



**WATFORD
BOROUGH
COUNCIL**



COUNCIL MEETING

24 May 2022

6.30 pm

Town Hall, Watford

Contact

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16 May 2022

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 24 May 2022 starting at 6.30 pm at the Town Hall, Watford to take into consideration and determine upon the following subjects, namely: -

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies for Absence**
4. **Disclosure of Interests**
5. **Minutes**

The [minutes](#) of the meeting held on 15 March 2022 to be submitted and signed.

6. **Official Announcements**
7. **Questions by Members of the Council under Council Procedure Rule 10.0**
8. **Petitions presented under Council Procedure Rule 12.0**
9. **Business especially brought forward by the Chairman or the Head of Paid Service which in the opinion of the Chairman should be considered as a matter of urgency.**
10. **Notification of Constitution of Political Groups (Pages 4 - 6)**
11. **Notification to Council of members of the Cabinet and Portfolio Holders (Pages 7 - 9)**
12. **Executive Scheme of Delegation (Pages 10 - 38)**
13. **Programme of meetings 2022/23 (Pages 39 - 41)**
14. **Establishment of Committees and Appointment of Chairs and Vice Chairs (Pages 42 - 53)**

15. **Appointment of representatives of the Council on outside organisations 2022/23**
(Pages 54 - 59)
16. **Motions submitted under Council Procedure Rule 13.0**

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Donna Nolan, Managing Director

Agenda Item 10

Part A

Report to: Council

Date of meeting: Tuesday, 24 May 2022

Report author: Democratic Services Manager

Title: Notification of Constitution of Political Groups

1.0 Summary

1.1 Regulations made under the Local Government and Housing Act 1989 requires formal notice to be given each year of the composition of political groups. This information also enables the council to comply with the requirements of the relevant section of that Act dealing with political balance on Council committees.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
If political groups are not established this will impact upon being able to form the politically balanced committees.	Council committees may not be able to be politically balanced.	The group secretaries have been asked to confirm the members of their political groups. When possible all members will be asked to sign the notification of political groups form.	Treat	2

3.0 Recommendations

3.1 That Council notes the composition of the political groups on the council as at 24 May 2022.

Further information:

Sandra Hancock

Sandra.hancock@watford.gov.uk

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

4.0 Detailed proposal

4.1 Following notification from the groups, details of Group Leaders, Deputy Leaders, Group Secretaries and membership are set out below.

4.2

Leader:	Councillor Jennifer Pattinson
Deputy Leader:	Councillor Glen Saffery
Group Secretary:	Councillor Peter Hannon
Group Members:	Councillors Ahmed, Allen-Williamson, Clarke-Taylor, Devonish, Dychton, Feldman, Grimston, Hamid, Hannon, Hofman, Jeffree, Johnson, Kloss, Martins, Nembhard, Osborn, Pattinson, Rodrigues, A Saffery, G Saffery, Stanton, Stiff, Stotesbury, Walford, Watkin, Wenham, Williams and Mayor Taylor

4.3

Leader:	Councillor Nigel Bell
Deputy Leader:	Councillor Favour Ezeifedi
Group Secretary:	Councillor Matt Turmaine
Group Members:	Councillors Bell, Dhindsa, Ezeifedi, Khan, Shah, Smith, Trebar, Turmaine, Watling

5.0 Implications

5.1 Financial

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

5.2 Legal Issues (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that the legal implications are contained within the body of the report.

5.3 Equalities, Human Rights and Data Protection

5.3.1 Having had regard to the council's obligations under s149 of the Equality Act, it is considered that there will be no impact upon councillors' equalities or human rights.

5.3.2 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 None

5.5 **Accommodation**

5.5.1 None

5.6 **Community Safety/Crime and Disorder**

5.6.1 None

5.7 **Sustainability**

5.7.1 None

Appendices

None

Background papers

No papers were used in the preparation of this report.

Part A

Report to: Council

Date of meeting: Tuesday, 24 May 2022

Report author: Senior Democratic Services Officer / Democratic Services Manager

Title: Notification to Council of members of the Cabinet and Portfolio Holders

1.0 Summary

1.1 Part 4 Section 1.1 vii of the council’s constitution requires the Mayor to advise Council on the composition and constitution of the Executive for the coming year and the names of the councillors he has chosen to be members of the Executive.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
The Mayor does not appoint a Cabinet.	It is a legal requirement for the Mayor to appoint between 2-9 councillors to be on the Executive.	Mayor reminded of the legal requirement to appoint a Cabinet.	Treat	2

3.0 Recommendations

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

Further information:

Jodie Kloss or Sandra Hancock
 democraticservices@watford.gov.uk
 Tel: 01923 278376 or 278377

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

4.0 **Detailed proposal**

4.1 The Portfolio Holders' responsibilities for 2022/23 are as follows:

The Mayor, Peter Taylor, 53 Oxhey Avenue, Watford, WD19 4HB

Portfolio Holder for Strategic Partnerships and Planning – Council Plan, Economy, Regeneration, Culture, External Relationships, Communications, Marketing and Events, Strategic Projects, Town Centre and Planning

Councillor Aga Dychton, c/o Democratic Services, Town Hall, Watford, WD17 3EX

Deputy Mayor and Portfolio Holder for Community – Environmental Health (excluding Enviro-Crime), Community Safety and Safeguarding, Licensing (excluding Taxi / Private Hire), Community Cohesion, Museum and Heritage, VCS Commissioning Framework, Big Events Programme

Councillor Jenny Pattinson, c/o Democratic Services, Town Hall, Watford, WD17 3EX

Portfolio Holder for Housing and Wellbeing – Mental Health, Dementia, Sports Development, Housing and homelessness

Councillor Ian Stotesbury, 6 Northfield Gardens, Watford, WD24 7RE

Portfolio Holder for Transport and Sustainability - Climate Emergency, Biodiversity Emergency, Parking and Traffic Orders, Sustainable Transport, Public Realm Improvements, Licensing of Taxi and Private Hire

Councillor Mark Watkin, 27 Elizabeth Court, 170 Hempstead Road, Watford, WD17 4LR

Portfolio Holder for Property, Resources and Customer Service – Property, Customer Services, Digital Services including website, GIS, Print and Post, IT, Legal, Business Intelligence, Democratic Services, Revenues and Benefits, Audit, Procurement, Finance, Community Asset Management, Operational Assets and Facilities Management, Human Resources and Organisational Development

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

Portfolio Holder for Neighbourhood Services - Waste and Recycling, Streets and Parks, Leisure, Enviro-Crime, Contract Management of: Waste, Streets and Parks (Veolia); Leisure Services and Facilities (SLM); Watford Market (MAM); Town Centre Wi-Fi (Intechnology Wi-Fi)

4.2 There will be one fewer portfolio holder than during 2021/22.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that the proposals are within current budgets.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that the appointment of members of the Executive are entirely within the gift of the Elected Mayor.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 There are no implications.

5.4 **Staffing**

5.4.1 None

5.5 **Accommodation**

5.5.1 None

5.6 **Community Safety/Crime and Disorder**

5.6.1 None

5.7 **Sustainability**

5.7.1 None

Appendices

None

Background papers

No papers were used in the preparation of this report.

Agenda Item 12

Part A

Report to: Council

Date of meeting: Tuesday, 24 May 2022

Report author: Group Head of Democracy and Governance

Title: Executive Scheme of Delegation

1.0 Summary

1.1 Under Council Procedure Rule 1.1 viii the Mayor must inform council about his scheme of delegation for Executive Functions.

1.2 Attached as appendix 1 is the scheme of delegation for Executive Functions agreed by the Mayor.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
The Mayor does not submit a scheme of delegation	Relevant officers and portfolio holders are unable to make decisions	The Mayor agrees the scheme	treat	1

3.0 Recommendations

3.1 That council notes the Executive Scheme of Delegation as attached at appendix 1 which has been approved by the Mayor.

Further information:

Carol Chen

carol.chen@watford.gov.uk

Tel: 01923 278350

4.0 **Detailed proposal**

4.1 Under the council's constitution it is entirely within the gift of the Mayor to decide how functions within his area of responsibility are determined. The constitution has an Executive Scheme of Delegation which sets out who will make those decisions and this is reviewed and approved by the Mayor.

4.2 Council must be notified of the Scheme at Annual Council.

4.3 Changes have been made to the Scheme which is attached at appendix 1 to reflect the change in portfolio holder responsibilities and in addition Heads of Service have been added to the list of officers who can make decisions in relation to managing resources within their areas of responsibility.

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 Group Head of Democracy and Governance comments that the legal implications are contained within the body of the report.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 There are no implications

5.4 **Staffing**

5.4.1 There are no implications

5.5 **Accommodation**

5.5.1 There are no implications

5.6 **Community Safety/Crime and Disorder**

5.6.1 There are no implications

5.7 **Sustainability**

5.7.1 There are no implications

Appendices

- Appendix 1 Executive Scheme of Delegation

Background papers

No papers were used in the preparation of this report.

4.0 Responsibility for Executive Functions (Delegations)

Function	Body/Individual with Delegation	Members	Terms of Delegation
1. Local Act	Chief Officers		To make any decision relating to the operation of any Local Act within their area of responsibility as set out in Article 12 otherwise than as set out in Reg. 2 of Schedule 1 to the Local Authorities (Functions & Responsibilities)(England) Regulations 2000
2. Appeals	Chief Officers and Heads of Service Chief Officers Portfolio Holder with responsibility for the relevant Service area		To determine any appeal against any decision made by or against the Council within their area of responsibility as set out in Article 12 unless they have been involved in the original determination Any appeal when the original determination was made by a Section Head Any appeal when the original determination was made by Chief Officers
3. Contaminated Land	Group Head of Community & Environmental Services /Head of Community Protection		To exercise all functions in undertaking the Council's duties relating to contaminated land
4. Control of Pollution and Air Quality Management	Group Head of Community & Environmental Services/Head of Community		To exercise all functions in relation to the undertaking of all the Council's duties and powers relating to the control of pollution and the

Function	Body/Individual with Delegation	Members	Terms of Delegation
	Protection		management of air quality
5. Service of an Abatement Notice in respect of a Statutory Nuisance and Inspection of Borough for Statutory Nuisances and Investigating complaints of Statutory Nuisance	Group Head of Community & Environmental Services/Head of Community Protection		To exercise all functions in relation to the undertaking of all the Council's duties and powers relating to Statutory Nuisances
6. Schedule 2 Noise & Statutory Nuisance Act	The Executive		To decide whether Sch. 2 of Noise & Statutory Nuisance Act 1993 should apply to the Borough of Watford
7. S330 T&CPA (1990) and S16 LG (MP) Act 1976	Chief Officers/ Heads of Service		To exercise all powers under S330 of T&CPA 1990 and S16 LG (MP) Act 1976 as necessary in connection with the operation of any functions within their areas of responsibility as set out in Article 12
8. Highway Works	Group Head of Community and Environmental Services Group Head of Place Shaping, Head of Transport and Infrastructure,		To exercise all functions and powers in relation to the Council's highway, traffic, public transport and parking activities upon the public highway or in relation to public rights of way otherwise than as set out in Reg 2 of Schedule 1

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>Senior Transport & Infrastructure Project Officer Head of Parking</p> <p>Portfolio Holder for Transport & Sustainability</p> <p>The Executive</p>		<p>to the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 To exercise all powers and duties on highway, traffic, public transport and parking activities consequential to any Agreement with the County Council on such matters otherwise than as set out in Reg 2 of Schedule 1 to the Local Authorities (Functions & Responsibilities) (England) Regulations 2000</p> <p>To agree changes to the extent and operation of the CPZ and matchday TRO's</p> <p>To be responsible for the preparation and review of all highway, transportation and parking policies otherwise than as set out in Reg 2 of Schedule 1 to the Local Authorities (Functions & Responsibilities) (England) Regulations 2000</p> <p>To formulate policies in relation to the highway, transport and parking activities otherwise than as set out in Reg 2 of Schedule 1 to the Local Authorities (Functions & Responsibilities) (England) Regs 2000 for recommendation to Council.</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	Portfolio Holder for Transport & Sustainability		<p>To consider and agree the prioritisation and funding of any traffic work programme within the Executive's remit.</p> <p>To consider and make recommendations to Hertfordshire County Council on any proposals by them for new highways, pedestrian crossings, cycle routes and traffic calming with the Council's area</p>
<p>9. Appointments to other bodies</p> <p>Watford Health Campus LLP</p>	<p>The Mayor</p> <p>The Executive</p>		<p>To exercise all powers not expressly reserved to Council to appoint Members and/or officers to other bodies as deemed appropriate</p> <p>To be responsible for the taking all decisions on behalf of the Council as a member of the Watford Health Campus LLP not otherwise delegated to named representatives of the Partnership or Operations Boards.</p> <p>To approve the LLP's Business Plan and all final Zone Business Plan's and the allocation of money and land to the LLP.</p> <p>To be responsible for appointing Council representatives to the Partnership Board and Operations Board of the LLP in accordance with the terms of the Members Agreement.</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
Watford Commercial Services Limited	Partnership Board named representatives		<p>To act as the Council's named representatives on the LLP's Partnership Board and to exercise all delegated decisions as set out in Schedule 6 to the Members Agreement. To make regular reports on the business of the LLP to the Executive.</p>
	Operations Board named representative		<p>To act as the Council's named representatives on the LLP's Operations Board and to exercise all delegated decisions as set out in Schedule 6 to the Members Agreement.</p>
	Executive		<p>To be responsible for the taking all decisions on behalf of the Council as shareholder of Watford Commercial Services Limited not otherwise delegated to the Board of Directors</p> <p>To approve the Company's Business Plan and the allocation of money and land to the Company.</p> <p>To be responsible for appointing Council Directors to the Board of the Company in accordance with the terms of the Governance Agreement</p>
	Directors		<p>To act as Directors of the Company and to exercise all delegated decisions as set out</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p data-bbox="427 663 719 741">Three Rivers District Council</p> <p data-bbox="427 1043 651 1160">Hertfordshire Shared Internal Audit Service</p> <p data-bbox="427 1256 719 1541">Chief Officers and Heads of Service in Consultation with the relevant Portfolio Holder and the Director of Finance</p> <p data-bbox="427 1805 639 1839">Elected Mayor</p>		<p data-bbox="959 286 1410 613">recommend to Council) re-allocation during the year to enable the Council to perform its statutory functions, to agree virement limits in line with overall Council policy within which Chief Officers and Portfolio Holders can operate</p> <p data-bbox="959 667 1410 949">To provide a full accountancy, treasury management and fraud management service as set out in the Three Rivers District Council and Watford Borough Council Shared Service Agreement.</p> <p data-bbox="959 1128 1394 1207">To provide a full internal audit service.</p> <p data-bbox="959 1301 1385 1541">To consider opportunities for obtaining external funding to support council projects and priorities, and where external funding is available to make application for it</p> <p data-bbox="959 1805 1378 2004">To agree to minor changes to the S106 Town & Country Planning Act 1990 (as amended) spending programme based on</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>Chief Officers and Heads of Service</p> <p>Group Head of Community & Environmental Services</p>		<p>information in a quarterly monitoring report</p> <p>To be responsible for the day to day management of all material resources made available to them for the exercise of functions within their area of responsibility</p> <p>To be accountable to the Executive for the resources used</p> <p>To be responsible for the Council's vehicle fleet.</p>
<p>11. Land and Buildings</p>	<p>The Executive</p> <p>Portfolio Holder for Property, Resources and Customer Service</p>		<p>To approve the acquisition or disposal of a freehold /leasehold land asset having a value in excess of £10,000,001</p> <p>To approve the acquisition or disposal of a Commercial & investment freehold/leasehold land assets having a value of £3,000,001 to £10,000,000 subject to a full written business case being signed off by Finance and Legal</p> <p>To approve the acquisition or disposal of a Operational</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p data-bbox="427 703 639 741">Elected Mayor</p> <p data-bbox="427 1003 711 1249">Group Head Place Shaping Head of Regeneration and Property / Property Team Manager (investment Assets)</p> <p data-bbox="427 1637 724 1794">Group Head of Place Shaping/Head of Property and Regeneration</p> <p data-bbox="427 1973 724 2011">Group Head of Place</p>		<p data-bbox="959 284 1406 488">freehold/leasehold land assets having a value of £3,000,001 to £10,000,000 subject to a full written business case being signed off by Finance and Legal</p> <p data-bbox="959 539 1406 779">To approve the entering into of any agreement between the Council and the voluntary sector where the Council would not receive a commercial return on its assets</p> <p data-bbox="959 831 1350 909">To approve expenditure on schemes from s106 monies</p> <p data-bbox="959 1171 1414 1839">To be responsible for approving the acquisition and disposal of any commercial & investment freehold/leasehold land up to the value of £3,000,000 subject to a full written business case being prepared and signed off by Finance and Legal and to be responsible for managing all the Council's commercial and investment land and property and taking any action necessary in relation to them, subject to complying with the overall policy and budgetary requirements of the Council</p> <p data-bbox="959 1890 1406 2004">To approve any expenditure up to £500,000 per Unit on refurbishment works as</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>Shaping, Head of Corporate Asset Management/Head of Estates (operational assets)</p> <p>In consultation with the Head of Housing</p>		<p>recommended by the council's advisers to any Unit at Croxley Business Park</p> <p>To be responsible for approving the acquisition and disposal of any operational freehold/leasehold up to the value of £3,000,000 subject to a full written business case being prepared and signed off by Finance and Legal and to be responsible for managing all the Council's operational land and property and taking any action necessary in relation to them, subject to complying with the overall policy and budgetary requirements of the Council</p> <p>To be responsible for the disposal of or acquisition of any land and property used for housing tenants under the Housing Acts</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>Head of Regeneration and Property</p> <p>Group Head Place Shaping in consultation with Portfolio Holder for Property, Resources and Customer Service</p> <p>Head of Regeneration and Property in conjunction with Group Head of Democracy and Governance</p>		<p>To maintain both the list of assets of community value and the list of rejected nominations and undertake all necessary notifications.</p> <p>To decide on all initial nominations on whether or not to list an asset in accordance with the Legislation</p> <p>To determine any request for a review of a decision to place an asset on the list</p> <p>To handle all claims for compensation, including defending any claims in the First Tier Tribunal.</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>Chief Officers and Heads of Service</p> <p>Group Head of Community and Environmental Services/Head of Corporate Asset Management/ Facilities Manager</p>		<p>To be responsible for exercising all functions in relation to the management and use of land and buildings occupied by the Council's workforce within their area of responsibility except the Town Hall complex</p> <p>To be responsible for exercising all functions in relation to the management and use of the Town Hall Complex</p> <p>To exercise powers and duties arising from the hazards of nature or in a civil emergency for the purpose of safeguarding life and the protection of property</p>
12. Housing Function	Group Head of Place Shaping in consultation with the Portfolio Holder		To approve specific criteria of any local letting schemes in the Allocations policy

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>Portfolio Holder for Housing & Wellbeing</p> <p>The Executive</p> <p>Group Head of Community & Environmental Services in consultation with the Portfolio Holder for Housing & Wellbeing, and the relevant Ward Councillors</p> <p>Group Head of Place Shaping and Corporate Performance in consultation with Portfolio Housing & Wellbeing</p> <p>Head of Regeneration and Property</p>		<p>specified to be delegated to the Executive acting either collectively or individually</p> <p>To agree Private Sector Housing Renewal Policies, including any amendments to existing Policy</p> <p>Formulating all policy relating to the operation of the functions of the Local Housing Authority</p> <p>To approve the use of Housing Act powers by the Council to compulsorily acquire property</p> <p>To consider allocation of grants, loans or other financial contributions whether revenue or capital to RSL's, voluntary sector partners and other agencies in line with the Council's housing related strategies and policies</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	Group Head of Place Shaping /Head of Housing /Housing Supply Manager		<p>To consider requests for relaxations of restrictive covenants by owner/occupiers/lessees of former housing stock</p> <p>To be responsible for managing on behalf of the Council contractors and operators of temporary accommodation and self contained properties in accordance with the terms of their contract. To approve arrangements with partner agencies or contractors for the delivery of a range of housing functions within existing corporate budgets or grant allocations e.g. care and repair</p>
13. Public Health Function (Executive)	Group Head of Community & Environmental Services/Head of Community Protection		To exercise all the functions not stated to be Council functions in this constitution of an environmental or public health nature within the remit of the Council, which for the avoidance of doubt, includes the enforcement of the provisions of the Environmental Protection Act 1990 as may be amended from time to time, the Clean Neighbourhoods and Environment Act 2005, , the

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p data-bbox="427 1043 643 1205">Group Head of Community & Environmental Services</p> <p data-bbox="427 1845 722 2004">Group Head of Place Shaping/Head of Corporate Asset Management/Facilit</p>		<p data-bbox="959 286 1414 952">Anti-Social Behaviour Act 2003 the Anti Social Behaviour Crime and Policing Act 2014 and the Vehicle (Crimes) Act 2001 and all similar legislation that may from time to time be enacted whereby this Council is the enforcing authority. Such functions to include, but not be limited to, the authorising of officers for the purpose of enforcement and the issuing of fixed penalty notices, the issuing of all notices and initiating any legal proceedings necessary</p> <p data-bbox="959 1043 1414 1585">To manage the contractor employed on behalf of the Council to operate the collection of refuse - domestic and trade, including recycling, and street cleansing, and the management of parks, pleasure grounds and open spaces, public conveniences and changing rooms in parks and open spaces and cemeteries in accordance with the terms of the contract.</p> <p data-bbox="959 1765 1414 1924">To exercise all functions in relation to the management of public conveniences not in Parks and Open Spaces</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>ies Manager</p> <p>Consultant in Communicable Disease Control. Director of or Consultant in Public Health or The Director of Public Health for Hertfordshire and any consultant in public health nominated by him.</p> <p>Group Head of Community & Environmental Services/Head of Community Protection</p> <p>The Executive</p> <p>The Portfolio Holder for Neighbourhood Services</p>		<p>To be the Proper Officer to exercise the functions of the Public Health (Control of Diseases) Act 1984, Health Protection (Notification) Regulations 2010 and National Assistance Act 1948 as amended by the National Assistance Act 1951</p> <p>To authorise of officers for the purpose of enforcement and the issuing of fixed penalty notices, the issuing of all notices and initiating any legal proceedings necessary where the council is designated the enforcing authority under the Public Health (Control of Diseases) Act 1984, and any regulations made thereunder</p> <p>To formulate all policy relating to the exercise of Public Health functions not the responsibility of the Council</p> <p>To make any decisions regarding Watford's membership of and participation in the Herts Waste partnership and the Herts Waste Strategy</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
14. Leisure & Community Functions	<p>Group Head of Community & Environmental Services/Head of Leisure and Environmental Services</p> <p>Group Head of Community & Environmental Services /Head of Leisure and Environmental Services in consultation with the Portfolio Holder for Community</p> <p>Group Head of Community& Environmental Services</p>		<p>To exercise all functions of the Council relating to the provision of arts, recreation, sport and entertainment and the operation of museums and the Colosseum.</p> <p>To exercise all the functions of the Council relating to community development, play, families, children and youth,</p> <p>Consider requests for loans to and from Watford Museum</p> <p>To exercise all functions of the council relating to Voluntary sector grants (with the exception of those relating to housing already delegated)</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	<p>Group Head of Community & Environmental Services in consultation with the Mayor</p> <p>Group Head of Community & Environmental Services/Head of Leisure and Environmental Services in consultation with the Portfolio Holder for Community</p> <p>The Executive</p> <p>Group Head of Community & Environmental Services/Head of</p>		<p>To approve all applications for grants within the Executive area of responsibility</p> <p>To decide on behalf of the Council whether to accept the recommendation of the West Herts Golf Club Joint Consultative Committee to increase the public green fees for any particular year.</p> <p>Formulating all policy relating to the operation of the functions of the Council relating to community development, assistance to the voluntary sector, recreation, arts, sport, play, families, children, youth, museum, parks, pleasure grounds and open spaces</p> <p>To manage on behalf of the</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	Leisure and Environmental Services		Council Contractors and Operators of Leisure Centres, and Community Centres in accordance with the terms of their contractual arrangements
15. Economic Development	<p>Managing Director/ Group Head of Place Shaping</p> <p>Group Head of Communities and Environmental Services</p> <p>The Executive</p> <p>Council</p>		<p>Exercising all the function of the Council in relation to Economic Development</p> <p>To adopt Markets within the area covered by the Market Charter as the Councils own Market subject to the Councils policy adopted on 5th November 2007.</p> <p>To formulate all policy in relation to the Economic Development functions of the Council</p> <p>To agree to set up a Business Improvement District</p>
16. Local Development Framework a) Powers and duties relating to local development documents pursuant to	The Executive		<p>To agree documents to be submitted for Public Independent Examination subject to recommendation to Council, to comply with any direction imposed by the Secretary of State to withdraw, revoke, revise or adopt Local Development Documents.</p> <p>To determine all matters</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
<p>S20-23, 25, 26 & 28 of the Planning & Compulsory Act 2004</p> <p>b) Power to agree to establish a joint committee to be, for the purposes of Part 2 of the 2004 Act a Local Planning Authority</p> <p>c) Power to agree to confer additional functions on a joint committee established under Part 2 of the 2004 Act</p> <p>d) Power to request the dissolution of a joint committee established under part 2 of the 2004 Act</p>	<p>Group Head of Place Shaping / Head of Planning & Development</p>		<p>referred to in a) to d) subject to complying with the need to make any recommendations to Council as required by the Local Authorities (Functions & Responsibilities (Amendment) (No. 2) Regulations 2005</p> <p>To agree the designation of a Conservation Area under the Planning (Listed Buildings & Conservation Areas) Act 1990.</p> <p>To be responsible for the preparation of all Local Development Documents and their submission as necessary to Independent Public Examination, liaison with the Secretary of State and undertaking all necessary consultation</p> <p>To approve all character</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	Manager Council		To agree the Watford Council Tax Reduction Scheme and all policies relating to Council Tax and NNDR where legislation requires Full Council approval
19. Building Control	Group Head of Place Shaping /Head of Planning & Development / Building Control Manager		To exercise all the Council's building control functions
20. Land Drainage	Group Head of Place Shaping /Head of Transport and Infrastructure The Executive		To exercise all functions in relation to the Council's land drainage powers and duties including the power to enter into agreements to execute land drainage works and to be responsible for the preparation and review of land drainage policy To formulate policy in relation to land drainage within the remit of the Council
21. Licensing To exercise all powers relating to the Council's Licensing	The Executive Group Head of Community & Environmental Services		Setting the tariff for hackney carriage fares

Function	Body/Individual with Delegation	Members	Terms of Delegation
functions not otherwise reserved to the Council			
21. General	The Executive		<p>To form partnerships as appropriate with outside organisations to promote the social, economic or environmental well-being of the Borough</p> <p>Where the Council has entered into contracts with contractors who are exercising the functions of the Council on the Council's behalf and the terms of those contracts include the establishment of the Board made up of representatives of the Council and the Contractor to appoint Council representatives to those Boards and delegate to those representatives all necessary authority to make decisions in accordance with the terms of the relevant contract.</p> <p>To delegate as appropriate to outside bodies any functions of the Executive as the Executive sees fit</p> <p>To accept delegation of functions from outside bodies as is within the responsibility of the Executive as it sees fit</p> <p>To receive petitions from local residents on matters within its</p>

Function	Body/Individual with Delegation	Members	Terms of Delegation
	Relevant Portfolio Holder		<p>area of responsibility</p> <p>To comment on Government Consultation, Papers, Bills and other Consultation that is likely to affect or impact on the functions within the Portfolio Holder's area of responsibility</p> <p>To agree any submission to any body for funding to support or enhance the performance by the Council of its functions within the Portfolio Holder's area of responsibility</p> <p>To receive and agree any work/service plans relating to any functions within the Portfolio Holder's area of responsibility where there is a statutory requirement for them to be agreed by Members</p>

Any function specified in this scheme to be exercised by the Executive, Portfolio Holder or by an officer, can in the event of either a decision needing to be taken as a matter of urgency and/or the designated decision taker being unavailable be exercised by the Mayor, Managing Director or another Chief Officer

Part A

Report to: Council

Date of meeting: Tuesday, 24 May 2022

Report author: Democratic Services Officer / Democratic Services Manager

Title: Programme of meetings 2022/23

1.0 Summary

1.1 Council Procedure Rule 1.1 (ix) requires the programme of ordinary meetings of the council for the year to be approved at the annual meeting.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
A programme of meetings is not agreed for the year ahead.	The council cannot carry out its business.	The programme of meetings has been circulated to members and officers for comment.	Treat.	2

3.0 Recommendations

3.1 That the programme of meetings set out in Appendix 1 for 2022/23 be adopted.

Further information:

Ian Smith or Sandra Hancock
 democraticservices@watford.gov.uk

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

4.0 Detailed proposal

4.1 A draft calendar of public meetings for the 2022/23 municipal year was circulated to members and officers for comment. Appendix 1 sets out the proposed timetable.

4.2 Full Council meetings have been scheduled to take place on:

- Tuesday 19 July 2022
- Tuesday 18 October 2022 (Centenary Council)
- Tuesday 31 January 2023 (Budget Council)
- Tuesday 14 March 2023

4.3 Meetings of Licensing Sub Committees will be set up as and when required. Details will be publicised prior to the meeting. They will comprise three members from the main Licensing Committee and meet during the day.

4.4 Meetings of the Chief Officer Pay Panel, Constitution Working Party, Standards Committee, Appointments and Disciplinary Committee and Appeals Panel will also meet as and when required and details published accordingly.

4.5 Scrutiny task group meetings will be scheduled once working arrangements become clearer.

4.6 Dates of all the committee meetings can be accessed through the Council's [website](#).

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 Group Head of Democracy and Governance comments that there are no legal implications.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 There are no equalities, human rights and data protection issues as a result of this report.

Appendix

Appendix 1 – Watford Borough Council – Calendar of Public Meetings 2022/23

Background papers

There are no background papers.

Watford Borough Council – Calendar of Public Meetings 2022/23

	2022								2023				
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Tues 24 6.30pm		Tues 19 7.30pm			Tues 18 7.30pm			Tues 31 7.30pm		Tues 14 7.30pm		Tues 23 6.30pm
Cabinet		Mon 13 7pm	Mon 11 7pm		Mon 5 7pm	Mon 3/31 7pm	Mon 28 7pm		Mon 16 7pm	Mon 6/27 7pm			
Development Management	Tues 17 7pm	Tues 7 7pm	Tues 5/26 7pm		Tues 6 7pm	Tues 4 7pm	Tues 1 7pm	Tues 6 7pm	Tues 10 7pm	Tues 7 7pm	Tues 7 7pm	Tues 4 7pm	Tues 16 7pm
Licensing			Thurs 7 7pm		Thurs 29 7pm				Thurs 12 7pm	Tue 28 7pm			
Audit			Thurs 28 7pm		Thurs 15 7pm		Thurs 24 7pm				Thurs 9 7pm		
Council Functions					Wed 14 6.30pm		Tues 8 6.30pm			Wed 22 6.30pm			
Golf Club JCC						Thurs 13 5.30pm							
Major Projects		Thurs 23 6.30pm				Mon 10 6.30pm				Tues 21 6.30pm			
Overview & Scrutiny		Wed 22 7pm and Wed 29 7pm (call- in only)	Wed 20 7pm and Wed 27 7pm (call- in only)		Wed 21 7pm	Wed 19 7pm	Wed 16 7pm	Wed 14 7pm		Wed 1/22 7pm	Wed 15 7pm		
Finance Scrutiny		Mon 27 7pm			Mon 12 7pm		Mon 21 7pm		Mon 9 7pm		Mon 6 7pm		

Agenda Item 14

Part A

Report to: Council

Date of meeting: Tuesday, 24 May 2022

Report author: Democratic Services Manager

Title: Establishment of Committees and Appointment of Chairs and Vice Chairs

1.0 Summary

- 1.1 Council Procedure Rule 1.2 provides for nominations for membership of committees and sub-committees to be made by the political groups (as designated under the Local Government (Committees and Political Groups) Regulations 1990).
- 1.2 The Local Government and Housing Act 1989 and the Regulations require that seats on ordinary committees are allocated in accordance with political balance. This provision also extends to scrutiny committees as they are being set up directly by the Council.

2.0 Risks

2.1

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

3.0 Recommendations

- 3.1 That Council unanimously agrees that the Standards Committee is not politically balanced - see paragraph 4.4.1.

- 3.2 That Council agrees the establishment of politically balanced committees as set out in paragraph 4.1 of the report.
- 3.3 That Council agrees the establishment of non-politically balanced committees as set out in paragraph 4.2.
- 3.4 That Council agrees the appointment of Members to politically balanced committees as set out in paragraph 4.3.1 of the report and Appendix 1.
- 3.5 That Council appoints chairs and vice chairs to the committees listed in paragraphs 4.1 and 4.2 and Appendix 1.

Further information:

Sandra Hancock
sandra.hancock@watford.gov.uk
Tel: 01923 278377

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

4.0 **Detailed proposal**

4.1 Politically balanced committees

1.	Licensing Committee	15 seats
2.	Development Management Committee	9 seats
3.	Overview & Scrutiny Committee	9 seats
4.	Finance Scrutiny Committee	9 seats
5.	Council Functions Committee	7 seats
6.	Audit Committee	5 seats
7.	Chief Officer Pay Panel	5 seats
8.	Appointments and Disciplinary Committee	5 seats
9.	Appeals Panel	5 seats
	TOTAL	69 seats

4.2 Non-politically balanced committees

1.	Major Projects Forum	7 seats (at least one from each Group)
2.	Constitution Working Party	7 seats (at least one from each Group)
3.	Member Development Group	Up to 10 seats (at least one from each Group).
4.	Planning Policy Advisory Group	9 Members (at least one from each Group one of whom must be the Planning Portfolio Holder).
5.	Housing Policy Advisory Group	7 members (at least one from each Group including the Housing Portfolio Holder)
6.	Standards Committee	5 seats (3 Lib Dems + 2 Labour) (if unanimously agreed)
7.	Climate Emergency and Sustainability Forum	9 seats (at least one from each Group)
8.	Health and Wellbeing Forum	9 seats (at least one from each Group including the Community Portfolio Holder)

4.3 Seats on politically balanced committees are allocated on a proportional basis of 52 to the Liberal Democrat Group and 17 to the Labour Group.

4.3.1 Seats on the committees have been allocated as follows:

			Lib Dem	Lab
1.	Licensing Committee	15 seats	11	4
2.	Development Management Committee	9 seats	6	3
3.	Overview and Scrutiny Committee	9 seats	7	2
4.	Finance Scrutiny Committee	9 seats	7	2
5.	Council Functions Committee	7 seats	5	2
6.	Audit Committee	5 seats	4	1
7.	Chief Officer Pay Panel	5 seats	4	1

8.	Appointments and Disciplinary Committee	5 seats	4	1
9.	Appeals Panel	5 seats	4	1
	TOTAL	69 seats	52	17

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

4.3.3 Members should note that members of the Cabinet cannot sit on a scrutiny committee and that the Mayor is not included for the purpose of political balance and therefore cannot be appointed to any of these committees.

4.4 **Non-politically balanced committees**

4.4.1 **Standards Committee**

The Localism Act 2011 resulted in a large number of changes to the Standards regime which came into effect on 1 July 2012.

At its annual meeting in May 2012 council established a Standards Committee which took effect from 1 July 2012 comprising five elected members of the Council. Council agreed unanimously that the committee would not be constituted on the lines of proportionality. If Council wishes to continue this approach, then it must again unanimously agree that the committee is not constituted on the lines of proportionality.

The Mayor cannot be appointed to this committee.

4.4.2 **Major Projects Forum, Constitution Working Party, Planning Policy Advisory Group, Housing Policy Advisory Group, Climate Emergency and Sustainability Forum, Health and Wellbeing Forum**

These are not decision making bodies and should include at least one Member from each Group. Planning Policy Advisory Group, Housing Policy Advisory Group and Health and Wellbeing Forum should include the relevant portfolio holders.

4.4.3 **Member Development Group**

This Group comprises up to 10 members and should include at least one representative from each political group who will act as training champion, encouraging members of their Group to participate in training and development activities. In addition, the group review the Members' Portal and online forms as required.

4.5 Licensing Committee

The Council is required to have a Licensing Committee. It is able to appoint sub-committees of three members from the main committee to deal with:

- Determining new and variation applications submitted under the Licensing Act 2003 where representations have been received.
- Conducting reviews of premises' licences and club premises' certificates as requested.
- Gaming machine applications for licensed premises requesting five or more machines.
- Conducting reviews of gaming premises as required.
- Determining new and variation applications submitted under the Gambling Act where representations have been received.
- Consideration of appeals from licensed hackney carriage/private hire drivers when their licence is being revoked by the Council.
- Determining Temporary Event Notices when representations had been received. These hearings have to be held at short notice.

Hearings usually take place during the day. Chairs of the sub committees are elected at each meeting and for that meeting only.

4.6 Nominations from Political Groups

4.6.1 Group Leaders have been asked to consider and agree nominations prior to Annual Council. Nominations received to date are attached as Appendix 1. Any appointments not determined in this way will be put to the Annual Council meeting and agreed through a voting process.

4.6.2 Members are also required to agree the appointment of chairs and vice chairs to the committees listed in 4.1 and 4.2 above.

The Planning Policy Advisory Group, Housing Policy Advisory Group, Major Projects Forum and Health and Wellbeing Forum are chaired by the Portfolio Holders.

As agreed at Constitution Working Party, the Chair of Finance Scrutiny should be drawn from the membership of the Overview and Scrutiny Committee.

Nominations received are shown in Appendix 1.

4.6.3 Groups should have regard to the specific training requirements which **must** be undertaken by all members of the Development Management and Licensing Committees. Members who do not undertake the relevant training are unable to participate in meetings of these committees, including acting as replacements or

debating related issues at Council meetings. It is therefore advisable for all councillors to undergo training in these areas regardless of whether they are actual members of the Licensing or Development Management Committees. It was also agreed at Council that members should have scrutiny training every two years in order to sit on the scrutiny committees.

During the COVID-19 pandemic all training was arranged as a virtual meeting and was continued during 2021/22. For 2022/23 some training sessions are being arranged as virtual meetings and others as face to face, information will be made clear on the Member Portal. This will be kept under review during the decarbonisation of the Town Hall and as facilities become available in the annexe.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that proposals are within current budgets.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that the legal implications are contained within the body of the report.

5.3 **Equalities, Human Rights and Data Protection**

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

5.3.2 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 None

5.5 **Accommodation**

5.5.1 None

5.6 **Community Safety/Crime and Disorder**

5.6.1 None

5.7 **Sustainability**

5.7.1 None

Appendices

Appendix 1 – Nominations to committees and positions of chairs and vice-chairs

Background papers

Emails to groups from Democratic Services Manager

Completed nomination forms from the political groups

**Committee Membership
Appointments 2022/23**

Committee	Chair and Vice Chair	Liberal Democrat	Labour
Appeals Panel 5 seats	Chair: Jenny Pattinson Vice Chair: Rabi Martins	4 seats	1 seat
		Peter Jeffree Rabi Martins Jenny Pattinson Kennedy Rodrigues	TBC
Appointments And Disciplinary Committee 5 seats	Chair: Mark Watkin Vice Chair: Ann Saffery	4 seats	1 seat
		Marilyn Devonish Ann Saffery Ian Stotesbury Mark Watkin	Jagtar Singh Dhindsa
Audit Committee 5 seats	Chair: Mark Hofman Vice Chair: Marilyn Devonish	4 seats	1 seat
		Karen Clarke-Taylor Marilyn Devonish Mark Hofman Lenny Nembhard	Matt Turmaine
Chief Officer Pay Panel 5 seats	Chair: Mark Watkin Vice Chair: Dawn Allen-Williamson	4 seats	1 seat
		Dawn Allen-Williamson Stephen Johnson Kennedy Rodrigues Mark Watkin	Nasreen Shah
Council Functions Committee 7 seats	Chair: Darren Walford Vice Chair: Dawn Allen-Williamson	5 seats	2 seats
		Dawn Allen-Williamson Aga Dychton Stephen Johnson Ann Saffery Darren Walford Mark Watkin	Nasreen Shah Dennis Watling

**Committee Membership
Appointments 2022/23**

Committee	Chair and Vice Chair	Liberal Democrat	Labour
Development Management Committee 9 seats	Chair: Peter Jeffree Vice Chair: Rabi Martins	6 seats	3 seats
		Peter Jeffree Rabi Martins Jenny Pattinson Ann Saffery Glen Saffery Mark Watkin	Nigel Bell Richard Smith Sara-Jane Trebar
Finance Scrutiny 9 seats	Chair: <i>By convention an opposition member on O&S to be nominated at Council.</i> Vice Chair: Peter Kloss	7 seats	2 seats
		Karen Clarke- Taylor Peter Kloss Rabi Martins Lenny Nembhard Bill Stanton Darren Walford Richard Wenham	Matt Turmaine Asif Khan
Licensing 15 seats	Chair: Glen Saffery Vice Chair: Richard Wenham	11 seats	4 seats
		Dawn Allen-Williamson Marilyn Devonish Simon Feldman Peter Hannon Mark Hofman Lenny Nembhard Tom Osborn Kennedy Rodrigues Glen Saffery Bill Stanton Richard Wenham	Asif Khan Richard Smith Sara-Jane Trebar Dennis Watling

**Committee Membership
Appointments 2022/23**

Committee	Chair and Vice Chair	Liberal Democrat	Labour
Overview and Scrutiny Committee 9 seats	Chair: Simon Feldman Vice Chair: By convention an opposition member <i>to be nominated at Council</i>	7 seats	2 seats
		Shafiq Ahmed Marilyn Devonish Simon Feldman Peter Kloss Tom Osborn Kennedy Rodrigues Jessica Stiff	Matt Turmaine TBC
Total seats per group		52	17

Other Committees and Advisory Groups

Climate Emergency and Sustainability Forum 9 seats	Chair: Ian Stotesbury Vice Chair Jessica Stiff	At least one seat	At least one seat
		Karen Clarke-Taylor Imran Hamid Mark Hofman Ann Saffery Jessica Stiff Ian Stotesbury Tim Williams	Dennis Watling 1 TBC
Constitution Working Party 7 seats	Chair: Stephen Johnson Vice Chair: Tom Osborn	At least one seat	At least one seat
		Karen Clarke-Taylor Peter Hannon Stephen Johnson Tom Osborn Mark Watkin	Nigel Bell Asif Khan

**Committee Membership
Appointments 2022/23**

Committee	Chair and Vice Chair	Liberal Democrat	Labour
Health and Wellbeing Forum 9 seats	Chair: Jenny Pattinson Vice Chair: Rabi Martins	At least one seat	At least one seat
		Shafiq Ahmed Karen Clarke-Taylor Marilyn Devonish Aga Dychton Rabi Martins Jenny Pattinson Glen Saffery	Favour Ezeifedi Dennis Watling
Housing Policy Advisory Group 9 seats (Under subscribed by 1)	Chair: Jenny Pattinson Vice Chair: Peter Jeffree	At least one seat	At least one seat
		Peter Hannon Peter Jeffree Rabi Martins Jenny Pattinson Ann Saffery Jessica Stiff Richard Wenham	Richard Smith
Major Projects Forum 7 seats	Chair: Peter Taylor Vice Chair: Mark Hofman	At least one seat	At least one seat
		Karen Clarke-Taylor Imran Hamid Mark Hofman Tom Osborn Peter Taylor	Nigel Bell Sara-Jane Trebar
Member Development Group 10 seats	Chair: Richard Wenham Vice Chair: Simon Feldman	At least one seat	At least one seat
		Marilyn Devonish Aga Dychton Simon Feldman Amanda Grimston Peter Hannon Jessica Stiff Mark Watkin Richard Wenham	Nasreen Shah Dennis Watling

**Committee Membership
Appointments 2022/23**

Committee	Chair and Vice Chair	Liberal Democrat	Labour
Planning Policy Advisory Group 9 seats	Chair: Peter Taylor Vice Chair: Glen Saffery	At least one seat	At least one seat
		Peter Jeffree Glen Saffery Ian Stotesbury Peter Taylor Darren Walford	Richard Smith
Standards Committee 5 seats	Chair: Stephen Johnson Vice Chair: Tim Williams	3 seats	2 seats
		Stephen Johnson Rabi Martins Tim Williams	Nigel Bell Jagtar Singh Dhindsa

Agenda Item 15

Part A

Report to: Council

Date of meeting: Tuesday, 24 May 2022

Report author: Democratic Services Manager

Title: Appointment of representatives of the Council on outside organisations 2022/23

1.0 Summary

- 1.1 In accordance with Council Procedure Rule 1.2 nominations have been sought from the political groups to appoint to those committees and outside bodies for the forthcoming municipal year except where appointment to those bodies has been delegated by the Council or can only be agreed by the Mayor.
- 1.2 These appointments do not have to be made in accordance with political balance, and the role of members nominated is to represent the Council as a whole.
- 1.3 A list of outside bodies to whom the Council appoints with nominations received for 2022/23 is attached as Appendix 1.
- 1.4 A list of the 2022/23 appointments for those bodies which relate to executive functions to which the Mayor appoints is attached as Appendix 2.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
That the council is not represented on outside bodies which require a nomination.	The council is not able to participate in the governance of the outside bodies.	That a list of nominations is approved by Council and the Mayor delegates to those of an executive function, which is noted by Council.	Treat	2

3.0 **Recommendations**

3.1 that Council appoints to those bodies listed in Appendix 1.

3.2 that Council notes the appointments made by the Mayor listed in Appendix 2.

Further information:

Sandra Hancock

sandra.hancock@watford.gov.uk

Tel: 01923 278377

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

4.0 **Implications**

4.1 **Financial**

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

4.2 **Legal Issues** (Monitoring Officer)

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

4.3 **Equalities, Human Rights and Data Protection**

4.3.1 There are no equalities, human rights or data protection implications.

4.4 **Staffing**

4.4.1 There are no staffing implications.

4.5 **Accommodation**

4.5.1 There are no accommodation implications.

4.6 **Community Safety/Crime and Disorder**

4.6.1 The council is represented on the Hertfordshire Police and Crime Panel through a mayoral appointment. There are no implications.

4.7 **Sustainability**

4.7.1 There are no sustainability implications.

Appendices

Appendix 1 – Council nominations to outside bodies

Appendix 2 – Mayor’s appointments to outside bodies

Background papers

- Emails from Democratic Services Manager to groups
- Completed nomination/appointment forms

**Council Appointments of Representatives to Outside Organisations
2022/23**

Organisation	Total no. of reps	Period of Service	Appointments 2021/22	Nominations 2022/23
East of England Local Government Association ¹	1	N/A	Peter Taylor	Peter Taylor
Hertfordshire County Council Health Scrutiny Committee ²	1	1 year	Amanda Grimston	Simon Feldman
Herts Growth Board Scrutiny Committee ³	1 and named substitute	N/A	Amanda Grimston	Simon Feldman
			Jagtar Singh Dhindsa	TBC
Herts Leaders' Group ¹	1	1 year	Peter Taylor	Peter Taylor
Local Government Association – General Assembly	1	1 year	Peter Taylor	Peter Taylor
Local Government Association – Eastern Region Local Government Conference	1	1 year	Peter Taylor	Peter Taylor
West Herts Crematorium Scrutiny Committee ⁴	1	3 years to 5/23	Glen Saffery	Glen Saffery

¹ The appointed Member should be the Council Leader or Elected Mayor.

² The appointed Member must be a member of one of the Council's Scrutiny Committees and therefore not an Executive Member; they must not be employed by the County Council or have any other conflict of interest.

³ The appointed Member should be the Chair of Overview and Scrutiny Committee with the substitute being the Vice Chair. They must not be a member of the Executive.

⁴ The appointed Member to the West Herts Crematorium Scrutiny Committee must not be an Executive Member of the Council.

**Appointments by the Mayor of Representatives to Outside Organisations
2022/23**

Organisation	Total number of reps	Period of Service	Appointments 2021/22	Nominations 2022/23
Armed Forces Covenant Board	1	1 year	Bill Stanton	Amanda Grimston
Bedford, Morison and Cordery Almshouse Charity	1	3 years to 5/23	Marilyn Devonish	Marilyn Devonish
Groundwork East (previously known as Groundwork Hertfordshire)	1	1 year	Ian Stotesbury	Ian Stotesbury
Hertfordshire Building Preservation Trust	1	1 year	Peter Jeffree	Peter Jeffree
Hertfordshire Growth Board	1	Not specified	Peter Taylor	Peter Taylor
Hertfordshire Police and Crime Panel ¹	1	Not specified	Glen Saffery	Glen Saffery
	Substitute		Aga Dychton	Aga Dychton
Hertfordshire Sustainability Forum ²	1	1 year	Ian Stotesbury	Ian Stotesbury
	1 Deputy	1 year	Tim Williams	Tim Williams
Hertfordshire Waste Partnership (Waste Aware)	1	1 year	Tim Williams	Tim Williams
Local Government Information Unit	1	1 year	Peter Taylor	Peter Taylor
The Palace Theatre Ltd – Directors	2	4 years to 5/26	Tim Williams	Marilyn Devonish
		4 years to 5/26	Aga Dychton	Aga Dychton
PATROL Adjudication Joint Committee	1	1 year	Ian Stotesbury	Ian Stotesbury

Organisation	Total number of reps	Period of Service	Appointments 2021/22	Nominations 2022/23
Watford Borough Council and West Herts Golf Course Consultative Committee	4	1 year	Darren Walford Amanda Grimston Mark Hofman Jagtar Singh Dhindsa	Darren Walford Amanda Grimston Mark Hofman
Watford Citizen's Advice Bureau	2	1 year	George Derbyshire Steve Johnson	Jenny Pattinson Kennedy Rodrigues
Watford Community Housing	1	1 year	Kennedy Rodrigues	Kennedy Rodrigues
Watford Vel Mururgan Trust	3 (one to be an officer)	1 year	Mark Watkin Rabi Martins	Mark Watkin Rabi Martins
Watford Workshop	1	3 years to 5/23	Tim Williams	Tim Williams
Wellspring Church (Watford)	3 (one to be an officer)	1 year	Jenny Pattinson Aga Dychton	Jenny Pattinson Aga Dychton
West Herts Crematorium Joint Committee ³	1	3 years to 5/23	Aga Dychton	Aga Dychton

- ¹ According to the Police and Crime Panel's agreement the representative must be the Elected Mayor. The Mayor can appoint a Councillor to take their place.
- ² Hertfordshire Sustainability Forum replaced Hertfordshire Environment Forum during 2011/12. The terms of reference require one appointment from each District Council. A nominated Deputy can be appointed should the appointed Councillor not be available for a meeting.
- ³ In accordance with the agreement, the appointment to the West Herts Crematorium Joint Committee shall be from among the members of the Council's Executive. The appointed Member's membership of the Joint Committee shall end if they cease to be a member of the Council's Executive.