective 5 and the progress you have made in achieving it

Respondent skipped this question

Q21 – Please write in: Objective 6 and the progress you have made in achieving it

Respondent skipped this question

Q22 – Please write in any other objectives you set and your progress below:

Respondent skipped this question

Q23 – Objectives:

To improve transport services for residents living in Nascot, and protect and enhance the wonderful character of Nascot Ward.

Attendance: 92%

Watford BC: Member Self-Assessment 2016/17

Q1 – Self assessment of Councillor

Mark Watkin

Q2 – Elected representative for

Nascot

Q3 – Year elected to Watford Borough Council (if you have served two separate terms please give your most recent year of election):

2016

Q4 – What were your reasons for becoming a councillor:

My principal reason was, and remains my desire, to improve the facilities and services provided to my Ward by the council and its associated bodies. “To make a difference” to the lives of the community I serve

Q5 – What roles have you undertaken in the Council (such as membership of a committee, task group etc)?

Member of Cabinet - Portfolio Holder for Legal and Democratic Services, Shared Services and Customer Services

Digital Watford Board (Chair)

Chief Officer Pay Panel

Council Functions Committee (Chair)

Development Management Committee

Planning Policy Advisory Group

Property Investment Board

Q6 – What roles have you undertaken outside of Watford Borough Council (such as membership of outside bodies)?

Chessbrook ESC – Governor

Nascot Wood Junior School - Governor

Friends of Cassiobury Park – member

Nascot Residents Association – member

Friends of Watford Museum – member

Q7 – The Council's vision: To create a bold and progressive future for Watford

As a member of the Cabinet this is core to what I and my colleagues consider when reviewing policies and making decisions affecting the Borough. In particular in my role as Chair of the Digital Watford Board I am seeking innovative ways of creating an environment in the Borough where businesses will be able to access superfast broadband. This Board will be looking for ground breaking innovations to utilise the capabilities of the low power wireless services that will be introduced in the Borough.

Q8 – Priority 1: Identify ways to manage the borough’s housing needs

I support the Portfolio Holder for Housing in his search for innovative measures to meet the growing demands for social and affordable housing.

Q9 – Priority 2: Champion smart growth and economic prosperity

This is encompassed in my role as Chair of Digital Watford. If the Borough can provide the core digital services local firms are looking for, they will flourish. It is vitally important that Watford is a leader in this field.

Q10 – Priority 3: Provide for our vulnerable and disadvantaged communities

Being the Portfolio Holder for the Benefits Section, it is absolutely crucial that we provide an excellent and responsive service to this group while ensuring that we are constantly vigilant for any fraudulent claims.

Q11 – Priority 4: Deliver a digital Watford to empower our community

This is now one of my prime roles as I chair the Digital Watford Board. This encompasses transforming the way residents will be able to interact with the Council 24x7, 365 days per year, as well as working to ensure that all our businesses will enjoy the high quality broadband services at an economical price. We have established a town centre wide wi-fi with over 48,000 registered members at no cost to the council.

Q12 – Priority 5: Secure our own financial future

It is crucial that the Council becomes sustainable and this at the heart of my role as the Finance Portfolio Holder. We must question every costs and ;look for every commercial opportunity. We must be alert to the potential benefits following the localisation of Business Rates. By using the capabilities of the latest IT technology, overseen by the Digital Watford Board, we will enable the success of the fundamental review of the Council's services which has started and will run through until 2020.

Q13 – Are you a Cabinet member?

Yes

Q14 – Providing vision

As a member of Cabinet I am constantly asked to consider matters of policy which in themselves set the vision for the future of Watford. I challenge and question their effectiveness before agreeing to their implementation.

In my particular area, my objective is to ensure that all the shared services are responsive and effective and are in good shape to meet the demands facing them in the future.

The implementation of the innovative ideas and technology that will flow from the decisions taken by The Digital Watford Board will enable the Borough to create a new vision of where it wants to go to.

Q15 – Managing performance

This is absolutely at the heart of everything I do in my portfolio. The work that has been done between me and the senior officers in Revenues and Benefit, ICT and indeed all the Shared Services, substantiates this. Objective for 2015/16 Update on progress. I regularly monitor the key performance indicators for all my Departments to ensure that they operate as effectively and cost efficiently as possible.

Q16 – Please write in: Objective 1 and the progress you have made in achieving it

To aim to ensure that all the departments in my portfolio achieve their targets and when the services are supplied by 3 Rivers, that we receive a high standard of performance matching agreed targets, In particular the reorganised ICT Service starts to become a real provider of enhanced efficiency and support to the whole Council.

2016/17 has seen real progress in the quality of the services, reliability and equipment used throughout the Council. Innovations such as the replacement of virtually all the desktop devices and updating them to Windows 7; the introduction of a faster more reliable internet Service; the move from thin client to fat client and the introduction of Surface Pro tablets to all members and an increasing number of staff are just some examples. On the service side, the 24x7 support provided by Amicus has had a dramatically positive effect.

Apart from ICT, all the other Departments in my Portfolio either achieved or passed their performance targets. Most notably, Watford Council was awarded the IIP Gold Standard.

Q17 – Please write in: Objective 2 and the progress you have made in achieving it

Respondent skipped this question

Q18 – Please write in: Objective 3 and the progress you have made in achieving it

Respondent skipped this question

Q19 – Please write in: Objective 4 and the progress you have made in achieving it

Respondent skipped this question

Q20 – Please write in: Objective 5 and the progress you have made in achieving it

Respondent skipped this question

Q21 – Please write in: Objective 6 and the progress you have made in achieving it

Respondent skipped this question

Q22 – Please write in any other objectives you set and your progress below:

Respondent skipped this question

Q23

Objectives:

1. To ensure that all Departments meet or pass their service targets.
2. To see the continuing improvement of the Council's ICT service.
3. To ensure that the Council meets the Government's PSTN standard.
4. Through the use of its ICT , wireless and broadband to see the Council adopt innovative strategies and services to serve Watford better.

Attendance: 90%

Watford Borough Council

Member Self- Assessment 2016/17

Oxhey Ward

Self-Assessment of: Councillor Iain Sharpe

1. Year elected:

1991

2. Reasons for becoming a councillor:

I wanted to make sure that Watford remains a good place to live in, and for people to visit and work in, especially to protect and enhance the build environment. I believe strongly in local democracy and the need for councillors to hold public bodies accountable to the public. In addition, I am a committed Liberal Democrat and believe the party has strong policies for open government, responding to the concerns of local residents, and providing quality services at a reasonable cost to taxpayers.

3. Roles in the Council:

Cabinet Member for Regeneration and Development, Member of Development Control Committee, Hertfordshire Chair of Highways Forum, Major Projects Board, Planning Policy Advisory Group (Chair),

4. Membership of outside bodies:

Hertfordshire Infrastructure and Planning Partnership (comprising planning portfolio holders for all Hertfordshire districts and Hertfordshire County Council.

5. Training & Development undertaken (Councillor's training record is listed):

Surface Pro all Member workshop (Nov 2016)
Development Management (June 2017)
Viability (for Development Management)
Watford vernacular training (July 2017)

I have also participated in various training and discussion events organised by the Local Government Association at the twice yearly Liberal Democrat conference, particularly in the fields of planning, housing and environmental issues.

6. Attendance Record:

92%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

- How you have helped with housing issues e.g., dealing with residents enquiries, taking up issues with a housing provider, attending Housing Policy Advisory Group etc.
- Any occasions where you have consulted local businesses and represented their views to council.
- Examples of supporting community arts and heritage projects, Big Events etc.
- How you have helped vulnerable or disadvantaged people in your communities
- How you communicate with your residents e.g., through e-mail, face to face, using social media etc.
- Where you have attended relevant training which has helped you in your role as a councillor
- How you have participated in the scrutiny process (either by being a member of a committee or on a task group, or answer questions at a scrutiny committee)
- How you have dealt with planning and development in your area e.g., attending Development Management Committee (as a member of the committee or to speak as a ward councillor), attended Planning Policy Advisory Group etc.

Housing matters

I have continued to play the lead member role on planning policy, helping to develop policies that will enable the council to meet its targets for housebuilding, including providing affordable homes. Despite the challenges of an ever-changing national planning environment, we have taken important steps forward, including agreeing a policy for accepting commuted payments for affordable housing, and our taller buildings policy, 'Skyline', produced in response to the increasing pressure for taller buildings in Watford.

Business and the local economy

Our town faces particular challenges with increasing housing need and obligation within the national planning regime to meet that need. I have been closely involved with the development of policy to regenerate two key areas of the town to provide new homes, Watford Junction and Watford Health campus.

My cabinet responsibilities for planning also involves bringing forward policies and projects that help to make Watford a more attractive town for businesses – for example the planned public realm improvements to Watford High Street to complement the regeneration of the Charter Place shopping centre.

Arts and Heritage

As a member of the cabinet I have strongly supported a wide-ranging arts programme in Watford, as well as supporting effective conservation policies.

I have attended performances at Watford Palace Theatre and at the Imagine Watford and

Big Screen on the Beach events.

Vulnerable people and communities

This also relates to our approach to securing more affordable housing through the planning system.

In addition, much of the individual casework raised with us comes from residents who have in some way faced difficulties accessing services or getting their voice heard.

Communicating with residents

I communicate regularly with local residents in Oxhey ward in conjunction with my fellow ward councillors, the elected mayor and the county councillor for the area.

This includes producing a regular ward newsletter, *Oxhey Opinion* approximately eight times a year and a tabloid newspaper around three times a year. In addition we send out e-newsletters at around fortnightly intervals.

We also regularly carry out surveys to ask people's views on local issues, both by knocking on doors to ask people to complete questionnaires and by posting the questionnaires online.

In addition we participate in council-led consultation exercises, such as the one currently taking place regarding improvements to Oxhey Park North.

Training

The various training events I have attended on planning issues organised by the council have enabled me to keep up to date with recent developments in development management and policy-making, as well as providing an opportunity to see other possibilities for improving how the council can promote high quality development and resist inappropriate schemes.

Training I have attended at the Liberal Democrat conference, particularly on the debate on whether the priority in housing should be new settlements or further urban intensification have given me a sense of the wider political context for the debates we are having in Watford over planning issues.

Scrutiny

As a cabinet member, by definition, I am not a member of a scrutiny committee. While in previous years, I have attended various scrutiny committee meetings, this has been less so this year. However, I have been involved in briefing cabinet colleagues who have attended scrutiny meetings, including for call-in of cabinet decisions and overseeing officers' responses to scrutiny questions.

Development management

In my role as cabinet member for the planning service, and through being a member of the Development Management committee, I am closely involved with the planning process.

I am a vocal participant on the committee (perhaps overly so in the view of some colleagues), participating in the debate on most agenda items.

Planning is a very controversial area. There is a demonstrable need for new homes and regeneration to create jobs and ensure a strong local economy. Yet almost all housing schemes, even relatively small ones, are extremely controversial.

On occasion, I have successfully moved that the committee override an officer recommendation to approve a scheme, where I think the scheme is poor quality and/or has an unacceptable effect on its surroundings. In two cases in the past year, the refusal has been upheld by inspectors when the scheme went to appeal. Overall it is important that the committee does not just rubber stamp officer recommendations and that councillors bring to bear their own knowledge and judgement, even if this does sometimes mean losing appeals.

I am active in discussing planning issues and interpretation of planning policy with fellow councillors and residents groups who are concerned about interpretations of planning policy, including being in regular dialogue with my local residents' association. In addition I have met residents who are unhappy with council decisions to approve schemes to explain the reasoning behind our decision.

Development management is probably the most challenging and difficult aspect of being a councillor. It is sometimes necessary to approve schemes, which have considerable opposition, and where this is the case, I try to make clear to everyone attending the committee meeting why I am voting a particular way, so that there is at least transparency behind our decisions, even if people will still disagree with them.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

Key activities include:

- Contributing to the council's corporate plan through discussions with senior officers, the mayor, cabinet members and councillors.
- Contributing to development and delivery of council's key priorities, including work towards a family-friendly town centre and improvement of parks and green space
- Promoting via planning policy etc. work towards a strong local economy and sustainable neighbourhoods.
- Willingness to take difficult decisions (e.g. over major regeneration sites) for the greater good of the town, especially in trying to meet the need for new homes.
- Participation in regular meetings with senior management to further the council's policy goals.

8. Managing Performance

The key activities I undertake in these areas are

- Regular meetings with the head of service and quarterly reviews to monitor performance of services within my cabinet portfolio.
- Taking up complaints and concerns raised by local residents and being willing to challenge questionable performance by the council where necessary.
- As part of cabinet regular meetings with leadership team to monitor council's performance on key priorities.

9.Objective for 2016/17	Update on progress
<ul style="list-style-type: none">- Continued progress on local plan and wider planning framework.- Further consultation to agree future of North side of Oxhey Park- Continue to campaign for improved rail services and station facilities at Bushey- Achieve progress on and timetable for town hall square improvements.- Ensure Property Investment Board achieves goals of increased return on council's investment portfolio	<p>-Changes in the national framework mean that we will now be moving towards a review of the whole district plan rather than completing Part 2 as previously. I have approved other key policy documents, including for conservation areas and commuted payments for affordable housing.</p> <p>This is well under way, with representatives of local groups participating in regular meetings with councillors and council officers to agree details of the scheme.</p> <p>With my Oxhey ward colleagues I carried out a survey of the views of passengers about facilities and services at Bushey Station and we are pressing rail operators for improvements, especially more shelters on the heavily-used Platform 6.</p> <p>This scheme has been developed and consulted on, but we have agreed to prioritise a related scheme to improve the High Street</p> <p>Although this is no longer in my cabinet portfolio, I continued to attend meetings of the Board, properties have been purchases and the council is meeting its targets in terms of increased revenue.</p>

10. Objective(s) for 2017/18

- Continued progress on development of planning policies for the town with sustainable solutions.
- Successful completion of improvements to High Street between Market Street and Clarendon Road
- Successful completion of improvements to North side of Oxhey Park
- Continue campaign for improved rail services and station facilities at Bushey Station.
- Carry out informal consultation with residents in Oxhey on parking issues.

Watford Borough Council

Member Self- Assessment 2016/17

Oxhey Ward

Self-Assessment of: Councillor Peter Taylor

1. Year elected:

2012

2. Reasons for becoming a councillor:

To serve my community and support the Liberal Democrat administration in delivering high quality services across the town.

3. Roles in the Council:

Deputy Mayor, Liberal Democrat Group Leader and Portfolio Holder for Client Services.

4. Membership of outside bodies:

Oxhey Village Environmental Group
Friends of Oxhey Park

5. Training & Development undertaken (Councillor's training record is listed):

LGA Leadership Academy

6. Attendance Record:

100%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

- I have helped a number of Oxhey residents with housing issues. This has involved taking up case work with the Housing Trust relating to overcrowding, fire-safety and property insulation. I have arranged and attended meetings with residents to discuss

problems with representatives for WCHT and with Watford Council's housing team.

- Working with ward colleagues, I am currently organising a survey across Oxhey Ward on parking regulations. As part of this process I have discussed the issues with local businesses and sought their views on the best way to proceed.
- I have attended and promoted community events at Watford Museum and Watford Palace Theatre. I have also attended many of the council's Big Events, including the Big Skate, Big Sports Day, Big Beech and Big Screen.
- I have helped vulnerable or disadvantaged people my community by responding to case work matters quickly and effectively. I have also supported the 'Dementia Friends' programme both in Oxhey and at the town's two leisure centres.
- I communicate with residents through e-mail, face-to-face, using social media and in ward newsletters.
- I have attended the 'Leadership Academy' training that is provided by the Local Government Association. This involved sharing best practice with senior councillors from different parties across the country.
- I have participated in the scrutiny process by answering questions at a scrutiny committees, mainly the Outsourced Services Scrutiny Panel.
- I have kept residents in my ward updated on proposed developments through ward newsletters and emails. I have spoken at a number of Development Management Committee meetings to raise the concerns of residents. I have also attend meetings in my ward where residents have asked questions about particular planning applications.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

I attend regular meetings with senior council officers and other members of the cabinet where we discuss the strategic direction of the council. I listen to others but make frequent contributions in these discussions too. Our vision of being a 'Bold and Progressive' council is applied in a range of situations. I have contributed to the development and delivery of council's key priorities, including a family-friendly town centre (Big Events), improved parks (Green Flags and Cassiobury Park improvements) and a thriving local economy. I recognise that an important part of my role as Group Leader and Deputy Mayor is to articulate the council's vision in public meetings, the local media and in the council chamber.

8. Managing Performance

I hold regular meetings with senior council officers to discuss the performance of the areas in my portfolio and strategic priorities. This includes quarterly reviews to monitor the performance of services within my cabinet portfolio. In these discussions, we consider the latest Key Performance Indicators and specific matters of interest. I am also in frequent email and phone contact with officers to discuss issues of high priority and I am willing to challenge the performance and expectations of the council when necessary.

9. Objective for 2016/17	Update on progress
<p>Continue to respond quickly and effectively to casework from local residents.</p> <p>In my role as a portfolio holder ensure that residents continue to receive high quality services and good value for money.</p>	<p>I continue to receive a high-volume of casework from local residents, mainly via email. I respond to this in a timely manner and always do my best to achieve a positive outcome.</p> <p>This year Watford gained 11 Green Flags, 3 more than last year and the highest number of any council in Hertfordshire.</p> <p>The recent QUEST assessment of our leisure centres rated both 'excellent' and in the top 50 of over 700 assessed.</p>

10. Objective(s) for 2017/18

Continue to respond quickly and effectively to casework from local residents.

Ensure that an Oxhey Ward parking survey is undertaken in a fair and transparent manner and that the wishes of local residents determine the outcome of this.

Oversee improvements to Oxhey Park North and the start of the project there. Make sure that the views of residents are incorporated into this project and that the work is carried out to a high standard.

In my role as a portfolio holder ensure that residents continue to receive high quality services and good value for money.

Watford BC: Member Self-Assessment 2016/17

Q1 – Self assessment of Councillor

David Barks

Q2 – Elected representative for

Park

Q3 – Year elected to Watford Borough Council:

2016

Q4 – What were your reasons for becoming a councillor:

To represent my ward and contribute to promoting liberal values and policies in our town.

Q5 – What roles have you undertaken in the Council (such as membership of a committee, task group etc)?

Development Management Committee, Budget Panel and Digital Watford Board

Q6 – What roles have you undertaken outside of Watford Borough Council (such as membership of outside bodies)?

I have attended meetings with WCHT and Watford & Three Rivers Trust

Q7 – The Council's vision: To create a bold and progressive future for Watford

I have supported the councils plans for digital services identifying areas where we can improve and change our services to transform them for the better for residents with better value. I continue to campaign for better road

Q8 – Priority 1: Identify ways to manage the borough's housing needs

I have supported the set-up of Hart Homes and have supported residents who have contacted me in need of housing or a change of housing

Q9 – Priority 2: Champion smart growth and economic prosperity

I have attended a conference about Smart Cities and worked on the digital Watford board. I have also campaigned for the Metropolitan Line Extension to progress and the retention of the Watford Met station as I believe infrastructure is vital to our continued economic prosperity and better comfort in growth.

Q10 – Priority 3: Provide for our vulnerable and disadvantaged communities

I helped review the satisfaction and usage of the leisure centres and highlighted how communities in Watford are able to access these services as well as suggesting improvements

Q11 – Priority 4: Deliver a digital Watford to empower our community

I am a member of the Digital Watford Board and helped direct our digital strategy to enable the community to access better services.

Q12 – Priority 5: Secure our own financial future

I have reviewed our budgets and financial plans as part of the budget panel and suggested changes, such as amendments to council tax and property investment

Q13 – Are you a Cabinet member?

No

Q14 – Providing vision

Respondent skipped this question

Q15 – Managing performance

Respondent skipped this question

Q16 – Please write in: Objective 1 and the progress you have made in achieving it

Continue to represent and help members of my ward and wider Watford when they need help

Q17 – Please write in: Objective 2 and the progress you have made in achieving it

To improve the living situations of those who need it most

Q18 – Please write in: Objective 3 and the progress you have made in achieving it

To improve the digital services the council offers

Q19 – Please write in: Objective 4 and the progress you have made in achieving it

To honestly and reliably judge developments in the town to help ensure they make a positive impact on us

Q20 – Please write in: Objective 5 and the progress you have made in achieving it

Respondent skipped this question

Q21 – Please write in: Objective 6 and the progress you have made in achieving it

Respondent skipped this question

Q22 – Please write in any other objectives you set and your progress below:

Respondent skipped this question

Q23 – Objectives:

Please see above

Attendance: 97%

Watford Borough Council

Member Self-Assessment 2016/17

Park Ward

Self-Assessment of: Councillor Peter Jeffree

1. Year elected:

2017

2. Reasons for becoming a councillor:

To be more active in the community, particularly in the area of influencing the quality of development in Watford

3. Roles in the Council:

Chair – Development Management Committee
Member – Licensing Committee
Member – Planning Advisory Committee
Member – Housing Advisory Committee
Member – Major Projects Board

4. Membership of outside bodies:

Council nominated Board member on Watford Community Housing Trust

5. Training & Development undertaken (Councillor's training record is listed):

Induction Afternoon	08.05.17
Development Control (general) training	12.06.17
Licensing; taxis and sex establishments.	26.06.17
Viability	28.06.17
Watford Vernacular	10.07.17

6. Attendance Record:

N/A

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

I edit a Park Ward e-newsletter which is sent out to more than 800 residents every 2 or 3 weeks depending on news content.

As chair of DMC I am actively engaged in ensuring development in Watford is appropriate for the town.

I presented a motion to Council proposing scrutiny of WBC's tall buildings policy and emergency procedures. This was in response to the Grenfell House tragedy. I expect to serve on the scrutiny panel when the proposal is accepted by Overview and Scrutiny later in September.

I always respond to resident's queries and comments promptly and have intervened on behalf of residents on topics such as litter and dog fouling. I have engaged with residents on parking problems in Cassiobury Triangle and have followed up with officers to introduce further parking restrictions.

I am pursuing issues around changes to the parking provision in Cassiobury Park.

I have supported many of the big events programme including the programme of band concerts at the relocated band stand and the Imagine Watford arts festival, and have promoted these through the regular e-newsletter.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

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8. Managing Performance

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9. Objective for 2016/17	Update on progress

10. Objective(s) for 2017/18

Continue serving as an effective Chair of DMC

Contribute to the development of appropriate housing and planning policies through the two Advisory Committees

Be active in contributing to Licensing sub committees as required

Continue regular communication with residents through the local e-newsletter

Watford Borough Council

Member Self- Assessment 2016/17

Park Ward

Self-Assessment of: Councillor Nikki Steele

1. Year elected:

2016

2. Reasons for becoming a councillor:

Wanted to get involved and help local community

3. Roles in the Council:

Council Functions Committee

4. Membership of outside bodies:

Cassiobury Residents Association - Member
Friends of Cassiobury Park – Member

5. Training & Development undertaken (Councillor's training record is listed):

IT Training

6. Attendance Record:

86%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

- Together with the support of my Park Ward team, I have assisted with residents' casework mostly concerned with planning, parking, highway faults and potholes, as well as anti-social behaviour issues within Cassiobury Park itself
- I have reported Highway Faults via the HCC online service which has had quick results

- I have raised Cassiobury Park issues with WBC Officers, and have also met with the Park Manager and the Park Ranger to see what can be done to improve things
- I have conceptualised a Considerate Cassiobury Campaign and presented it to the Park Manager and WBC representatives. If launched, hopefully it will make a positive impact on the mindfulness and consideration of all users of the Park and facilities
- I am a member of The Friends of Cassiobury Park and attend meetings to keep informed
- I am interested in retaining the historic heritage of Watford and attended a Friends of Little Cassiobury meeting to understand the challenges of preserving this significant local building, making it accessible and relevant for future users
- Park Ward residents stop me in person to talk about their concerns, and I follow up by phone or email. I also contribute to the Park Lib Dems email newsletter keeping residents informed of news and events in Park Ward
- I attend Lib Dem Group Meetings, and full Council Meetings

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

n/a

8. Managing Performance

n/a

9. Objective for 2016/17	Update on progress
To support my colleagues and stakeholders in nurturing a robust and well-informed local community	I have developed my knowledge of what is going on locally by attending various groups, meetings and talking with residents

10. Objective(s) for 2017/18

To keep Park Ward Residents informed about events and activities in Cassiobury Park and to protect local amenity from being negatively impacted by increases in traffic and footfall

Watford Borough Council

Member Self- Assessment 2016/17

Stanborough Ward

Self-Assessment of: Councillor Derek Scudder

1. Year elected:

1994

2. Reasons for becoming a councillor:

To assist residents and to help improve the operation of the council.

3. Roles in the Council:

Current roles are member of the Licensing Committee, HPAG and Chairman of the Audit Committee

4. Membership of outside bodies:

Trustee of the Bedford, Cordery and Morison Alms-houses

5. Training & Development undertaken (Councillor's training record is listed):

6. Attendance Record:

89%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

- How you have helped with housing issues e.g., dealing with residents enquiries, taking up issues with a housing provider, attending Housing Policy Advisory Group etc.

- Any occasions where you have consulted local businesses and represented their views to council.
- Examples of supporting community arts and heritage projects, Big Events etc.
- How you have helped vulnerable or disadvantaged people in your communities
- How you communicate with your residents e.g., through e-mail, face to face, using social media etc.
- Where you have attended relevant training which has helped you in your role as a councillor
- How you have participated in the scrutiny process (either by being a member of a committee or on a task group, or answer questions at a scrutiny committee)
- How you have dealt with planning and development in your area e.g., attending Development Management Committee (as a member of the committee or to speak as a ward councillor), attended Planning Policy Advisory Group etc.

I have dealt with many residents housing issues over the years. These residents come from a variety of backgrounds, including some with particular disadvantages. I am a member of the Housing Policy Action Group.

Stanborough has one of the strongest residents associations in the borough (Kingswood Residents Association) and I attend most of its committee meetings, including the AGM.

There have been several occasions when I have represented residents at Development Management meetings. I have also helped negotiate changes to WCHT developments to improve both their quality and their acceptance by local residents.

With my ward colleagues I produce regular newsletters which are delivered to every property in the ward. We also produce an email news update. I attend local community events whenever possible.

I attend many of the training events the council organises and these have constantly informed my dealings with residents.

I chaired the scrutiny task group on parking in the town centre.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

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8. Managing Performance

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9. Objective for 2016/17	Update on progress
<p>My objectives were to continue to offer a good service for local residents.</p>	<p>I believe I am continuing to meet this objective.</p>

10. Objective(s) for 2017/18
<p>My main objective will continue to give a good service to residents and also to assist the council in the furtherance of its aims of continuing to improve the town.</p> <p>As chairman of the Audit Committee I will be ensuring that the work of the committee is of a high standard and meets the aims of the council both internally and externally with the various bodies and agencies with which we deal.</p>

Watford BC: Member Self- Assessment 2016/17

Q1 – Self assessment of Councillor

Councillor Tim Williams

Q2 – Elected representative for

Stanborough Ward

Q3 – Year elected to Watford Borough Council (if you have served two separate terms please give your most recent year of election):

2016

Q4 – What were your reasons for becoming a councillor:

I became Councillor at the age of twenty-two, in 1987, as I wanted to help local residents with the issues that affected them, to assist residents in their dealings with the Council, and wanted to see a “younger” voice on the Council. This willingness to help local residents, and local community groups, in my Ward, and in Watford, is still the paramount reason that I stand as a local Councillor in the ward that I live in with my family.

Q5 – What roles have you undertaken in the Council (such as membership of a committee, task group etc)?

Outsourced Services Scrutiny Panel - Chair

Overview and Scrutiny Committee

Audit Committee - Vice-Chair

Leisure Management Contract Task Group

Q6 – What roles have you undertaken outside of Watford Borough Council (such as membership of outside bodies)?

- employed as a Credit Services Manager for Randstad UK
- committee member of Kingswood Residents Association
- member of Friends of Woodside
- member of Friends of Cassiobury Park
- member of Friends of Watford Museum
- member of Friends of Frogmore House
- member of North Watford Allotment Garden Society
- allotment holder at Briar Rd site
- member of Watford Mayors' Association
- member of Hunstanton Civic Society
- Member of Everyone Active - Woodside
- Fellow of the Chartered Institute of Credit Management
- Governor of St Joan of Arc RC School

Q7 – The Council's vision: To create a bold and progressive future for Watford

Corporate Plan 2020 - adopted - 21st March 2017 -formally approved. Take an active interest in the Major Projects Board and the strategic Property Investment Board - safeguarding Watford's future for decades. Major Projects being Charter Place redevelopment, Health Campus, Watford Metropolitan Line extension, Watford Business Park and to plan/explore possible development around Watford Junction.

Q8 – Priority 1: Identify ways to manage the borough’s housing needs

Attended Housing and Planning meetings to become aware of the serious housing issues that we are facing - support the initiatives being launched including the new nomination policy. I attended the Councillors visit to Watford Community Trust in order to be updated on the Trust's future plans and recent projects.

Q9 – Priority 2: Champion smart growth and economic prosperity

Taken part in formulating the Local Plan - ensuring Watford has a sustainable future balancing employment land and residential land. Previously been a member of the Development Control Committee and the Planning Policy Advisory Group, and this has a direct impact on the Town’s sustainability in both the short term and the long term.

Q10 – Priority 3: Provide for our vulnerable and disadvantaged communities

At the Audit Committee and Scrutiny Committees we regularly review the Housing KPI's and the Housing Benefit KPI's to ensure that those who might be considered as vulnerable and disadvantaged receive prompt and efficient services. In my own Ward we've been fighting to maintain the R8 Bus Service that serves both Kingswood & Leavesden Green estates that is a lifeline for many vulnerable and disadvantaged individuals and is the only bus service they have.

Q11 – Priority 4: Deliver a digital Watford to empower our community

On the Audit Committee we regularly raise IT/Digital matters to ensure that the Council is at the forefront - Town Centre WiFi is a great example. On a ward basis I regular send out an e-circular of local matters by mailchimp, have a twitter account, facebook account and regularly contribute to three neighbourhood facebook pages.

Q12 – Priority 5: Secure our own financial future

To make Watford financially secure in 2020 when government funding ceases - attended workshop sessions to explore ways to make this happen - asked questions and challenged assumptions when necessary.

Q13 – Are you a Cabinet member?

No

Q14 – Providing vision

Respondent skipped this question

Q15 – Managing performance

Respondent skipped this question

Q16 – Please write in: Objective 1 and the progress you have made in achieving it

Maintain Green Flag status for Woodside Playing Fields & Albans Wood - achieved Summer'16

Q17 – Please write in: Objective 2 and the progress you have made in achieving it

Investigate improvements to Leavesden Green Playing Fields – links into Hemming Way redevelopment by Watford Community Housing Trust - in progress - development of Hemming Way now underway and due to be completed in Jan 2018 and yes the plans include improved entrances into the playing fields.

Q18 – Please write in: Objective 3 and the progress you have made in achieving it

Continue to report and address Highway matters to Herts County Council - achieved but this is a constant matter and the state of the roads is poor (Herts County Council need to review the management of their contract/contractors).

Q19 – Please write in: Objective 4 and the progress you have made in achieving it

Address Anti-Social Behaviour matters with the Neighbourhood Police Team - achieved but again this matter is constant with youngsters in the area causing antisocial behaviour issues and vehicle break-ins (often vans for tools) - police attended the recent Annual General Meeting of the Kingswood Residents Association

Q20 – Please write in: Objective 5 and the progress you have made in achieving it

Continue to work with residents, and residents' groups on getting improvements to the area - achieved but this is on-going - recently appointed to the Kingswood Residents Association committee

Q21 – Please write in: Objective 6 and the progress you have made in achieving it

Continue with regular communications with residents via newsletters and attendance at Residents' meetings - achieved with regular newsletters, e-newsletters via mailchimp, regularly reports in the Kingswood News and attend monthly meetings of the resident associations

Q22 – Please write in any other objectives you set and your progress below:

Work with Watford Community Housing Trust and other Housing organisations with matters that tenants/residents raise with me - achieved, have healthy relationship with the Watford Community Housing Trust and together we resolve many issues raised

Q23 – Objectives:

- 1) Maintain Green Flag status for Woodside Playing Fields & Albans Wood
- 2) Investigate improvements to Leavesden Green Playing Fields – links into Hemming Way redevelopment by Watford Community Housing Trust (to be completed Jan'18)
- 3) Continue to report and address Highway matters to Herts County Council
- 4) Address Anti-Social Behaviour matters with the Neighbourhood Police Team
- 5) Continue to work with residents, and residents' groups on getting improvements to the area
- 6) Continue with regular communications with residents via newsletters and attendance at Residents' meetings
- 7) Work with Watford Community Housing Trust, and other Housing organisations with matters that tenants/residents raise with me
- 8) Maintain a Bus Service for Kingswood & Leavesden Green estates (R8 Services is being withdrawn by Mullany's)

Attendance: 92%

Watford Borough Council

Member Self- Assessment 2016/17

Tudor Ward

Self-Assessment of: Councillor Joe Fahmy

1. Year elected:

2016

2. Reasons for becoming a councillor:

An interest in serving the community coupled with a wish to use my local government experience to engage with the local community and make improvements at ward and borough level.

3. Roles in the Council:

Licensing Committee (Chair)
Licensing Committee (Licensing Act 2003) (Chair)
Licensing Sub Committee
Budget Panel
Constitution Working Party

4. Membership of outside bodies:

N/A

5. Training & Development undertaken (Councillor's training record is listed):

6. Attendance Record:

89%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

- Assisting residents of local housing associations and housing trusts with the improvement, maintaining, and fixing problems with resident's properties, and where necessary making a case to the housing provider on their behalf.
- Improving resident's local amenities by supporting and taking the appropriate course of action with damaged street furniture, fly-tipping, as well as maintenance and upkeep of communal areas and green spaces.
- Actively engaged with residents to understand their concerns in relation to issues of parking and highway repairs, and liaise with the appropriate people when dealing with low level anti-social behaviour.
- Actively engaged in a range of local community events from improving the public realm by initiating clean-up and action days to arranging a regular Christmas event at the Tudor Parade Shops. Improvements include, street furniture, trees and open spaces, and the maintenance of highways including the revamp of the Tudor Parade.
- Actively used the ward locality budget to help local community organisations including helping vulnerable and disadvantaged groups including local charities.
- I have addressed the Development Management Committee as a ward Councillor and sat on the committee as a substitute on a number of occasions.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

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8. Managing Performance

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9. Objective for 2016/17	Update on progress

10. Objective(s) for 2017/18
<ul style="list-style-type: none"> • Enhance the area of Tudor Parade shops which have not yet revamped with planters and seating areas. • Meet with the local OWL Watch Liaison Officer, PCSOs and Safe Neighbourhood Teams to build a good relationship with them and our residents so my colleagues and I can keep the residents aware of matters which arise in the Ward. • To communicate regularly with residents via social media sites.

Watford Borough Council

Member Self- Assessment 2016/17

Tudor Ward

Self-Assessment of: Councillor Steve Johnson

1. Year elected:

2009

2. Reasons for becoming a councillor:

I became a Councillor because I wanted to serve the local community by representing their interests in local government. I also wanted to have more involvement at a local level in decision making. I felt this was the next step, after chairing a local Residents Association.

3. Roles in the Council:

Portfolio Holder for Housing and Property
Annual Council
Appointments Committee
Cabinet
Constitution Working Party
Council
Development Management Committee (Vice-Chair)

4. Membership of outside bodies:

5. Training & Development undertaken (Councillor's training record is listed):

2016

21.01.16

Leadership Essentials, Housing, Leadership Academy/LGA, Scarman Centre, Warwick University.

November 2016

Surface Pro all Member workshop

03.03.16

'Resettling Vulnerable Syrian refugees; a multi-agency approach for the East of England',

Trinity Centre, Cambridge. LGA/ East of England LGA (Strategic Migration Partnership). No cost.

27.09.16

Effectively Regulating Private Housing and Tackling Rogue Landlords

24.4.17

Herts Housing Conference.

6. Attendance Record:

92%

How the Councillor has met Council ambitions

‘All our passion determination and team work, that is what makes Watford bold and progressive’

In this section of the Self - Assessment, the councillor explains how they have worked to fulfil, or contribute to, the Council’s vision and priorities;

‘Our Vision’

7. To create a bold and progressive future for Watford

In section 8. I outline how I have helped to create a bold and progressive future for Watford

‘Our Priorities’

8. Identify ways to manage the borough’s housing needs

As housing portfolio holder, this is an area that is very close to my heart. The South East of England is in the middle of a housing crisis. In Watford, we can react locally as best we can but the solution needs to tackle with more determination from a national prospective. Locally we have taken a great number of initiatives to manage the boroughs housing needs.

- We have created our own housing company to help the council build homes for local residents. Our first scheme will consist of much needed affordable homes and temporary accommodation for homeless households. These new homes should be completed by mid-2018.

- We started a new Strategic Homelessness Forum in Watford which includes representatives from a wide range of voluntary and statutory external partners. The main aim of the Forum is to reduce homelessness and improve services and provision for people and households at risk of or actually homeless within the Watford Borough Council area. Its

key area of work so far has been to look at ways for agencies to work together to make better use of available supported and general needs accommodation for homeless single people locally. It also oversees the government-funded prevention of rough sleeping project.

- I chair the Housing Policy Advisory Group which is a forum for Councillors to discuss strategic housing and housing-related issues relevant to the area covered by Watford Borough Council. Over the last few months, Councillors have received presentations and had the opportunity to comment on various issues including the performance of the Housing Department in delivering its services, the work of the Environmental Health Team, the provision of temporary accommodation in the borough and updates on all the strategic housing-related projects being worked on.

- With so few affordable/social rented homes available locally we reduced the number of applicants on our Housing Register from around 5,000 to under 800. We did this by introducing a residence requirement which means applicants must live in Watford at the time they apply to the Housing Register and must also have lived in Watford for five of the last six years.

- After a successful tendering exercise, we are now working with more contractors than before to help us source affordable private rented homes for both temporary accommodation (TA) for homeless households and for settled accommodation for those already in TA to move into.

- As part of the council's plans to improve TA, we have started work on York House, which is our largest TA hostel and has been in need of extensive modernisation. The work should be completed by this summer.

- We are about to apply for planning consent to build a small amount of TA within the borough using modular construction methods for the first time.

- We have taken part in the creation of the new shared, county-wide Hertfordshire Improvement Agency (HIA). We will be transferring Watford Borough Council's Disabled Facilities Grants service to the HIA in September 2017. I attended various meetings to discuss and agree the practicalities of the transfer. We believe the HIA will provide a more responsive service, enable an increased number of adaptations to properties and allow quicker discharge from hospital for residents.

- We have worked with the Building Research Establishment (BRE) to get a better understanding of the privately-owned housing stock in Watford so that we can more easily identify where to concentrate resources for improving these homes. The BRE's report should be ready by the end of May and its findings will feed into the council's new Private Sector Renewal Strategy which will be consulted on later this year.

- After a, thorough review was undertaken last September, I am supporting the Housing Department in working through a continuous improvement plan to put in place for Watford residents the national standard for homelessness prevention and housing options services.

9. Champion smart growth and economic prosperity

As I am a member of development management committee I am very aware of the smart growth agenda. We need to take into account traffic congestion and environmental degradation. Smart growth principles are directed at developing sustainable communities that provide a greater range of transportation and housing choices and prioritize infill and

redevelopment in existing communities rather than development of "greenfield"
I am a great supporter of car clubs.

10. Provide for our vulnerable and disadvantaged communities

I have overseen the creation of Shared Herts Improvement Agency (DFG's) Watford Borough Councils Disabled Facilities Grants service planned to transfer to County wide scheme in September 2017. Attended various meeting to discuss practicalities of move. By providing a more responsive service we hope to allow more adaptations to properties to allow a quicker discharge from hospital for residents.

11. Deliver a digital Watford to empower our community

I have now gone paperless and no longer need hard copies of agendas etc. Within my portfolio area I am promoting the use of more online application forms for residents to enable a more responsive service.

12. Secure our own financial future

I chair the property investment board where our task is to make our property assets generate a greater financial contribution to the council's balance sheet. As a council, we will have to become financially self-sufficient over the next couple of years as government financial support is ending.

Questions 13. and 14. for CABINET MEMBERS ONLY

How have you met these further objectives for those councillors in a leadership role?

13. Providing vision

As a member of Cabinet, I am constantly asked to consider matters of policy which in themselves set the vision for the future of Watford. Before agreeing to such proposals, I challenge and question their effectiveness before agreeing to their implementation. I provide a strategy for the way forward for housing.

In my area, my objective is to ensure that all the shared services are responsive and effective and are in good shape to meet the demands facing them in the future.

14. Managing Performance

This is absolutely at the heart of everything I do in my portfolio. The work that has been done between me and the senior officers in housing. I have regular meetings with Officers to monitor performance.

Attendance as necessary at scrutiny committees
Taking up complaints and concerns raised by residents and being willing to challenge questionable performance by the council where necessary.
Setting out clear housing policy for officers

15. Objective for 2016/17	Update on progress
To oversee the implementation of our new housing joint venture with the Housing Trust.	This has now been set up.

16. Objective for 2017/18

To monitor the progress of our first joint building companies project and the completion date of early summer 2018.

Watford Borough Council

Member Self- Assessment 2016/17

TUDOR Ward

Self-Assessment of: Councillor Darren Walford

1. Year elected:

19/10/2009
07/05/2012
09/05/2016

2. Reasons for becoming a councillor:

I have lived in Tudor since 2003.
I have an interest in serving the community and making improvements at Ward and Borough level.
Being well known in the Ward I feel people can approach me and speak to me personally.

3. Roles in the Council:

Chairman of the Borough
Council Functions Committee (Vice Chair)
Overview and Scrutiny committee
Watford Borough Council and West Herts Golf Club Joint Consultative Committee

4. Membership of outside bodies:

N/A

5. Training & Development undertaken (Councillor's training record is listed):

04/12/2008 Induction which included Licensing, DC and Code of Conduct
14/06/2012 Standards
26/6/2012 Licensing Act and Taxi
20/11/2013 Individual Electoral Registration Briefing
01/03/16 Public Speaking Training
November 2016 Surface Pro workshop

6. Attendance Record:

87%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

Improving residents local amenities by taking the appropriate course of action with damaged street furniture, maintenance and upkeep of communal areas and green spaces as well as fly-tipping.

Actively engaging with my colleagues, our County Councillor and residents in relation to issues to do with parking and highway repairs.

Engaging with residents on a range of community events , cleaning and painting of street furniture at Tudor shopping parade.

Litter picks in Tudor areas.

Actively used the Ward locality budget to help local community organisations, groups and charities.

As being Chairman of the Borough in this year I was not always available for some of the case work so was very fortunate to have support from my colleagues who dealt with this on my behalf and I would like to thank them for this.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

N/A

8. Managing Performance

N/A

9. Objective for 2016/17	Update on progress

10. Objective(s) for 2017/18

Enhance the area of Tudor Parade shops which have not yet revamped with planters and seating areas.

Meet with the local OWL Watch Liaison Officer, PCSOs and Safe Neighbourhood Teams to build a good relationship with them and our residents so my colleagues and I can keep the residents aware of matters which arise in the Ward.

To communicate regularly with residents via social media sites.

Watford BC: Member Self- Assessment 2016/17

Q1 – Self assessment of Councillor

Stephen Cavinder

Q2 – Elected representative for

Woodside

Q3 – Year elected to Watford Borough Council (if you have served two separate terms please give your most recent year of election):

2016

Q4 – What were your reasons for becoming a councillor:

To make a difference in my local community.

Q5 – What roles have you undertaken in the Council (such as membership of a committee, task group etc)?

I have been a member of the following council committees: Outsourced Services Scrutiny Panel, Audit Panel, Community Safety Partnership, Member Development. I chaired the Neighbourhood Forum Task Group.

Q6 – What roles have you undertaken outside of Watford Borough Council (such as membership of outside bodies)?

I am on the board of trustees at Citizens Advice Watford and I am their representative on the Herts Citizens Advice Service (HCAS).

Q7 – The Council's vision: To create a bold and progressive future for Watford

Respondent skipped this question

Q8 – Priority 1: Identify ways to manage the borough's housing needs

Respondent skipped this question

Q9 – Priority 2: Champion smart growth and economic prosperity

Respondent skipped this question

Q10 – Priority 3: Provide for our vulnerable and disadvantaged communities

Respondent skipped this question

Q11 – Priority 4: Deliver a digital Watford to empower our community

Respondent skipped this question

Q12 – Priority 5: Secure our own financial future

Respondent skipped this question

Q13 – Are you a Cabinet member?

No

Q14 – Providing vision

Respondent skipped this question

Q15 – Managing performance

Respondent skipped this question

Q16 – Please write in: Objective 1 and the progress you have made in achieving it

Respondent skipped this question

Q17 – Please write in: Objective 2 and the progress you have made in achieving it

Respondent skipped this question

Q18 – Please write in: Objective 3 and the progress you have made in achieving it

Respondent skipped this question

Q19 – Please write in: Objective 4 and the progress you have made in achieving it

Respondent skipped this question

Q20 – Please write in: Objective 5 and the progress you have made in achieving it

Respondent skipped this question

Q21 – Please write in: Objective 6 and the progress you have made in achieving it

Respondent skipped this question

Q22 – Please write in any other objectives you set and your progress below:

Respondent skipped this question

Q23 – Objectives:

Respondent skipped this question

Attendance: 87%

Watford BC: Self-assessment 2016/17

Karen Collett

Elected representative for:

Woodside Ward

Elected:

2016

Attendance: 96%

Reasons for becoming a Councillor

It was important for me to represent the local people in my ward to ensure that they have a voice, so that they feel integrated within their own community. Working for the local people is something I see as vital and important. I believe I can make a difference to their lives by working hard, listening to their concerns, views and look for a solution. In addition, I wanted to ensure that Watford remains a town that we are proud of and a place which offers opportunities for all.

What roles have you undertaken in the Council?

I am a member of the Mayor's Cabinet – I hold the position of Portfolio Holder for Community.

Chair Member Development.

Chair of Equalities Working Party.

Vice Chair of Watford Digital Board

Attended Overview and Scrutiny meetings as Portfolio Holder- Watford Palace Theatre, CAB, Shopmobility and W3RT.

What roles have you undertaken outside of Watford Borough.

Council representative on West Herts Crematorium Joint Committee. (Scrutiny)

I attend Leavesden Community Group Meetings once a month.

Local Children's Christmas Party, Quiz evenings and carol singing- run by LCG.

Woodside Scouts AGM.

How you have met the Council priorities

'All our passion determination and team work, that is what makes Watford bold and progressive'

In this section of the self-assessment, please explain how you have worked to fulfil, or contribute to, the Council's vision and priorities:

The Council's vision: To create a bold and progressive future for Watford

Priority 1: Identify ways to manage the borough's housing needs.

Housing is one of our key priorities and so I attend HPAG on a regular basis.

I attended WCHT Councillor's visit to hear of their long terms plans and aims.

Liaise with WCHT regarding the Boundary Way Development. The Brow Development, Police station site and Lincoln Green Court. Moreover, I attended public meetings and local consultations.

I visit local residents in regard to improving repairs and maintenance to their properties. Visiting the Boundary Way site with my Council colleague to ensure outstanding works are completed.

Supported some planning applications to ensure that we secure affordable housing. Supported a move for a family who needed more space due to disability requirements not being met in their present home.

Supported Origin housing in regard to educating residents on how to improve their flats in the town center by involving the children in a 6 week art project.

Continue to talk, write and discuss housing issues for local residents with WCHT and other housing providers.

Visited Haven Support Centre before their new reopening of their premises- this is where those who are homeless receive intensive support and short term accommodation. I also visited one of New Hopes first Hope homes. These properties are part of implementing independence for those who have found themselves vulnerably housed and those who are homeless. Follow up visit to meet their rough sleeping prevention team.

Furthermore, I supported their Garden Open Day where proceeds are used to support their projects.

Visited the YMCA to discuss their work, discussed housing needs and issues for young people.

Priority 2: Champion smart growth and economic prosperity

As a Cabinet member I review and support the plans of economic development of the town, one of which is the Health Campus, Croxley Rail Link and the Watford Business Park.

I worked closely with key partners, local businesses, police and council to maintain the Purple Flag status which the assessors awarded us in November. This is to ensure we run a safe town and where people can enjoy themselves.

Visited Watford Police Station to look at their control room and discuss community safety within Watford.

Supported our investment in parks and open spaces which paid off as we were awarded 8 Green Flags. I attended the presentation and picked up the award for Alban Wood, which is in my ward and where I regularly clean up once a month. Furthermore, I attended Watford's first Parks Forum where we celebrated our volunteers and Veolia team for ensuring we have wonderful open spaces. This investment supports peoples enjoyment to be at one with nature, places to exercise, and plays a key role in improving health and wellbeing.

Supporting Weekender in the town which was promoted by Watford BID supporting local businesses and stall holders.

Site visit to the Cassiobury Hub to review the progress that has been made and to the grand opening.

I attended the Watford BID Service Excellence Awards at the Watford Colosseum which pays tribute to all sectors of our town who help with our economic growth. I presented the award to the Best Live Music Venue-The Horns.

I attended the Audentior Awards ceremony which recognizes all our voluntary groups' good work. This is one of my favorite events of the year as we have so many heroines and heroes in our town who work consistently to help and support others.

Priority 3: Provide for our vulnerable and disadvantaged communities

Working and meeting regularly with W3RT to learn of supported groups within the Watford area.

Met with the YMCA and local youth club to support local projects; answered questions regarding community developments and young person's needs.

Assisted a local resident who was vulnerable to pick up their pension, prescriptions and pay bills.

Met with Youth Connexions to learn about their youth projects and promote their work in the local community.

Worked and met with the local police regarding ASB within my ward.

Met with local residents to ensure mediation took place with their neighbors to resolve differences.

Working on the Watford Get Active steering group on a project with Sport England to improve the health and wellbeing of local people in the Central Ward. Encouraging free and low cost activities from dance, cycling, netball skateboarding and swimming.

Supporting WBCs Environmental Health team and partners with their Safer Streets Project where we provide support, advice and free help. Listening to the views of residents and tenants in Cassio road this has clearly made a huge difference to the people who live there.

The three phases incorporate Love your street, Love yourself and Love your community.

As a Portfolio holder I have promoted the Small Grants Fund on Three Counties radio along with other recipients. This fund is available for the voluntary and community sector in order to benefit those who work and live in Watford. This year our main focus was to encourage more local groups or those setting up new organisations in their communities to apply for monies that will make a difference. This decision was made in order to support the sectors that have been affected by government cuts. I am pleased to announce that due to our advertising and media promotion new groups and smaller bodies have applied and have been successful. In addition, I supported the Voluntary Fair in the town centre to encourage more volunteers to sign up.

I am also the Chair of an Equalities Working Group where I meet staff from all departments of Watford Borough Council to discuss the importance of statutory requirements for data collection, the importance of surveys and why they are necessary. To develop and agree equality objectives for WBC taking into account our changing demographic.

Priority 4: Deliver a digital Watford to empower our community

I am a committee member for the Digital Watford Board whose aim is to create a digital infrastructure that transforms how the council operates but also provides local businesses with competitive advantage and enhances the quality of life for residents.

So far we have increased a wider use of Wi-Fi and launched a Watford App. In addition launched the digital reception area so that customer's queries are dealt with in a more efficient way. Supported the Gone live on council's website with missed bin reporting.

I use social media such as Facebook, Twitter, e-mails and Mailchimp to communicate with my local residents on local issues, town events and news.

Was filmed by College students on the need for more female politicians and the importance of my role within Watford.

Priority 5: Secure our own financial future

It is important that we show we are a trusted brand and are able to secure our financial future by taking brave steps to meet the difficult challenges ahead which are imposed on us by Central Governments cuts to services. One of those ways is proving we are progressive and open to commercialism. Our Environmental Health and Licensing Consultancy service can help businesses seek advice to new legislation and how to manage risk. We provide a number of services under my Portfolio which are Training, Food Hygiene, Health and Safety and Licensing, Pre-application services and Pest control.

Supporting our wonderful Watford Museum events and celebrating our Heritage Lottery award which will help improve the museums displays and will also fund the refurbishment of the building- this will improve facilities to rival some of the bigger museums and galleries across the country.

I attend Council meetings and briefings which shape and inform our town and agree our budget for the year.

Supporting and welcoming local businesses who chose to come to Watford.

Are you a Cabinet member?

I am a Cabinet member and my Portfolio is Community.

How have you met these further objectives for those councillors in a leadership role?

Providing vision

I became a Cabinet member last June and my first priority was to understand the areas I was responsible for. I spent time with officers within my area and worked alongside them as they carried out their day to day running of their services. This was indeed informative and supported my understanding.

I work closely with my Cabinet colleagues on all matters of business and give information to other members of the Council.

I work with officers on developing policy and I am also engaged in other strategic decision making. I participate in regular meetings with senior leaders to implement the Council's policies and aims.

Helped deliver the program of free play activities for Easter across the borough, taking into account the varied and diverse needs of children between the ages of 5 to 15. A survey was filled in by young people at 2 local schools and Watford residents could take part on our website as to what activities they would like. We listened and so these activities have taken place. Furthermore, to look at the summer program focusing on evaluation data to plan for free events in wards where there is a greater need for a wide range of activities.

To ensure our delivery partners collect registration data, satisfaction surveys and evaluation data.

Opened the new play service at Harebreaks with its new play tower and benches and Harwoods in which incorporates a range of play equipment such as sensory play, towers and zip wire.

To set up a play Audit to make sure we deliver an inclusive play service.

To improve Hackney Carriage and Private Hire Services in Watford for customers with disabilities.

In order to familiarise myself with the Licensing and Environmental Health teams work it was important for me to become more involved and so I attended these areas below.

- The renewal of a Hackney Carriage Plate and new vehicle private hire booking.
- I attended a food hygiene inspection at a local food establishment in the town centre.
- I went out with the environmental team to investigate a report of fly tipping alongside an alley way and went with the officer to bring this to the attention of the person responsible.

To ensure we have a strong policies on regulation and are compliant with for all licensing functions.

I am a firm believer in a family friendly town and ensure that we provide a unique, inclusive and diverse Big Events Program. Most events are free with the exception of the Big Skate and some Wordfest activities. Those free are Big Screen on the Beach, Big dance, Imagine Watford, Watford Palace Theatre and our Museum events.

I also support and am proud of our town's diverse and multi-cultural community by attending the Diwali festival, Black History month, 'Eid celebrations and Chinese New Year events in the high street, Holywell and theatre. Moreover, attending the Hindu Navratri event at Watford Leisure Centre and visiting the Gaudiya Vaishnava temple at Bhaktivedanta Manor to celebrate the traditions and taking in the culture. I also attended the Kerala Community Foundation event at the Holywell Community Centre.

I along with the Mayor attended the Watford Muslim Youth Centre Project to hear of their plans and to meet those involved. Furthermore, I attended Picnic in the Park to bring communities together in memory of Jo Cox.

I attended the wonderful Watford Celebration 2016 event which marked our Queen's 90th Birthday and I was so happy to see such a high attendance bringing together all our cultures and faiths under one roof. Furthermore, I also spoke at the women's Ahmadiyya Muslim Association Peace Conference entitled 'United we stand' on the importance of communities coming together and the need to seek ways to bring about peace and acceptance.

Managing performance

I attend regular meetings with the Head of Service and quarterly reviews to monitor performance.

To challenge policy where necessary and create a dialogue in order to shape our town.

To make sure our services are sustainable and fit for purpose and can we improve on them.

To make sure that our plans and decisions are informed by the views of Watford residents and the local community.

Additional Information

I arranged our local Remembrance Service in Woodside and attended the Civic Remembrance Service in the town centre.

Attended the Lights of Love remembrance outside the Town Hall which is organised by the Peace Hospice.

Took part in the last Starlight Walk with my friend Sandra raising £2,000 for the Peace Hospice.

I attended the Chairman's Quiz to support his two worthy charities.

I attended Herts Inclusive Theatre AGM and performance- Brazil Rocks.

Spoke with the BID to fund Shopmobility- securing £5,000.

Visited Playskill with the Mayor and on another occasion to meet with parents, staff and children. The local charity works with pre-school children with special physical needs.

In this section, please write in the objectives you set yourself for 2016/17 and then provide an update on how successful you feel you have been in achieving each of them.

My objective was to engage with local schools in my ward. This was achieved.

As Ward Councilor's we have communicated with all our local schools, with visits to Garston Manor, Frances Combe Academy, Leavesden Green JMI School and Alban Wood Primary School and Nursery. We provided funding to Alban Wood Primary and Nursery to help with their farm community and pond. In addition, we provided funding for our local Cricket club to improve their toilet facilities which are used by club members. Park users and local football teams

Objectives 1. I continue to ensure that I do all I can for my local residents in relation to case work. I have worked closely with many officers in order to support this work to seek a solution.

Objective 2. I have supported residents in Chapel Close/Leavesden High Rd regarding a planning application. It is important to voice our concerns where there is over development and when unsatisfactory builds are put forward.

Setting your objectives for 2017/18

My objectives are to be

- To learn more and drive policies within my Portfolio.

- Maintain the towns Purple Flag.

- To continue to report and address Highways Issues.

- To continue to promote a diverse and thriving town.

Watford Borough Council

Member Self- Assessment 2016/17

Woodside Ward

Self-Assessment of: Councillor Glen Saffery

1. Year elected:

2017

2. Reasons for becoming a councillor:

To give something back to the town I've been proud to call home all my life. It is an honour to serve Watford in this capacity and to represent its people to the best of my abilities.

3. Roles in the Council:

Licensing Committee
Community safety task group
Parking strategy task group
Budget panel

4. Membership of outside bodies:

N/A

5. Training & Development undertaken (Councillor's training record is listed):

Digital Watford training, licensing training (to sit on committee), budget panel/finance training.

6. Attendance Record:

65%

Your work with Constituents and in the Community

Please tell us about the work in your ward and for the council, you may wish to mention the following:

Our ward contains a large number of Housing Trust properties and this forms the bulk of my work in this area. I have worked with the Trust on issues such as reviewing and replacing faulty boilers, maintaining lands that belong to them, assisting with benefit and rent queries and many other issues as they arise.

My colleagues and I frequently field questions from residents via email, telephone and at residents group meetings. These are a valuable way to connect with residents and representatives of the Trust in the same forum, as confusion can sometimes creep in over the remit of the Trust, Council and other agencies.

We are frequently in touch with local business owners to support their needs, in particular working with local shop owners facing relocation from the Brow shops during their refurbishment.

Supporting local community groups is a particularly fulfilling part of the job. Being welcomed to Watford Town Cricket Club's presentation day recently was a highlight, having approved funding from our locality fund to refurbish the club toilets. We also used this fund to support the Kids Hub toy library, which provides vital services to disabled children and their families, and for a grant to Alban Wood primary.

I have been honoured to lead the Woodside remembrance Sunday ceremony. Meeting with local veterans and members of the community to pay tribute to fallen servicemen and women is very humbling.

I communicate with local residents in various ways, through phone calls, emails, social media and door knocking. This is how I pick up much of the casework I deal with. To give a few examples, this has included calling out Environmental Health officers to deal with contractors burning garden waste. This was the result of a concerned gentleman phoning me for help with the matter, as smoke was billowing over his property and his wife suffered from emphysema. I have also worked to resolve parking complaints, deal with abandoned vehicles and many many other pieces of casework reported to me by residents on doorsteps, by email and by phone.

We keep people apprised of the work we're doing through our newsletters, update emails and the Working for Woodside Facebook group for local residents.

My committee work has enabled me to scrutinise various aspects of the council's work, including property investments, budgeting, licensing and the community safety partnership.

This latter one is particularly important as our area has historic issues with Anti Social behaviour, witnessing a spike in recent times. It's a real honour to meet the challenges of keeping people safe alongside the police and other agencies, and I continue to liaise regularly with council and police officers to tackle this head on. It's a constant battle and an issue that always morphs into new forms but looking after the area is close to my heart and something I am very proud to be involved in. Frequent meetings with the police also enable us to raise issues such as speeding, vehicle crime and other things that arise. We hope to arrange a safer streets day soon to target areas affected by ASB.

Planning & development continues to be a challenge we have to meet – recent work on High Road Leavesden and Linden Lea have seen myself or my colleagues speak at DMC meetings. While the Linden Lea application passed, I am now working with residents and officers to try and address chronic parking shortages on the road. We are some way from a solution, but are working very hard to get there.

Questions 7. and 8. for CABINET MEMBERS ONLY

For those councillors in a leadership role, how have you met these further objectives?

7. Providing vision

--

8. Managing Performance

--

9. Objective for 2016/17	Update on progress

10. Objective(s) for 2017/18

Work with residents & stakeholders to address issues in Linden Lea around parking and new development.

Work with police and other agencies to tackle speeding and ASB.

Continue keeping in touch with residents through doorknocking and frequent meetings to address their concerns and represent their views in the town hall on committees etc.

Work with County Council colleagues to address highways concerns.

Work with the Housing Trust to provide clarity of responsibilities to residents and get the best service possible.

Progress my work on Committees and within the Town Hall to make a positive difference to Watford as a whole.

PART A

Report to: Council
Date of meeting: 17 October 2017
Report of: Head of Democracy and Governance
Title: Amendment to the Council’s Scheme of Delegation

1.0 Summary

1.1 The Head of Community and Environmental Services has requested that the council scheme of delegation be amended to add additional officers within his service being able to take action in relation to the functions that are set out in paragraphs B1-38 relating to Licensing and Registration. It is therefore proposed to amend the Scheme as set out in appendix 1.

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)
The Head of Communities and Environmental Services is unavailable to exercise the delegation	It will not be possible to revoke or suspend a licence	Whilst the scheme currently allow the MD or other chief officer to exercise the delegation in cases of emergency By extending the delegation to include	Tolerate	1

		other officers in the department it will resolve any potential problems		
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Recommendations

- 3.0 That Council agrees to the scheme of delegation being amended as set in in appendix 1

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

3.0 **Detailed proposal**

- 3.1 A request has been made by the Head of Community and Environmental Services to amend the current council scheme of delegation for licensing to allow officers within the department exercise the functions delegated solely to the Head of Community and Environmental Services under paragraphs B1-B38 of the council scheme which relate to Licensing and Registration. A proposed revision to the current scheme is attached at Appendix 1. Members will recall that an exercise was undertaken a little while ago to allow officers below chief officer to have delegated authority across a number of areas in the Executive Scheme and this has also happened with the Development Management Function in the Council’s scheme.

4.0 **Implications**

4.1 **Financial**

4.1.1 The Shared Director of Finance comments that there are no financial implications in this report

4.2 **Legal Issues (Monitoring Officer)**

4.2.1 The Head of Democracy and Governance comments that this would extend the number of officers who could exercise the delegation

4.3 **Equalities/Human Rights**

4.3.1 When making any decisions regarding this area officers will need to take into consideration the Councils duties under the Equalities Act 2010 and the Human Rights of any licensee.

4.4 **Staffing**

4.4.1 N/A

4.5 **Accommodation**

4.5.1 N/A

4.6 **Community Safety/Crime and Disorder**

4.6.1 When making any decisions regarding this area officers will need to take into consideration the councils duties in respect of minimising the impact of crime and disorder

4.7 **Sustainability**

4.7.1 N/A

Appendices

- Appendix 1 Extract showing proposed amendment

Background Papers

No papers were used in the preparation of this report.

File Reference

- None

Appendix 1

Licensing Committee	To exercise all the Council's functions as specified paragraphs B1 – 38 with the exception of (a) setting of fees under section 212 of the Gambling Act 2005 and (b) setting of hackney carriage fares under section 65 of the Local Government (Miscellaneous Provisions) Act 1976 which is delegated to the Executive
Executive	Setting hackney carriage fares under section 65 of the Local Government (Miscellaneous Provisions) Act 1976
Head of Community & Environmental Services, Head of Environmental Health and Licensing, Environmental Health Manager (Business), Senior Licensing Officer, Licensing Officer, Assistant Licensing Officer, Business Compliance Officer	<p>To exercise all the Council's functions listed in B1- 38 delegated to the Licensing Committee and the Licensing (Licensing Act 2003) Committee in accordance with the policy set by those committees and where the function relates to functions under the Licensing Act 2003 Act and Gambling Act 2005 in accordance with the policy set by the Committee or the Executive as necessary with the exception of</p> <ol style="list-style-type: none">1) approving policy in relation to those functions2) the approval of the Annual Report in relation to those functions3) in relation to items B6-B8 where valid objections have been received other than in relation to applications for minor variations to premises licences and club premises certificates under the Legislative Reform (Minor Variations to Premises Licences and Club premises certificates) Order 20094) conducting reviews of premises' licences under Section 52 of Licensing Act 20035) conducting reviews of club premises' certificates under Section 88 of Licensing Act 20036) setting fees under section 212 of the Gambling

Act 2005

- 7) conducting reviews under section 197 of the Gambling Act 2005
- 8) making orders under section 284 of the Gambling Act 2005 (removal of automatic authorisation for gaming machines in alcohol-licensed premises)
- 9) determining applications under section 283 of the Gambling Act 2005 for permits in licensed premises for five or more gambling machines
- 10) making designated public places orders under section 13 of the Criminal Justice and Police Act 2001.
- 11) determining whether to transfer enforcement functions under the Smoke-free (Premises and Enforcement) Regulations 2006 to another Enforcement Authority