



**WATFORD  
BOROUGH  
COUNCIL**

# **COUNCIL MEETING**

**23 May 2023**

**6.30 pm**

**Town Hall Annexe, 3rd floor**

## **Contact**

Sandra Hancock

[democraticservices@watford.gov.uk](mailto:democraticservices@watford.gov.uk)

01923 278377

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

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15 May 2023

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 23 May 2023 starting at 6.30 pm at the Town Hall Annexe, 3rd floor 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 16 March 2023 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 - 11)**
13. **Programme of meetings 2023/24 (Pages 12 - 14)**
14. **Establishment of Committees and Appointment of Chairs and Vice Chairs (Pages 15 - 26)**

15. **Appointment of Representatives of the Council of outside organisations 2023/24**  
(Pages 27 - 32)
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, Chief Executive**

# Agenda Item 10

Part A

**Report to:** Council

**Date of meeting:** Tuesday, 23 May 2023

**Report author:** Democratic Services Officer

**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

| <b>Nature of risk</b>   | <b>Consequence</b>   | <b>Suggested Control Measures</b>   | <b>Response</b><br>(treat, tolerate, terminate or transfer) | <b>Risk Rating</b><br>(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 23 May 2023.

**Further information:**

Ian Smith

ian.smith@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 Liberal Democrats**

|                  |  |
|------------------|--|
| 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, Hannon, Hill, Hofman, Jeffree, Johnson, Kloss, Martins, Nembhard, Newstead, Osborn, Pattinson, Rodrigues, A Saffery, G Saffery, Saunders, Stotesbury, Walford, Watkin, Wenham, Williams and Mayor Taylor |

**4.3 Labour**

|                  |   |
|------------------|---|
| Leader:          | Councillor Nigel Bell   |
| Deputy Leader:   | Councillor Favour Ezeifedi  |
| Group Secretary: | Councillor Asif Khan  |
| 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 of this report.

**5.2 Legal Issues (Monitoring Officer)**

5.2.1 The Group Head of Democracy and Governance comments that it is a legal requirement for council to be notified of the composition of the political groups that make up membership of the council.

### **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, 23 May 2023

**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<br>(treat, tolerate, terminate or transfer) | Risk Rating<br>(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 paragraphs 4.2 to 4.7 of the report.

**Further information:**

Jodie Kloss or Sandra Hancock  
 democraticservices@watford.gov.uk

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

#### 4.0 **Portfolio Holders for 2023/24**

4.1 The Portfolio Holders' responsibilities for 2023/24 are as follows:

#### 4.2 **The Mayor, Peter Taylor**

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

#### 4.3 **Councillor Aga Dychton**

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.

#### 4.4 **Councillor Jennifer Pattinson**

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

#### 4.5 **Councillor Glen Saffery**

Portfolio Holder for Planning – Building Control, Planning Enforcement and Planning Policy.

#### 4.6 **Councillor Ian Stotesbury**

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.

#### 4.7 **Councillor Mark Watkin**

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.

#### 4.8 **Councillor Tim Williams**

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).



## 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 it is entirely within the gift of the Mayor who from the council he appoints to his cabinet.

### 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**

- 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, 23 May 2023

**Report author:** Democratic Services Manager, Senior Democratic Services Officer

**Title:** Executive Scheme of Delegation

## 1.0 Summary

1.1 The Mayor has agreed the Executive Scheme of Delegation with no changes from the version currently in the constitution.

## 2.0 Risks

2.1

| <b>Nature of risk</b>                             | <b>Consequence</b>   | <b>Suggested Control Measures</b>                                    | <b>Response</b><br>(treat, tolerate, terminate or transfer) | <b>Risk Rating</b><br>(combination of severity and likelihood) |
|---|--|--|---|--|
| The Mayor does not submit a scheme of delegation. | Relevant officers and portfolio holders would be unable to make any decisions. | The Mayor reviews the existing scheme and approves or makes changes. | Treat   | 2  |

## 3.0 Recommendations

3.1 That Council notes the Executive Scheme of Delegation approved by the Mayor is unchanged.

### **Further information:**

Sandra Hancock or Jodie Kloss  
democraticservices@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 directly arising from this report.

### 4.2 Legal Issues (Monitoring Officer)

4.2.1 The Group Head of Democracy and Governance comments that under the elected mayor and cabinet model of governance all executive functions lie with the Elected Mayor.

### 4.3 Equalities, Human Rights and Data Protection

4.3.1 There are no implications.

### 4.4 Staffing

4.4.1 None

### 4.5 Accommodation

4.5.1 None

### 4.6 Community Safety/Crime and Disorder

4.6.1 None

### 4.7 Sustainability

4.7.1 None

## Appendices

- None

## Background papers

No papers were used in the preparation of this report.

# Agenda Item 13

Part A

**Report to:** Council

**Date of meeting:** Tuesday, 23 May 2023

**Report author:** Democratic Services Officer / Democratic Services Manager

**Title:** Programme of meetings 2023/24

## 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<br>(treat, tolerate, terminate or transfer) | Risk Rating<br>(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 2023/24 be adopted.

### Further information:

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

### Report approved by:

## 4.0 Detailed proposal

4.1 A draft calendar of public meetings for the 2023/24 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 17 July 2023
- Tuesday 17 October 2023
- Tuesday 30 January 2024 (Budget Council)
- Tuesday 12 March 2024

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 according to the requirements of any review that Overview and Scrutiny set up.

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 arising from this report.

### 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 or data protection issues as a result of this report.

## Appendix

Appendix 1 – Watford Borough Council – Calendar of Public Meetings 2023/24

### Background papers

No papers were used in the preparation of this report.

## Watford Borough Council – Calendar of Public Meetings 2023/24

|                                | 2023              |                    |   |     |                  |                     |                  |                | 2024              |                    |                   |               |                   |
|--------------------------------|-------------------|--------------------|---|-----|------------------|---------------------|------------------|----------------|-------------------|--------------------|-------------------|---------------|-------------------|
|                                | May               | June               | July  | Aug | Sept             | Oct                 | Nov              | Dec            | Jan               | Feb                | Mar               | Apr           | May               |
| <b>Council</b>                 | Tues 23<br>6.30pm |                    | Tues 18<br>7.30pm                           |     |                  | Tues 17<br>7.30pm   |                  |                | Tues 30<br>7.30pm |                    | Tues 12<br>7.30pm |               | Tues 21<br>6.30pm |
| <b>Cabinet</b>                 |                   | Mon 5<br>7pm       | Mon 10<br>7pm                               |     | Mon 4<br>7pm     | Mon<br>2/30<br>7pm  | Mon 27<br>7pm    |                | Mon 15<br>7pm     | Mon 5/26<br>7pm    |                   |               |                   |
| <b>Development Management</b>  | Tues 16<br>7pm    | Tues 6<br>7pm      | Tues 4/25<br>7pm                            |     | Tues 5<br>7pm    | Tues<br>3/31<br>7pm |                  | Tues 5<br>7pm  | Tues 9<br>7pm     | Tues 6<br>7pm      | Tues 5<br>7pm     | Tues 2<br>7pm | Tues 14<br>7pm    |
| <b>Licensing</b>               |                   |                    | Thurs 6<br>7pm                              |     | Thurs 28<br>7pm  |                     |                  |                | Thurs 11<br>7pm   |                    | Thurs 7<br>7pm    |               |                   |
| <b>Audit</b>                   | Thurs 25<br>7pm   |                    | Wed 26<br>7pm                               |     | Thurs 14<br>7pm  |                     | Thurs 23<br>7pm  |                |                   |                    | Thurs 14<br>7pm   |               |                   |
| <b>Council Functions</b>       |                   |                    |   |     | Mon 11<br>6.30pm |                     | Tues 7<br>6.30pm |                |                   | Thurs 22<br>6.30pm |                   |               |                   |
| <b>Golf Club JCC</b>           |                   |                    |   |     |                  | Thurs 12<br>5.30pm  |                  |                |                   |                    |                   |               |                   |
| <b>Major Projects</b>          |                   | Thurs 22<br>6.30pm |   |     |                  | Mon 9<br>6.30pm     |                  |                |                   | Tues 20<br>6.30pm  |                   |               |                   |
| <b>Overview &amp; Scrutiny</b> |                   | Weds 21<br>7pm     | Thurs 19<br>(and 27<br>call in<br>only) 7pm |     | Weds<br>20 7pm   | Weds<br>18 7pm      | Weds 15<br>7pm   | Weds<br>13 7pm | Wed 31<br>7pm     | Weds 21<br>7pm     | Weds 13<br>7pm    |               |                   |
| <b>Finance Scrutiny</b>        |                   | Tues 27<br>7pm     |   |     | Tues 12<br>7pm   |                     | Tues 21<br>7pm   |                | Wed 10<br>7pm     |                    | Wed 6<br>7pm      |               |                   |

Part A

**Report to:** Council

**Date of meeting:** Tuesday, 23 May 2023

**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<br>(treat, tolerate, terminate or transfer) | Risk Rating<br>(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:**

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         |
|    | <b>TOTAL</b>                            | <b>69 seats</b> |



## 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. | Housing Policy Advisory Group              | 7 members (at least one from each Group including the Housing Portfolio Holder) |
| 5. | Standards Committee                        | 5 seats (3 Lib Dems + 2 Labour) (if unanimously agreed)                         |
| 6. | Climate Emergency and Sustainability Forum | 9 seats (at least one from each Group)  |
| 7. | 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:

|    |   |                 | <b>Lib Dem</b> | <b>Lab</b> |
|----|---|-----------------|----------------|------------|
| 1. | Licensing Committee                     | <b>15 seats</b> | 11             | 4          |
| 2. | Development Management Committee        | <b>9 seats</b>  | 6              | 3          |
| 3. | Overview and Scrutiny Committee         | <b>9 seats</b>  | 7              | 2          |
| 4. | Finance Scrutiny Committee              | <b>9 seats</b>  | 7              | 2          |
| 5. | Council Functions Committee             | <b>7 seats</b>  | 5              | 2          |
| 6. | Audit Committee                         | <b>5 seats</b>  | 4              | 1          |
| 7. | Chief Officer Pay Panel                 | <b>5 seats</b>  | 4              | 1          |
| 8. | Appointments and Disciplinary Committee | <b>5 seats</b>  | 4              | 1          |

|    |               |                 |           |           |
|----|---------------|-----------------|-----------|-----------|
| 9. | Appeals Panel | <b>5 seats</b>  | 4         | 1         |
|    | <b>TOTAL</b>  | <b>69 seats</b> | <b>52</b> | <b>17</b> |

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, 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. 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 2018/19 the Group took on the role of Champions for the Members Portal, which included testing new forms and processes. Any changes or additions to the Members Portal will be reported to the Group for comments.

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

As agreed at Constitution Working Party, the Chair of Finance Scrutiny Committee 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.

For 2023/24 some training sessions are being arranged as virtual meetings and others as face to face, information will be made clear on the Members Portal.

## 5.0 **Implications**

### 5.1 **Financial**

5.1.1 The Shared Director of Finance comments that there are no financial implications 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 in 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 the Democratic Services Manager

Completed nomination forms from the political groups

**Committee Membership  
Appointments 2023/24**

| <b>Committee</b>   | <b>Chair and Vice Chair</b>  | <b>Liberal Democrat</b>  | <b>Labour</b>                        |
|--|--|--|--------------------------------------|
| <b>Appeals Panel</b><br><br><b>5 seats</b>                           | <b>Chair:</b><br>Jenny Pattinson<br><br><b>Vice Chair:</b><br>Rabi Martins         | <b>4 seats</b>   | <b>1 seat</b>                        |
|  |  | Peter Jeffree<br>Rabi Martins<br>Jenny Pattinson<br>Kennedy Rodrigues                    | Nigel Bell                           |
| <b>Appointments And Disciplinary Committee</b><br><br><b>5 seats</b> | <b>Chair:</b><br>Mark Watkin<br><br><b>Vice Chair:</b><br>Ann Saffery              | <b>4 seats</b>   | <b>1 seat</b>                        |
|  |  | Rabi Martins<br>Ann Saffery<br>Ian Stotesbury<br>Mark Watkin                             | Jagtar Singh Dhindsa                 |
| <b>Audit Committee</b><br><br><b>5 seats</b>                         | <b>Chair:</b><br>Mark Hofman<br><br><b>Vice Chair:</b><br>Karen Clarke-Taylor      | <b>4 seats</b>   | <b>1 seat</b>                        |
|  |  | Karen Clarke-Taylor<br>Mark Hofman<br>Lenny Nembhard<br>Chris Newstead                   | Asif Khan                            |
| <b>Chief Officer Pay Panel</b><br><br><b>5 seats</b>                 | <b>Chair:</b><br>Mark Watkin<br><br><b>Vice Chair:</b><br>Dawn Allen-Williamson    | <b>4 seats</b>   | <b>1 seat</b>                        |
|  |  | Dawn Allen-Williamson<br>Stephen Johnson<br>Kennedy Rodrigues<br>Mark Watkin             | Nasreen Shah                         |
| <b>Council Functions Committee</b><br><br><b>7 seats</b>             | <b>Chair:</b><br>Darren Walford<br><br><b>Vice Chair:</b><br>Dawn Allen-Williamson | <b>5 seats</b>   | <b>2 seats</b>                       |
|  |  | Dawn Allen-Williamson<br>Aga Dychton<br>Stephen Johnson<br>Darren Walford<br>Mark Watkin | Nasreen Shah<br>Jagtar Singh Dhindsa |

**Committee Membership  
Appointments 2023/24**

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

**Committee Membership  
Appointments 2023/24**

| Committee   | Chair and Vice Chair  | Liberal Democrat   | Labour                       |
|---|---|--|------------------------------|
| <b>Overview and Scrutiny Committee</b><br><br>9 seats | <b>Chair:</b><br>Amanda Grimston<br><br><b>Vice Chair:</b> By convention an opposition member <i>to be nominated at Council</i> | <b>7 seats</b>   | <b>2 seats</b>               |
|   |   | Shafiq Ahmed<br>Marilyn Devonish<br>Amanda Grimston<br>Penelope Hill<br>Peter Kloss<br>Tom Osborn<br>Kennedy Rodrigues | Favour Ezeifedi<br>Asif Khan |
| <b>Total seats per group</b>                          |   | <b>52</b>  | <b>17</b>                    |

**Other Committees and Advisory Groups**

|   |   |  |                                    |
|---|---|--|------------------------------------|
| <b>Climate Emergency and Sustainability Forum</b><br><br>9 seats<br><br>(Under subscribed by 1) | <b>Chair:</b><br>Ian Stotesbury<br><br><b>Vice Chair</b><br>Karen Clarke-Taylor | <b>At least one seat</b>   | <b>At least one seat</b>           |
|   |   | Karen Clarke-Taylor<br>Penelope Hill<br>Mark Hofman<br>Ann Saffery<br>Ian Stotesbury<br>Tim Williams | Sara Jane Trebar<br>Dennis Watling |
| <b>Constitution Working Party</b><br><br>7 seats  | <b>Chair:</b><br>Stephen Johnson<br><br><b>Vice Chair:</b><br>Tom Osborn        | <b>At least one seat</b>   | <b>At least one seat</b>           |
|   |   | Karen Clarke-Taylor<br>Stephen Johnson<br>Tom Osborn<br>Ian Stotesbury<br>Mark Watkin                | Nigel Bell<br>Asif Khan            |



**Committee Membership  
Appointments 2023/24**

| <b>Committee</b>   | <b>Chair and Vice Chair</b>  | <b>Liberal Democrat</b>  | <b>Labour</b>                  |
|--|--|--|--------------------------------|
| <b>Health and Wellbeing Forum</b><br><br>9 seats<br><br>(Under subscribed by 2)    | <b>Chair:</b><br>Jennifer Pattinson<br><br><b>Vice Chair:</b><br>Rabi Martins  | <b>At least one seat</b>   | <b>At least one seat</b>       |
|  |  | Karen Clarke-Taylor<br>Marilyn Devonish<br>Aga Dychton<br>Rabi Martins<br>Jennifer Pattinson<br>Ian Stotesbury | Dennis Watling                 |
| <b>Housing Policy Advisory Group</b><br><br>9 seats<br><br>(Under subscribed by 2) | <b>Chair:</b><br>Jennifer Pattinson<br><br><b>Vice Chair:</b><br>Peter Jeffree | <b>At least one seat</b>   | <b>At least one seat</b>       |
|  |  | Peter Jeffree<br>Rabi Martins<br>Jennifer Pattinson<br>Ann Saffery<br>Charlott Saunders<br>Richard Wenham      | Richard Smith                  |
| <b>Major Projects Forum</b><br><br>7 seats   | <b>Chair:</b><br>Peter Taylor<br><br><b>Vice Chair:</b><br>Mark Hofman         | <b>At least one seat</b>   | <b>At least one seat</b>       |
|  |  | Karen Clarke-Taylor<br>Mark Hofman<br>Tom Osborn<br>Glen Saffery<br>Peter Taylor                               | Nigel Bell<br>Sara Jane Trebar |

**Committee Membership  
Appointments 2023/24**

| <b>Committee</b>   | <b>Chair and Vice Chair</b>   | <b>Liberal Democrat</b>  | <b>Labour</b>                      |
|--|---|--|------------------------------------|
| <b>Member Development Group</b><br><br><b>10 seats</b><br><br><b>(Under subscribed by 2)</b> | <b>Chair:</b><br><b>Richard Wenham</b><br><br><b>Vice Chair:</b><br><b>Marilyn Devonish</b> | <b>At least one seat</b>   | <b>At least one seat</b>           |
|  |   | Marilyn Devonish<br>Aga Dychton<br>Simon Feldman<br>Amanda Grimston<br>Chris Newstead<br>Mark Watkin<br>Richard Wenham | Jagtar Singh Dhindsa               |
| <b>Standards Committee</b><br><br><b>5 seats</b>   | <b>Chair:</b><br>Stephen Johnson<br><br><b>Vice Chair:</b><br>Tim Williams                  | <b>3 seats</b>   | <b>2 seats</b>                     |
|  |   | Stephen Johnson<br>Rabi Martins<br>Tim Williams  | Nigel Bell<br>Jagtar Singh Dhindsa |

Part A

**Report to:** Council

**Date of meeting:** Tuesday, 23 May 2023

**Report author:** Democratic Services Manager, Democratic Services Officer (LM)

**Title:** Appointment of Representatives of the Council to outside organisations 2023/24

## 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 2023/24 is attached as Appendix 1.
- 1.4 A list of the 2023/24 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<br>(treat, tolerate, terminate or transfer) | Risk Rating<br>(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 those members named next to those bodies as listed in Appendix 1.
- 3.2 that Council notes the appointments made by the Mayor listed in Appendix 2.

#### **Further information:**

Sandra Hancock or Laura MacMillan  
democraticservices@watford.gov.uk  
Tel: 01923 278377

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

### 4.0 **Detailed proposal**

#### 4.1 **Financial**

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

#### 4.2 **Legal Issues** (Monitoring Officer)

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

#### 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  
2023/24**

| <b>Organisation</b>   | <b>Total no. of reps</b> | <b>Period of Service</b> | <b>Appointment 2022/23</b>          | <b>Nominations 2023/24</b>                    |
|---|--------------------------|--------------------------|-------------------------------------|---|
| East of England Local Government Association <sup>1</sup>                 | 1                        | N/A                      | Peter Taylor                        | Peter Taylor                                  |
| Hertfordshire County Council Health Scrutiny Committee <sup>2</sup>       | 1 and named substitute   | 1 year                   | Simon Feldman                       | Amanda Grimston                               |
|   |                          |                          |                                     | Vice Chair of Overview and Scrutiny committee |
| Herts Growth Board Scrutiny Committee <sup>3</sup>                        | 1 and named substitute   | N/A                      | Simon Feldman                       | Amanda Grimston                               |
|   |                          |                          | Favour Ezeifedi                     | Vice Chair of Overview and Scrutiny committee |
| Herts Leaders' Group <sup>1</sup>   | 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 <sup>4</sup>                    | 1                        | 3 years to 5/26          | Vacant<br>(previously Glen Saffery) | Amanda Grimston                               |

<sup>1</sup> The appointed Member should be the Council Leader or Elected Mayor.

<sup>2</sup> 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.

<sup>3</sup> 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.

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

**Appointments by the Mayor  
2023/24**

**Outside Organisations**

| <b>Organisation</b>  | <b>Total number of reps</b> | <b>Period of Service</b> | <b>Appointments 2022/23</b> | <b>Nominations 2023/24</b> |
|--|-----------------------------|--------------------------|-----------------------------|----------------------------|
| Armed Forces Covenant Board                                    | 1                           | 1 year                   | Amanda Grimston             | Amanda Grimston            |
| Bedford, Morison and Cordery Almshouse Charity                 | 1                           | 3 years to 5/26          | 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 <sup>1</sup>              | 1                           | Not specified            | Glen Saffery                | Aga Dychton                |
|  | Substitute                  |                          | Aga Dychton                 | Glen Saffery               |
| Hertfordshire Sustainability Forum <sup>2</sup>                | 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          | Marilyn Devonish            | Marilyn Devonish           |
|  |                             | 4 years to 5/26          | Aga Dychton                 | Aga Dychton                |
| PATROL Adjudication Joint Committee                            | 1                           | 1 year                   | Ian Stotesbury              | Ian Stotesbury             |

| <b>Organisation</b>   | <b>Total number of reps</b> | <b>Period of Service</b> | <b>Appointments 2022/23</b>                                      | <b>Nominations 2023/24</b>                                       |
|---|-----------------------------|--------------------------|--|--|
| Watford Borough Council and West Herts Golf Course Consultative Committee | 4                           | 1 year                   | Darren Walford<br>Amanda Grimston<br>Mark Hofman<br>Glen Saffery | Darren Walford<br>Amanda Grimston<br>Mark Hofman<br>Glen Saffery |
| Watford Citizen's Advice Bureau   | 2                           | 1 year                   | Jenny Pattinson<br>Kennedy Rodrigues                             | Jenny Pattinson<br>Kennedy Rodrigues                             |
| Watford Community Housing   | 1                           | 1 year                   | Kennedy Rodrigues  | Jenny Pattinson  |
| Watford Workshop  | 1                           | 3 years to 5/26          | Tim Williams   | Tim Williams   |
| Wellspring Church (Watford)   | 3 (one to be an officer)    | 1 year                   | Jenny Pattinson<br>Aga Dychton                                   | Jenny Pattinson<br>Aga Dychton                                   |
| West Herts Crematorium Joint Committee <sup>3</sup>                       | 1                           | 3 years to 5/26          | Aga Dychton  | Aga Dychton  |

- <sup>1</sup> 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.
- <sup>2</sup> 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.
- <sup>3</sup> 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.

### **Other Mayoral Appointments**

| <b>Position</b>             | <b>Period of Service</b> | <b>Appointment</b> |
|-----------------------------|--------------------------|--------------------|
| Mental Health Champion      | 1 year                   | Rabi Martins       |
| Dementia steering Group     | 1 year                   | Jennifer Pattinson |
| White Ribbon steering group | 1 year                   | Aga Dychton        |