

Hertfordshire Growth Board

Teams Teleconferencing

Tuesday 8 September 2020, 09:30 - 11:30

Members of the Board

Council Leaders

L Cocking, Broxbourne Borough Council
A Williams, Dacorum Borough Council
L Haysey, East Herts District Council
D Williams, Hertfordshire County Council
M Bright, Hertsmere Borough Council
M Stears-Handscorn, North Hertfordshire District Council
C White, St Albans City and District Council
S Taylor, Stevenage Borough Council
S Giles-Medhurst, Three Rivers District Council
P Taylor (Mayor), Watford Borough Council
T Kingsbury, Welwyn Hatfield Borough Council

Council Chief Executives

J Stack, Broxbourne Borough Council
S Marshall, Dacorum Borough Council
R Cassidy, East Herts District Council
O Mapley, Hertfordshire County Council
S Bijle, Hertsmere Borough Council
A Roche, North Hertfordshire District Council
A Foley, St Albans City and District Council
M Partridge, Stevenage Borough Council
J Wagstaff, Three Rivers District Council
D Nolan, Watford Borough Council
R Bridge, Welwyn Hatfield Borough Council

Hertfordshire Local Enterprise Partnership

M Bretton, Chairman
N Hayes, Chief Executive

Hertfordshire Growth Board

P Dell, Director - Hertfordshire Growth

1. Apologies

2. Minutes

To confirm the Minutes of the Board meeting held on 4 August 2020 (attached).

3. Hertfordshire Growth Board (HGB) Programmes update

Report attached

Programme updates from Political and Chief Executive leads:

- Hertfordshire Southern East – West Growth Corridor Programme Board
- Hertfordshire Northern East – West North Growth Corridor and NEC Joint Planning Update

4. Hertfordshire Growth Board – MHCLG Workstream: Update on Growth and Housing Deal discussions

Confidential item – not for future publication due to the confidential and developing nature of the strategic matters covered by the report and appendices

5. Hertfordshire Growth Board – Implementation of Growth Board Joint Committee

Report attached

6. Standing items

South West Herts Joint Plan

S Marshall, Dacorum Borough Council (verbal update)

7. Date of next meeting

The next planned meeting will be held on 13th October 2020 16.30 to 18.30 via Teams Teleconferencing unless advised otherwise.

8. Any other business

If you require further information about this agenda, please contact
Stephanie Tarrant, Democratic and Statutory Services, Hertfordshire County Council on Telephone
01992 555481, or email stephanie.tarrant@hertfordshire.gov.uk

Hertfordshire Growth Board Meeting Minutes

Tuesday 4 August 2020



Hertfordshire
Growth Board

Minutes

To: All Members of the Hertfordshire Growth Board
From: Legal, Democratic & Statutory Services, Hertfordshire County Council
Ask for: Elaine Shell or Deborah Jeffery
Tel: 01992 555565 or 01992 555563

Date: Tuesday, 4 August 2020

Members of the Board

Council Leaders

L Cocking, Broxbourne Borough Council
A Williams, Dacorum Borough Council
L Haysey, East Herts District Council
D Williams, Hertfordshire County Council (Chairman)
M Bright Leader, Hertsmere Borough Council
M Stears-Handscorn, North Hertfordshire District Council
J Day substitute for C White St Albans City and District Council
S Taylor, Stevenage Borough Council
S Giles- Medhurst, substitute for S Nelmes- Three Rivers District Council
K Collett (Deputy Mayor) substitute for P Taylor, Watford Borough Council
T Kingsbury, Welwyn Hatfield Borough Council

Council Chief Executives

J Stack, Broxbourne Borough Council
S Marshall, Dacorum Borough Council
R Cassidy, East Herts District Council
S Crudgington, substitute for O Mapley, Hertfordshire County Council
S Bijle, Hertsmere Borough Council
A Roche, North Hertfordshire District Council
A Foley, St Albans City and District Council
T Pike, substitute for M Partridge Stevenage Borough Council
G Muggeridge substitute for J Wagstaffe, Three Rivers District Council
D Nolan (Managing Director), Watford Borough Council
R Bridge, Welwyn Hatfield Borough Council

Hertfordshire Local Enterprise Partnership

N Jennings, on behalf of N Hayes Chief Executive
M Bretton, Chairman

Hertfordshire Growth Board

P Dell, Director Hertfordshire Growth

Other Officers

Mark Kemp, Director Hertfordshire County Council
Jon Tiley Hertfordshire County Council

1 Apologies

- 1.1 The following substitutions were noted:

Karen Collett for Peter Taylor (Watford)
 Jamie Day for Chris White (St Albans)
 Scott Crudgington for Owen Mapley (HCC)
 Norman Jennings for Neil Hayes (LEP)
 Tom Pike for Matt Partridge (Stevenage)
 Geoff Muggeridge for Jo Wagstaffe (Three Rivers)

The Chairman welcomed Anthony Roche to the Board, succeeding David Scholes as Chief Executive of North Herts District Council.

The Chairman also welcomed Stephen Giles-Medhurst to the Board. It was noted that Cllr Giles-Medhurst, as Deputy Leader of Three Rivers, would be permanently representing Three Rivers District Council on behalf of its Leader, Cllr Sarah Nelmes.

2 Minutes

- 2.1 The Minutes of the Board meeting held on 7 July 2020 were confirmed as a correct record.

Admin note: Due to the guests present, these were considered at the end of the meeting to allow for the efficient running of the meeting.

Admin note: due to the fact that the meeting was held virtually, the minutes of the meeting will be signed by the Chairman at the next non-virtual meeting of the Committee

David Williams

3. Feedback from MHCLG Deputy Director John McManus and Harry Roberts Head of Local Delivery on Hertfordshire Growth Deal discussion

- 3.1 The Board welcomed John McManus, Deputy Director at the Ministry of Housing, Communities and Local Government, and Harry Roberts, Head of Local Delivery, to the Meeting. Other MHCLG and Homes England team members joined the meeting to observe the first item, Colin Lovegrove, Adam Serroukh and Sian Hughes.
- 3.2 The Board were pleased to hear the positive feedback and supportive comments from Mr McManus and Mr Roberts regarding the work that Hertfordshire had been doing on its Growth Prospectus including during the Covid period and positive engagement of officers with officials in the last 6 months with regards to the work.
- 3.3 It was highlighted to the Board that the direction of travel for central government was to revive the housing market post COVID and as such officers were encouraged to increase the focus of the structure of the bid to concentrate on short term rather than long term housing development and delivery.

- 3.4 Further to discussion, advice was received that it was important to continue with the growth plan irrespective of any potential devolution plans or outcomes of the Spending Review, which were as yet unknown. Some assurance was received that the success of the Board's plans would not be affected by any future decision regarding devolution.
- 3.5 Further to a board member comment, it was acknowledged that consideration should be given to ensuring that a broad and sustainable range of housing (i.e. affordable, or to accommodate special needs) should be part of the development plans.
- 3.6 it was further acknowledged that due to the broad range of affluence within the county, central government should widen their 'levelling up' agenda to reflect such local disparities rather than just a national north/south divide.

RESOLVED

- 3.7 Members noted the feedback from MHCLG.

4. Hertfordshire Growth Board (HGB) Growth Board Programmes Update

- 4.1 Board members received a verbal update on the programmes being undertaken by the Growth Board.
- 4.2 The Board were pleased to learn that the Hertfordshire Growth Board microsite was now live and a series of webinars were now taking place to promote and increase understanding of the purpose and work of the Growth Board.
- 4.3 The Board were advised that good progress had been made on the Southern East-West corridor programme and a meeting on the 28 July 2020 had discussed the various projects being undertaken or being planned, including planning for 2050 targets.

RESOLVED

- 4.4 Leaders noted the overall progress across the Growth Board programme and individual workstreams since the last meeting.

5. Hertfordshire Growth Board (HGB) Growth Board Programmes & Growth Board Governance

- 5.1 Board members considered a report outlining considerations regarding the future governance arrangements of the Board, exploring the possibility of the Hertfordshire Growth Board becoming a Statutory Joint Committee.
- 5.2 In response to member concerns, it was acknowledged that not all district councils had a scrutiny process and as such consideration would need to be made as to how those district councils would undertake this requirement. Officers would follow up with further advice to the September Growth Board meeting.
- 5.3 Some Board members also expressed reservations about making any decisions regarding governance until the outcomes of the devolution and spending review were known, however, they acknowledged the need to move to a formal process in this area.
- 5.4 In response to a Board Member query, it was confirmed that a representative from the Hertfordshire Local Enterprise Partnership would continue to be present on the Statutory Board.
- 5.5 It was also agreed that consideration would be made to allow Leaders to appoint substitute members of the board if Leaders were unable to attend a meeting due to sickness or absence.

RESOLVED

- 5.6 Further to a vote using the MS Teams chat function Leaders and the LEP Chair **unanimously** agreed:
 - Moving the Growth Board to a statutory joint committee in Autumn 2020
 - The Hertfordshire Monitoring Officers Group being asked to prepare Terms of Reference, common committee reports and advise on the steps needed to implement the joint committee and future scrutiny arrangements.
 - All councils and the LEP taking the necessary decisions through their individual processes to be able to implement this change within the desired timescale.

Patsy Dell

6. Hertfordshire Growth Board (HGB) – MHCLG Workstream: Growth and Recovery Prospectus 2020 (working draft version 8) and Sequenced Delivery Plan

NOT FOR FUTURE PUBLICATION BECAUSE OF THE CONFIDENTIAL AND DEVELOPING NATURE OF THE STRATEGIC MATTERS THIS PAPER DEALS WITH

7. Standing items

South West Herts Joint Plan

- 7.1 It was noted that a further online engagement event was being planned for this stage of consultation, and there had been a lot of 'hits' to the website and subsequent feedback from interested parties.

8. Date of next meeting

- 8.1 It was agreed that the date of the next meeting would be 8 September 2020 at 9.30am

9. Any other business

None recorded



www.HertfordshireGrowthBoard.com



[@hertsgoodgrowth](https://twitter.com/hertsgoodgrowth)



Room 204, Hertfordshire County Council, County Hall, Pegs Lane, Hertford SG13 8DE

Agenda Item 3

Hertfordshire Growth Board (HGB) – Growth Board Programmes Update

Report Author: Patsy Dell, Hertfordshire Growth Board (Tel: 07949 887794)

1 Purpose of report

- 1.1. This report provides a short update on the overall progress of the key Growth Board programmes. More detailed updates also appear in other reports on this agenda as follows:
- Ministry of Housing, Communities and Local Government (MHCLG) Workstream – item 4 on this agenda;

2 Overall Growth Board Work Programme Update

- 2.1 By way of recap, the March HGB meeting agreed priority work for the next six – nine months (at that time the period of focus for negotiations with HM Government) to cover and including:
- Meeting the commitments set out in the letter to the Secretary of State from January 2020 on behalf of all Leaders;
 - Responding to the invitation from MHCLG to work with them to develop a proposition to secure HM Government support (including our level of ambition, what can be achieved in the next five years (delivery and devolution new models);
 - An initial portfolio of prioritised corridor delivery projects known as ‘Wave 1’ including:
 - Where detailed Business Cases for infrastructure interventions could be developed in time for Spending Review (SR) 2020 (i.e. before summer recess);
 - Progress that can be made over the next 0 – 5, 6 – 10 years development and delivery window;
 - Projects which will contribute to accelerated outcomes and recovery: employment sites, jobs and housing delivery (with increased affordable housing availability).

- 2.2 Feedback from MHCLG at the August HGB meeting was positive and is dealt with in item 4 on this agenda. No change to the focus of HGB work at the corridor level is required at the present time.

3 Updates on Corridor Growth Delivery Programmes and workstreams

- 3.1 Both Growth Corridors have established Governance arrangement and are overseeing the development of the Wave 1 projects into fully fledged delivery programmes, working to a set of key deliverables and milestones linked to the timetabling agreed with MHCLG.

3.3 Project Management Office (PMO) supporting arrangements are now establishing a common suite of planning and reporting documents for use at the programme board and project team level. These are being tested and trialled within both East - West corridor boards to ensure that they provide a consistent, streamlined and fit for purpose level of accountability and milestone reporting from local project management levels through the corridor programme boards and into HGB.

3.4 Appendix 1 has an update from each of the corridor projects showing recent milestones and current status.

4 Update on Place Narrative, Branding and Communications workstream

4.1 The last Growth Board received a presentation on the progress with implementing the new HGB branding and visual identity work as well as the new micro-site. The HGB Micro site was launched in July and is now live at www.hertfordshiregrowthboard.com.

4.2 Other communications activity in August included the second in a series of three webinars on the work of the Growth Board and its partners, hosted by the Voice of Authority <https://www.thevoiceofauthority.co.uk/webinar/>. The focus this time was on economic recovery. Again, we saw good interest and attendance and positive feedback on the work of the Growth Board.

5 Update on Growth Board Accelerated Housing Delivery Programme

5.1 The team is now working directly with the virtual MHCLG/Homes England team that are reviewing the Hertfordshire data as part of the Growth Deal discussions. This is covered more fully in the agenda report at item 4.

6 Next Steps

6.1 Priorities for the coming month are to move forward on the MHCLG engagement and progressing our case for a Growth and Housing Deal, the establishment of the Joint Committee and the corridor project work. Over the rest of the summer/early autumn it is expected that there will be further feedback from MHCLG and a process of check and challenge back to Hertfordshire on the details that are included within our deal proposals.

6.2 Communicating this progress and next steps beyond the Growth Board will also be important. Briefing MP's, key stakeholders, and keeping other members and staff involved on the wider work in touch with what is happening will be progressed.

7 Recommendation

7.1 That Leaders note the overall progress across the Growth Board programme and individual workstreams since the last meeting.

Project	RAG Status	Description
North East Central Joint Planning & Northern East West Growth Corridor		
Accelerated Housing <i>(Update for both Northern and Southern Corridors)</i>	Green	<ul style="list-style-type: none"> Housing Team ongoing engagement with Homes England. Follow up clarification discussions with MHCLG on housing numbers, investment details, economic contribution and freedoms and flexibilities proposed. Housing Team undertaken Round 3 discussions with all local authority teams to confirm housing numbers, delivery trajectories, investment needs and COVID-19 impact.
NEC	Green	<ul style="list-style-type: none"> Initial Scoping Report and Statement of Common Ground papers developed, highlighting the issues/options associated with developing a Joint Strategic Plan for the NEC area to 2050.
Community Wealth Building	Green	<ul style="list-style-type: none"> Outline business case proposal to be completed. Officer milestone meetings held 28 July and 12 Aug. Upcoming milestones include: <ul style="list-style-type: none"> Sept 2020 – Cooperative & Inclusive Economy Charter public launch; engagement local businesses/groups Q3 - Skills survey of social economy sector and skills plan Q3 – Stevenage pilots preparation Q4 – North Herts pilots preparation
Future Growth Locations, New Settlements and Connectivity	Amber	<ul style="list-style-type: none"> Presentation by Robert Smith (Hyas) on the New Settlements work held 30 July. Officer Scoping Group meeting held 11 August. Commissioning scoping and roadmap work in progress – brief being developed for Board review/ sign-off September/Oct, including resourcing needs.
Reinvigorating Town Centres	Amber	<ul style="list-style-type: none"> Further scoping to link with LEP work/commissioning. Finalising resources including Lead Leader and CEX/MD roles.
Growing Science & Technology Sector	Amber	<ul style="list-style-type: none"> Initial discussions held 17 August with LEP re programme scoping and development. LEP working with consultants SQW to produce a paper capturing the sector assets in the area focusing on cell & gene, advanced manufacturing and ICT (inc. AI and logistics).
Climate Change & Sustainability	Amber	<ul style="list-style-type: none"> The Herts Climate Change & Sustainability Partnership (HCCSP) have agreed 4 priority areas: Biodiversity, Water, Transport and Carbon reduction. Over the next few months the HCCSP will produce work programmes for each priority area from which projects/interventions could be drawn for inclusion within the HGB Growth Corridor programmes. Wave 1 projects current priority.
Southern Corridor		
Mass Rapid Transit	Green	<ul style="list-style-type: none"> Officer milestones meeting held 21 July. Upcoming milestones include: <ul style="list-style-type: none"> Strategic Outline Business Case – due to complete Feb 2021; Sept 2020: MRT Promotional Video; Oct 2020: Options Assessment Report; Appraisal Specification Report.
Harlow & Gilston Garden Town	Green	<ul style="list-style-type: none"> Officer milestones meeting held 29 July; milestones to be completed by end August. Housing infrastructure Fund confirmation of £172m at contracting stage.
Resetting the SE Herts economy in response to COVID-19 and climate change	Green	<ul style="list-style-type: none"> Officer milestones meeting held 22 July. Upcoming milestones include: <ul style="list-style-type: none"> Project 1 Park Plaza West: Sept 2020 - On site infrastructure design commences, due to complete Apr 2021; Project 2 New Park Lane Railway Station, Waltham Cross: Aug 2020 - Business Case for new station in development, due to complete Nov 2020. Footbridge design refreshed with Network Rail, due to complete Jan 2021; Project 3 Development of a new Business Park and hi-tech starter Centre – Maxwells West: Aug 2020 - Planning permission judicial review. Design work to commence Sept 2020; Project 4 Brookfield & surrounding infrastructure: Design - infrastructure & overall Brookfield development commences Aug 2020, due to complete Oct 2020; Project 5 Waltham Cross Town Centre Regeneration: Public realm design - Phase 1 commences Aug 2020, due to complete Oct 2020.

Watford Junction Quarter	Green	<ul style="list-style-type: none"> • Systra has undertaken a Pre-Strategic Outline Business Case study to identify in more detail the infrastructure interventions that would be required; to validate the initial investment costs (c.£62) and set out the case for investment in the scheme. • The work highlights the need for public funding for the core elements of the scheme including the station bridge and mobility hub. Outline business case proposal and investment asks have been revised as a result (total investment ask £131,553). • Officer milestones meeting held 23 July. Upcoming milestones include: <ul style="list-style-type: none"> ○ Adopted supplementary planning document for site, due to complete March 2021; ○ Network Rail business case for pedestrian link – commences Aug 2020, due to complete Oct 2020; ○ Development Agreement with Network Rail & Third-Party Landowner commences Sept 2020.
Creative & Screen Industries	Amber	<ul style="list-style-type: none"> • Officer milestones meeting held 21 July. Upcoming milestones include Aug – Sept 2020: Identification of Programme Lead and resources. • Ellstree Film Studios expansion included within GD4 to MHCLG.
Hemel Garden Communities	Amber	<ul style="list-style-type: none"> • Ian Charie, Hemel Garden Communities Programme Director in place and programme team in place. • Project budget and outline summary business case proposal updated; minor adjustment to investment ask to £255,374. • Business case to be updated Sept 2020 to reflect the review of housing numbers, delivery trajectory and economic contribution/cost/benefits in line with DBC Local Plan progress. • Officer milestone meetings held 29 July and 14 August. Upcoming milestones include: <ul style="list-style-type: none"> ○ August 2020: Delivery strategy for social housing (including to Passivhaus standard) starts; ○ August 2020: Solar Bulk Buying Scheme - programme scoping; ○ August 2020: Energy Service Company - validation of HIQ options appraisal on renewable technologies and programme scoping; ○ HGC Spatial Vision - consultation August 2020; Board sign off Sept 2020. • SADC Local Plan position and timescales uncertain

Agenda Item 5

Hertfordshire Growth Board (HGB) Growth Board Joint Committee Establishment and Governance Framework

Report Author: Patsy Dell, Hertfordshire Growth Board (Tel: 07949 887794)

1 Purpose of report

- 1.1 This report deals with the proposed Governance Framework and matters of relevance in moving the Growth Board to a Statutory Joint Committee with associated Scrutiny Function.

2 Background

- 2.1 The Hertfordshire Growth Board is currently operating to provide strategic co-ordination around growth and place leadership for the eleven councils and Local Enterprise Partnership in Hertfordshire. The Growth Board Governance is through an agreed Terms of Reference (TOR, latest version from March 2020) and a collaboration MOU (October 2019).
- 2.2 Hertfordshire Growth Board is in negotiation with HM Government to secure a Growth Deal which will require a formal governance model to provide accountability to government and good governance and transparency in the local management and use of any funds received under such an arrangement. In addition, the Growth Board model has served and is likely to continue to need to serve the aligned functions of:
- Strategic direction, monitoring, delivery and co-ordination of current and future Growth Board strategy, programmes and implementation of any Growth Deal
 - Governance body that secures strategic collaboration and delivery across the councils and with the LEP on place, economic performance and infrastructure matters
 - Acts as the place leadership body for Hertfordshire that provides a single voice to Government, also identifies, promotes, lobbies for Hertfordshire's interests and for funding
 - Oversight, accountability for and prioritisation of the Growth Board Growth fund
- 2.3 At a workshop in late June Leaders agreed that a statutory Joint Committee was their preferred governance model for the Growth Board in the event that Hertfordshire was successful in negotiating a Growth Deal with HM Government.
- 2.4 At the Growth Board meeting on 4 August it was agreed to progress more rapidly with evolving the Growth Board into a joint (s.101 type) committee and for that to happen this year. This recognises the advantages for Growth Board partners in signalling the strong local commitment to the Growth Board work, its delivery programmes and co-ordinating role now and in the future (going above the commitments set out in the existing MOU) including:
- a) Early establishment of the formal governance structure for the Growth Deal and current Growth Board programmes will make it easier for that work to be kept separate from, and continue to make progress, whilst discussions about the implications of the forthcoming economic recovery and devolution white paper take place
 - b) Helps maintain government and investor confidence in the visible alignment of business, political and civic support to delivery commitments in Hertfordshire
 - c) Would aid openness and transparency in decision making for Leaders and councils whilst the Growth Deal negotiations move forward over the next 6 months

- d) Provides a governance vehicle that would not compromise, advantage or disadvantage any future devolution position or option but would allow Hertfordshire to pursue a Growth Deal within the current window of opportunity
- 2.5 Giving the Growth Board formal joint committee status under s.101 would require it to be appointed and empowered under the following legislative provisions. The Local Authority partners would be responsible for the formal establishment of the joint committee: -
- S.101(5) and S.102(1)(b) Local Government Act 1972
 - S.9EB Local Government Act 2000
 - Part 4 Local Authorities (Arrangements for Discharge of Functions) (England) Regulations (2012).

3 Establishing the Governance model for the Growth Board as a Statutory Joint Committee

- 3.1 The Hertfordshire Heads of Legal and Monitoring Officers group has supported the preparation of the Integrated Governance Framework which is attached at Appendix 1. This Framework sets out the proposed HGB Terms of Reference; HGB Standing Orders; HGB Scrutiny Committee TOR; and HGB Scrutiny Committee SO's. The Framework document has also been considered by the Chief Executives Co-ordinating Group.
- 3.2 The same but tracked version of the document at Appendix 2 and the paper at Appendix 3 shows the comments received as far as possible. Recognising that there will still be comments and (hopefully limited) tidying up work to do after the Growth Board it is recommended that the sign off of the final version of the document (the one that is then taken through all democratic processes across the Hertfordshire Councils) be delegated to the Growth Board Director and Chief Executives Co-ordinating Group to complete.
- 3.3 Also subject to the decision of the Growth Board on 8th September, a common committee report will be prepared and made available for all partners to use (appended to each councils standard report format) when taking this matter through cabinet and councils (and the equivalent arrangements at each authority and to update the LEP Board). This will be available from later in September, in time for the first meetings where this is needed.
- 3.4 As with the Growth Board Memorandum of Understanding that all partners committed to late last year, a Growth Board joint communications plan will be drawn up with pro-active media arrangements covering the first publication of papers dealing with this change and managing communications jointly on this issue until the final council decision is taken.
- 3.5 Summary table and specific procedural and other issues to highlight:

The new Growth Board Joint Committee	<p>The Committee will have 11 Local Authority Members and 1 co-opted member (Hertfordshire LEP) initially. Leaders are recommended to continue with the current membership arrangement but review inviting other co-opted members to join later e.g. Health, Government agencies, voluntary sector, Higher and Further Education. This change could be from the start of 2021/2022.</p> <p>The Growth Board meets roughly every 6 weeks at the moment, this cycle has enabled the business of the board to move forward with appropriate pace. Unless Leaders wish otherwise this cycle could continue in 2021, mirrored by the scrutiny function once established.</p> <p>The Joint Committee meetings will need to have a quorum – a sufficient majority of members (say 7) is suggested for this. Meetings</p>
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	<p>will also need to follow the Covid and post Covid legislative requirements to facilitate public attendance and participation.</p> <p>The Governance Framework suggests that the Growth Board chair and vice chair are selected for a term which could be two years with a maximum of two terms or the chairing/vice-chairing could be undertaken in rotation by all the partners.</p> <p>The governance model proposes that achievement of consensus is the preferred decision-making route. However, in the situation where (anticipated to be rare) Executive decisions cannot be agreed by consensus and require a formal vote, a simple majority voting system is recommended. It is also suggested that the chair has a casting vote. (N.b. other alternative voting models do exist should Leaders wish to consider those).</p> <p>Under the legislation the 11 Local Authorities have the formal voting rights. However, in recognition of the special relationship that the Hertfordshire LEP has with the Growth Board work, in those circumstances the board has to have regard to the advice of the LEP in the voting process. This is specifically highlighted in the document.</p> <p>It is also recommended that a dispute resolution function is included in the framework.</p>
Timeline for Implementation of the Joint Committee	<p>Subject to all councils achieving support for the joint committee by the start of, or early December at the latest. The December Growth Board could be rescheduled to take place in its new joint committee format on (subject to agreement) Thursday 17th December.</p>
Accountable Body	<p>Hertfordshire County Council is the accountable body for the Hertfordshire Growth Board Growth Fund.</p> <p>Arrangements for the accounting of any future funding received as part of any Growth and Housing Deal can be considered later or continue with the current arrangement.</p>
Scrutiny Committee	<p>There are a range of scrutiny options, but the framework proposes a scrutiny committee of 11 members drawn from the local authority partners. Each council to be asked to nominate their representative (and substitute). The recommendation is that the chair of the scrutiny committee or equivalent at the parent council is asked to do this, but it will be for individual councils to decide how they deal with this.</p> <p>The number of Scrutiny Committee meetings will be established to match the Growth Board meetings in 2021, providing a pre-scrutiny approach. The first Growth Board Scrutiny Committee should take place in early 2021.</p> <p>If Leaders feel that this new scrutiny function will necessitate a special responsibility allowance, then that will need to be considered and the details of that determined separately.</p>
Secretariat	<p>The Growth Board secretariat is currently funded from the Growth Board Growth Fund and provided by Hertfordshire County Council</p>

	Democratic Services. The changes to the Growth Board and establishment of the aligned Scrutiny Committee will also need ongoing support and additional funding. The Growth Board Director and Chief Executives Group will ensure appropriate arrangements are put in place for this secretariat function to continue to be carried out.
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- 3.6 Once agreed by the Growth Board, the Integrated Governance Framework will need to be adopted in its final form by each of the authorities and the LEP this autumn. Given this, it is not practicable to make further changes to the document council by council at individual meetings without there then needing to be a further round of consultation with all partners on those changes. The common committee report will hopefully assist by setting out the drafting and consultation process that has taken place as well as the research into other similar governance arrangement that has informed the preparation of the new Integrated Governance Framework document.

7 Recommendations

7.1 That Leaders/LEP Chair agree:

- a. To ask all of the Hertfordshire Councils to support the establishment of the Growth Board Statutory Joint Committee and Scrutiny Committee this autumn, in time for the December Growth Board (as rescheduled) to take place under the new arrangements;
- b. The Growth Board Statutory Joint Committee and Scrutiny Committees are established using the Integrated Governance Framework attached at Appendix 1 (subject to c below);
- c. The Growth Board Director in consultation with the Chief Executives Coordinating Group to complete the preparation of the final version of the Integrated Governance Framework (to the extent of correction of any minor typographical, grammatical or other inconsequential matters to finalise the document) by the end of September;
- d. The Hertfordshire Monitoring Officers Group and the Growth Board Director in consultation with the Chief Executives Coordinating Group complete the preparation of the common committee report by the end of September.

HERTFORDSHIRE GROWTH BOARD - INTEGRATED GOVERNANCE FRAMEWORK

Hertfordshire Growth Board (**HGB**) is currently operating to provide strategic co-ordination around growth and place leadership for the eleven councils and Local Enterprise Partnership (the **LEP**) in Hertfordshire. Governance is through an agreed Terms of Reference (**TOR**) (incorporated below) and a collaboration Memorandum of Understanding (**MOU**).

HGB is also in negotiation with HM Government to secure a Growth Deal which will require a formal governance model to provide accountability to government and good governance and transparency in the local management and use of any funds received under such an arrangement.

HGB comprises twelve local partners, namely the County Council, the Hertfordshire District and Borough councils¹ and the LEP. Its governance framework consists of the Board itself, with twelve members, supported by a Scrutiny Committee of 11 members.

1. Hertfordshire Growth Board

Summary of Functions

- 1.1 HGB is established to ensure the effective coordination of strategic planning and delivery and to ensure that the objectives of a future Growth Deal for Hertfordshire are met.
- 1.2 HGB will also be responsible for the commissioning of projects funded by money provided through a Growth Deal, and for overall control of that programme of projects. For each individual project, HGB may act as lead, with budget responsibility; alternatively it may appoint as lead a constituent council, who will be responsible for the delivery of that budget, under the oversight of the HGB. This shall also apply to circumstances in which funding is provided to the HGB by the member Councils or by other parties, such as the LEP.
- 1.3 HGB shall also support the development of local planning policy that promotes (1) the UK Government's stated aim of net zero carbon by 2050, and (2) constituent Councils' 2030 targets, and contributes towards biodiversity gain whilst embracing the changes needed for a low carbon world.
- 1.4 The Councils agree to delegate the exercise of their functions to the HGB to the extent necessary to enable the HGB to pursue and achieve the purposes in

¹ Hertfordshire County Council, Broxbourne Borough Council, Dacorum Borough Council, East Hertfordshire District Council, Hertsmere Borough Council, North Hertfordshire District Council, St Albans City and District Council, Stevenage Borough Council, Three Rivers District Council, Watford Borough Council, Welwyn Hatfield Borough Council.

paragraphs 4.1 and 4.2 of the Terms of Reference, and to undertake any actions necessary, incidental or ancillary to achieving those objectives. The Councils shall make the necessary changes to their respective schemes of delegation accordingly.

- 1.5 The HGB may further delegate to officers of the Councils.
- 1.6 The HGB will consider any reports and recommendations from the HGB Scrutiny Committee as appropriate.

Terms of Reference and Standing Orders

- 1.7 The HGB's Terms of Reference and Standing Orders are set out in Appendix 1 and the accompanying Annex.

2. HGB Scrutiny Committee

Summary of Functions

- 2.1 The HGB Scrutiny Committee has delegated authority to exercise the following functions:
 - a. Advise the HGB in connection with the achievement of the functions set out at paragraph 1 above;
 - b. Prepare and submit reports and/or recommendations to the HGB; and
 - c. Carry out all other statutory scrutiny functions in relation to the HGB.

Terms of Reference and Standing Orders

- 2.2 The HGB Scrutiny Committee's Terms of Reference and Standing Orders are set out in Appendix 2 and the accompanying Annex.

Appendix 1

TERMS OF REFERENCE OF THE HERTFORDSHIRE GROWTH BOARD

1. Parties

Hertfordshire County Council
Broxbourne Borough Council
Dacorum Borough Council
East Hertfordshire District Council
Hertsmere Borough Council
North Hertfordshire District Council
St Albans City and District Council
Stevenage Borough Council
Three Rivers District Council
Watford Borough Council
Welwyn Hatfield Borough Council
Hertfordshire Local Enterprise Partnership (**LEP**)

2. Status

- 2.1 The Hertfordshire Growth Board (**HGB**) has been established by Hertfordshire County Council and the District and Borough Councils listed above. It is a joint committee of these Councils, established by the Councils under sections 101 and 102 of the Local Government Act 1972, section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

3. Membership

- 3.1 Twelve members, comprising one elected member from each Council (anticipated to be the Leader/Directly Elected Mayor of each Council) with full voting rights, and a member nominated by the LEP (anticipated to be the Chairperson of the LEP) who is a co-opted non-voting member. The elected members shall be obliged to have due regard to the representations made by the LEP member.
- 3.2 Each constituent council shall appoint a substitute. The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made

- 3.3 The HGB, with the agreement of its members, may co-opt other non-voting members to its membership where it is considered conducive to the effective consideration of any matter.
- 3.4 The HGB may appoint representatives to other outside bodies of which the HGB has membership.

4. Functions

General Functions

- 4.1 The HGB has delegated authority to exercise the following functions:
- a. Exercising strategic direction, monitoring, delivery and co-ordination of current and future Growth Board strategy, programmes and implementation of any Growth Deal Project;
 - b. Effective place leadership, ensuring that interests relating to spatial planning, economic prosperity, infrastructure provision, health provision, sustainability and climate change mitigation are effectively taken into account, coordinated and incorporated in place-making, in order to safeguard and maintain Hertfordshire's unique quality of life and prosperity;
 - c. Securing strategic collaboration and delivery across the councils and with the LEP in accordance with the policy objectives of the partner organisations;
 - d. Acting as the place leadership body for Hertfordshire that may act as a single voice to Government (and other national and sub-national bodies) on issues relevant to its ambit;
 - e. Coordinating the prioritisation of Growth Board funding from devolved and other funding sources for infrastructure schemes, to ensure that decisions are made in one place and supported by all relevant partners and stakeholders;
 - f. Promoting and lobbying for Hertfordshire's interests and for funding;
 - g. Oversight, accountability for and prioritisation of the Growth Board Growth fund;
 - h. To bring together the work of the emerging South West Herts Joint Planning and North, East and Central Herts Joint Planning groups, ensure strategic infrastructure requirements are identified and fed into the Hertfordshire Infrastructure and Funding prospectus.
 - i. To maintain a current understanding of infrastructure needs through the Hertfordshire Infrastructure and Funding prospectus and other sources so key

infrastructure priorities needed to support economic and housing growth can be determined

- j. To maintain particular focus on the successful regeneration of Hertfordshire's New Towns, the health of Town Centres and development and delivery of new Garden Towns and Communities.

Specific Functions

4.2 The HGB also has delegated authority to:

- a. Approve single position statements in relation to strategic Growth Deal issues;
- b. Approve projects, including the allocation of project funding, which fall within the ambit of a future Growth Deal agreement;
- c. Approve the major priorities under the auspices of a future Growth Deal;
- d. Approve plans and strategies necessary or incidental to the implementation of a Growth Deal; and
- e. Consider recommendations from the HGB Scrutiny Committee.

4.3 For the avoidance of doubt, the following non-executive and executive functions are excluded from the delegations to the HGB:

- a. Statutory planning functions;²
- b. Statutory housing functions;
- c. Statutory highways and transport functions;
- d. Matters incidental to the exercise of the above functions.

[to complete with further input from Councils]

- e. .

5. Professional and Administrative Support

5.1 One of the constituent councils **[to be determined]** shall act as the accountable body for the HGB in respect of financial matters and its financial procedure rules will apply in this context. It will provide Section 151 and Monitoring Officer roles to the Committee in accordance with the **[process to be determined]**.

5.2 The **[Council TBC]** Director of Finance (Section 151 Officer) will provide the HGB with quarterly financial reports for funding that has been allocated directly to the

² This includes acting as Local Planning Authority on strategic planning matters, applications, approval and designation, consultations/referendums revocation (or recommend revocation of) neighbourhood plans, Article 4 Directions and orders

[Council TBC] as the Accountable Body. These reports will provide the HGB with an overview of the funds spent and funds committed against funds allocated.

- 5.3 For those programmes and funding streams where another local authority is the Accountable Body, the relevant Section 151 Officer will provide the financial and performance information to the County Council's Section 151 Officer, for integration into the quarterly reporting process.
- 5.4 Committee management and administrative support to the HGB will be provided by **[Council to be determined]**.
- 5.5 The lead role on projects shall be determined by the HGB, subject to the guiding principle that the lead council should normally be the Council primarily responsible for the service in question for their area. The procurement and other rules of the lead council will apply in respect of projects.

6. Standing Orders

- 6.1 The HGB will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

7. Advisory Sub-Groups

- 7.1 The HGB may establish Programme Boards/Advisory Sub-Groups to oversee specific work programmes or broader thematic areas as required. Programme Boards/Sub-Groups, reporting into the HGB, will be managed in accordance with separately published terms of reference as agreed by the HGB.
- 7.2 The role, remit and membership of Programme Boards/Advisory Sub-Groups will be reviewed regularly to ensure they remain flexible to the demands of ongoing and new programmes of work.

8. Withdrawal

- 8.1 The firm intention is that HGB will continue until the programme is completed. Recognising the very serious implications of withdrawal from the HGB for the delivery of any Growth Deal programme, if a Council decides to withdraw from its role within HGB, it commits to sharing this with HGB members at the earliest possible opportunity, and to entering into constructive discussions to avoid this happening or to reach a way forward.

- 8.2 In all cases:

- a. A minimum of six months' prior notice shall be given before withdrawal; and

b. Withdrawal shall take effect from the beginning of the financial year.

9. Costs

- 9.1 The costs of running the HGB will be funded from the HGB Growth Fund in combination with officer time contributions from constituent councils.
- 9.2 Each Council makes a legally binding commitment that, should it withdraw from the HGB, it shall pay all additional costs (such as increased project costs) that fall to be met by the other partner Councils that are reasonably attributable to that withdrawal. This could include, for example, the costs that are locked in to projects that have already been committed to, or the costs of dissolving integrated officer and Member arrangements and re-establishing independent arrangements.

10. Dispute Resolution

- 10.1 This section [10] governs disputes which may arise between the members (including the LEP member, but not including any other co-opted member) in relation to these Terms of Reference or the Standing Orders of the HGB, or the decisions or operations of the HGB (a **Dispute**).
- 10.2 Each member as defined in paragraph 10.1 shall be entitled to refer a Dispute to the Heads of Paid Service of the member Councils and the Chief Executive of the LEP (together the **Dispute Panel**), who shall seek to agree a resolution. If the Dispute Panel is unable to resolve the matter within 1 month of it being referred to them, it shall agree any further dispute resolution procedure that it deems appropriate. This may include but is not limited to mediation via the Centre for Effective Dispute Resolution (CEDR).

Annex A to Appendix 1

HERTFORDSHIRE GROWTH BOARD STANDING ORDERS

1. Membership

- 1.1 The HGB will have a voting membership of eleven, each Council being entitled to appoint one voting member.

- 1.2 The HGB may agree to co-opt other non-voting members to its membership where it is considered conducive to the effective consideration of any matter.

2. Alternate or Substitute Members

- 2.1 Each Council will be entitled to appoint one named alternate or substitute member who may act in all aspects as a voting member of the HGB in the absence of the voting member appointed.
- 2.2 The LEP and any other co-opted members will be entitled to nominate an alternate or substitute member to act in the absence of their principal co-opted member.

3. Term of Office

- 3.1 The term of office of voting and alternate or substitute voting members shall end:
 - a. if rescinded by the appointing Council; or
 - b. if the member ceases to be a member of the appointing Council.
- 3.2 The LEP member and any co-opted members may at any time ask the HGB to replace their nominated co-opted member and alternate or substitute member by way of further nomination.

4. Appointment of Chairperson and Vice-Chairperson

- 4.1 The HGB shall appoint a Chairperson and Vice-Chairperson at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the eleven Councils. The Chairperson and, in his or her absence, the Vice-Chairperson shall have a casting vote.
- 4.2 The co-opted members of the HGB shall not act in the role of either the Chairperson or the Vice-Chairperson of the HGB.

5. Quorum

- 5.1 The quorum for meetings of the HGB will be **[7]** voting members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairperson's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

- 5.3 If there is no quorum at any stage during a meeting, the Chairperson will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

6. Member Conduct

- 6.1 HGB members appointed by the eleven Councils shall be bound by the Code of Conduct of their nominating authority. The HGB member appointed by the LEP (and those nominated by other co-opted members) will be bound by the Code of Conduct of Hertfordshire County Council.
- 6.2 If a member persistently disregards the ruling of the Chairperson, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairperson, or person presiding over the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairperson, or person presiding over the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

7. Notice of and Summons to Meetings

- 7.1 Notice will be given to the public of the time and place of any meeting of the HGB in accordance with the Access to Information rules of the Council providing HGB secretariat functions.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the HGB. Other than in exceptional circumstances this will take place five working days before the deadline for submission of public questions. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

8. Meeting Frequency

- 8.1 The HGB will meet on at least a quarterly basis, or as determined by the HGB, with one of those meetings acting as the annual meeting.
- 8.2 Extraordinary Meetings

9. Virtual Meetings

- 9.1 Provisions to be inserted, and in other sections, based on the protocols applied by the administering council.

10. Voting

- 10.1 Before taking any decision, the local authority members of the HGB will have due regard to the advice and opinions expressed by the LEP member and other co-opted members.
- 10.2 HGB members commit to seek, where possible, to operate on the basis of consensus.
- 10.3 Should it not be possible in a specific instance to find a consensus, the issue shall stand deferred to a later meeting of the HGB. At the next meeting, a vote will be again taken and, if a consensus is still not achievable, the decision will be made on the basis of a simple majority. The Chairperson shall have the casting vote.

11. Reports from the HGB Scrutiny Committee

- 11.1 The HGB will receive reports and recommendations from the HGB Scrutiny Committee as appropriate and the Chairperson of the HGB Scrutiny Committee, or a nominated representative on his or her behalf, will be entitled to attend meetings of the HGB to present them.

12. Questions by the Public and Public Speaking

- 12.1 At the discretion of the Chairperson, members of the public may ask questions at meetings of the HGB. This standard protocol is to be observed by public speakers:
- (a) Notice of the question should be submitted to **[to be determined]** by 10am at least three working days before the meeting;
 - (b) Questions must be limited to a maximum of 300 words;
 - (c) Individual questioners will be permitted to speak for a maximum of three minutes;
 - (d) Questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the HGB, nor any matter involving exempt information (normally considered as 'confidential');
 - (e) Questioners cannot make any abusive or defamatory comments;
 - (f) If any clarification of what the questioner has said is required, the Chairperson will have the discretion to allow other HGB members to ask questions;

- (g) The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
- (h) The Chairperson will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting;
- (i) In the event of questions considered by the Chairperson as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question; and
- (j) Questions should relate to items that are on the agenda for discussion at the meeting in question. The Chairperson will have the discretion to allow questions to be asked on other issues.

13. Petitions

- 13.1 Petitions received by the HGB Scrutiny Committee which comply with the HGB Scrutiny Committee Standing Orders will be referred to the HGB for consideration. Any matters arising from petitions considered by the HGB Scrutiny Committee can be reported to the HGB, as per Standing Order 10.

14. Participation at HGB Meetings by Other Members of Partner Councils or Other Representatives of Partner Bodies

- 14.1 At the discretion of the Chairperson, other elected members of the Councils or the LEP or co-opted members may be entitled to speak and participate at meetings of the HGB.

15. Minutes

- 15.1 The Chairperson will sign the minutes of the proceedings at the next suitable meeting. The Chairperson will move that the minutes of the previous meeting be signed as a correct record.
- 15.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

16. Exclusion of the Public and Press

- 16.1 Members of the public and press may be excluded from meetings in accordance with the Access to Information rules of legislation as applied by the administering authority with regard to the consideration of exempt or confidential information.

17. Recording of Proceedings

- 17.1 The recording in any format of meetings of the HGB is permitted, except:
- a. Where the Chairperson, or person presiding over the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting;
 - b. Where the public have been excluded from the meeting during the consideration of exempt or confidential information (see Standing Order [15]).

18. Disturbance by Public

- 18.1 If a member of the public interrupts proceedings, the Chairperson, or person presiding over the meeting, will warn the person concerned. If that person continues to interrupt, the Chairperson will order his or her removal from the meeting room.
- 18.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairperson, or person presiding over the meeting, may call for that part of the room to be cleared.
- 18.3 If there is a general disturbance making orderly business impossible, the Chairperson, or person presiding over the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

19. Interpretation of Standing Orders

- 19.1 The ruling of the Chairperson of the HGB as to the application of these Standing Orders shall be final.

20. Suspension of Standing Orders

- 19.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.

Appendix 2

HERTFORDSHIRE GROWTH BOARD SCRUTINY COMMITTEE **TERMS OF REFERENCE**

1. Parties

Hertfordshire County Council
Broxbourne Borough Council
Dacorum Borough Council
East Hertfordshire District Council
Hertsmere Borough Council
North Hertfordshire District Council
St Albans City and District Council
Stevenage Borough Council
Three Rivers District Council
Watford Borough Council
Welwyn Hatfield Borough Council

2. Status

The Hertfordshire Growth Board Scrutiny Committee has been established by the Councils listed above. It is a joint advisory committee of these Councils, established under section 102(4) of the Local Government Act, 1972.

3. Membership

- 3.1 One elected member appointed by each of the member Councils (total 11).
- 3.2 As this is a formally established Committee, neither the LEP nor any other co-opted member of the Board shall be entitled to appoint a member to the Committee.

4. Functions of the HGB Scrutiny Committee

- 4.1 The HGB Scrutiny Committee is established to advise the HGB with regard to the latter's role in achieving the objectives in the HGB Terms of Reference.
- 4.2 The HGB Scrutiny Committee will act as a forum for discussion with a wider range of members and stakeholders across the Hertfordshire area, so that the HGB benefits from a wider range of expertise in making its decisions.

4.3 To this end, the HGB Scrutiny Committee may receive and comment on (“pre-scrutinise”) reports to the HGB, may offer advice to the HGB on the discharge of its functions and may review its work.

4.4 The HGB Scrutiny Committee may develop its own work programme and submit reports or recommendations to the HGB for consideration, as appropriate.

5. Professional and Administrative Support

5.1 Committee management and administrative support to the HGB Scrutiny Committee will be provided by one of the constituent councils **[to be determined]**.

5.2 Other professional support will be provided to the HGB Scrutiny Committee on an ad hoc basis as agreed between the Councils.

6. Standing Orders

The HGB Scrutiny Committee will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

7. Costs

The costs of running the HGB Scrutiny Committee will be funded from the HGB Growth Fund.

Appendix 2 – Annex A

HERTFORDSHIRE GROWTH BOARD SCRUTINY COMMITTEE STANDING ORDERS

1. Membership

- 1.1 The HGB Scrutiny Committee will have a membership of 11, with each Council being entitled to appoint one member. Members must not be executive members of their appointing authority.

2. Alternate or Substitute Members

- 2.1 Each Council will be entitled to appoint one named alternate or substitute member who may act in all aspects as a voting member of the HGB in the absence of the voting member appointed.

3. Term of Office

- 3.1 The term of office of members from the Councils shall end:
- a. if rescinded by the appointing Council; or
 - b. if the member ceases to be a member of the appointing Council.

4. Appointment of Chairperson and Vice-Chairperson

- 4.1 The HGB Scrutiny Committee will appoint a Chairperson and Vice-Chairperson at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the Councils. The Chairperson and, in his or her absence, the Vice-Chairperson will have a casting vote.
- 4.2 Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of more than 50% of members present and voting, the candidate with the least number of votes will withdraw and there will be a fresh ballot of remaining candidates; and so on until a candidate has that majority.

5. Quorum

- 5.1 The quorum for meetings of the HGB Scrutiny Committee will be **[7]** members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairperson's discretion. In the absence of

the Chairperson the Vice-Chairperson will have discretion to act. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

- 5.3 If there is no quorum at any stage during a meeting, the person presiding over the meeting will adjourn for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

6. Member Conduct

- 6.1 HGB Scrutiny Committee members appointed by the Councils shall be bound by the Code of Conduct of their nominating authority.
- 6.2 If a member persistently disregards the ruling of the Chairperson, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairperson, or person presiding over the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairperson, or person presiding over the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

7. Notice of and Summons to Meetings

- 7.1 Notice will be given to the public of the time and place of any meeting of the HGB Scrutiny Committee in accordance with the Access to Information rules of **[Hertfordshire County Council]**.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the HGB Scrutiny Committee. The agenda will give the date, time and place of each meeting; specify the business to be transacted, and will be accompanied by such details as are available.

8. Meeting Frequency

- 8.1 The HGB Scrutiny Committee may set its own timetable for meetings but will initially meet quarterly, normally on a date preceding meetings of the HGB in order to allow the HGB Scrutiny Committee to consider issues the HGB will be taking decisions on and advise accordingly.

9. Voting

- 9.1 All HGB Scrutiny Committee members will be voting members.
- 9.2 Voting for meetings of the HGB Scrutiny Committee will be conducted on the basis of a simple majority. The Chairperson shall have the casting vote.

10. Reports from the HGB Scrutiny Committee to the HGB

- 10.1 The Chairperson of the HGB Scrutiny Committee, or a nominated representative on his or her behalf, will be entitled to attend meetings of the HGB to present reports from the HGB Scrutiny Committee as appropriate.

11. Questions by the Public and Public speaking

- 11.1 At the discretion of the Chairperson, members of the public may ask questions at meetings of the HGB Scrutiny Committee. This standard protocol is to be observed by public speakers:
 - (a) Notice of the question should be submitted **[to be determined]** at the latest by 10am three working days before the meeting;
 - (b) Questions should be limited to a maximum of 300 words;
 - (c) Questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the HGB Scrutiny Committee, nor any matter involving exempt information (normally considered as 'confidential');
 - (d) Questioners cannot make any abusive or defamatory comments;
 - (e) If any clarification of what the questioner has said is required, the Chairperson will have the discretion to allow other HGB Scrutiny Committee members to ask questions;
 - (f) The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
 - (g) The Chairperson will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting;
 - (h) Individual questioners will be permitted to speak for a maximum of three minutes;
 - (i) In the event of questions considered by the Chairperson as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question; and

- (j) Questions should relate to items that are on the agenda for discussion at the meeting in question. However, the Chairperson will have discretion to allow questions to be asked on other issues.

12. Petitions

12.1 At the discretion of the Chairperson, members of the public may submit and present petitions to the HGB Scrutiny Committee. This standard protocol is to be observed by petitioners:

- (a) Petitions should include a clear statement of the petition organiser's concerns and what they would like the HGB Scrutiny Committee to do;
- (b) Petitions must relate to something which is within the responsibility of the HGB Scrutiny Committee, or over which it has influence;
- (c) Petitions must include the name and contact details of the petition organiser;
- (d) Petitions must include at least 500 signatures. Petitions below this threshold will not be presented to the HGB Scrutiny Committee, but HGB Scrutiny Committee members will be notified of them as long as they contain at least 50 signatures;
- (e) Petitions must be submitted to the Democratic Services Team or equivalent team at the relevant administering council, in the applicable prescribed format, at least 10 clear working days before the date of the meeting;
- (f) Petition organisers will be permitted to present their petitions to the meeting and will be allowed to address the meeting for a maximum of three minutes;
- (g) Where more than one petition is received in time for a particular meeting and they are considered by the Chairperson as supporting the same outcome or being broadly similar in intent, it may be necessary for a spokesperson to be nominated and present the petitions. If a spokesperson cannot be nominated or agreed, the petition organiser of the first petition received will be entitled to present their petition;
- (h) Petitions will be rejected if the Chairperson considers them to be abusive or libellous, frivolous, vague or ambiguous, rude, offensive, defamatory, scurrilous or time-wasting or require the disclosure of exempt information (normally considered as 'confidential').

12.2 Any matters arising from petitions considered by the HGB Scrutiny Committee can be reported to the HGB as per Standing Order 10.

13. Participation at HGB Scrutiny Committee Meetings by Other Members of Partner Councils or Other Representatives of Partner Bodies

- 13.1 At the discretion of the Chairperson, other elected members of the Councils, or representatives from the LEP or other co-opted members, may be entitled to speak and participate at meetings of the HGB Scrutiny Committee.

14. Minutes

- 14.1 The Chairperson will sign the minutes of the proceedings at the next suitable meeting. The Chairperson will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.
- 14.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

15. Exclusion of the Public and Press

- 15.1 Members of the public and press may be excluded from meetings in accordance with the Access to Information legislation as applied by the administering authority with regard to the consideration of exempt or confidential information.

16. Recording of Proceedings

- 16.1 The recording in any format of meetings of the HGB Scrutiny Committee is permitted, except:
- a. Where the Chairperson, or person presiding over the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting; and/or
 - b. Where the public have been excluded from the meeting during the consideration of exempt or confidential information (see section [15]).

17. Disturbance by the Public

- 17.1 If a member of the public interrupts proceedings, the Chairperson, or person presiding over the meeting, will warn the person concerned. If the individual continues to interrupt, the Chairperson will order his or her removal from the meeting room.

17.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairperson, or person presiding over the meeting, may call for that part of the room to be cleared.

17.3 If there is a general disturbance making orderly business impossible, the Chairperson, or person presiding over the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

18. Interpretation of Standing Orders

18.1 The ruling of the Chairperson as to the application of these Standing Orders shall be final.

19. Suspension of Standing Orders

19.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.

HERTFORDSHIRE GROWTH BOARD - INTEGRATED GOVERNANCE FRAMEWORK

Hertfordshire Growth Board (**HGB**) is currently operating to provide strategic co-ordination around growth and place leadership for the eleven councils and Local Enterprise Partnership (the **LEP**) in Hertfordshire. Governance is through an agreed Terms of Reference (**TOR**) (incorporated below) and a collaboration Memorandum of Understanding (**MOU**).

HGB is also in negotiation with HM Government to secure a Growth Deal which will require a formal governance model to provide accountability to government and good governance and transparency in the local management and use of any funds received under such an arrangement.

HGB comprises twelve local partners, namely the County Council, the Hertfordshire District and Borough councils¹ and the LEP. Its governance framework consists of the Board itself, with twelve members, supported by a Scrutiny Committee of 11 members.

1. Hertfordshire Growth Board**Summary of Functions**

- 1.1 HGB is established to ensure the effective coordination of strategic ~~planning and delivery~~ and to ensure that the objectives of a future Growth Deal for Hertfordshire are met.
- 1.2 HGB will also be responsible for the commissioning of projects funded by money provided through a Growth Deal, and for overall control of that programme of ~~projects~~. ~~For each individual project, HGB may act as lead, with budget responsibility; alternatively it may appoint as lead a constituent council, who~~ will be responsible for the delivery of that budget, under the oversight of the HGB. This shall also apply to circumstances in which funding is provided to the HGB by the member Councils or by other parties, such as the LEP.
- 1.3 HGB shall also support the development of local planning policy that promotes (1) the UK Government's stated aim of net zero carbon by 2050, and (2) constituent Councils' 2030 targets, and contributes towards biodiversity gain whilst embracing the changes needed for a low carbon world.
- 1.4 The Councils agree to delegate the exercise of their functions to the HGB to the extent necessary to enable the HGB to pursue and achieve the purposes in

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¹ Hertfordshire County Council, Broxbourne Borough Council, Dacorum Borough Council, East Hertfordshire District Council, Hertsmeire Borough Council, North Hertfordshire District Council, St Albans City and District Council, Stevenage Borough Council, Three Rivers District Council, Watford Borough Council, Welwyn Hatfield Borough Council.

paragraphs 4.1 and 4.2 of the Terms of Reference, and to undertake any actions necessary, incidental or ancillary to achieving those objectives. The Councils shall make the necessary changes to their respective schemes of delegation accordingly.

- 1.5 The HGB may further delegate to officers of the Councils.
- 1.6 The HGB will consider any reports and recommendations from the HGB Scrutiny Committee as appropriate.

Terms of Reference and Standing Orders

- 1.7 The HGB's Terms of Reference and Standing Orders are set out in Appendix 1 and the accompanying Annex.

2. HGB Scrutiny Committee

Summary of Functions

- 2.1 The HGB Scrutiny Committee has delegated authority to exercise the following functions:
 - a. Advise the HGB in connection with the achievement of the functions set out at paragraph 1 above; ▼
 - b. Prepare and submit reports and/or recommendations to the HGB; and
 - c. Carry out all other statutory scrutiny functions in relation to the HGB.

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Terms of Reference and Standing Orders

- 2.2 The HGB Scrutiny Committee's Terms of Reference and Standing Orders are set out in Appendix 2 and the accompanying Annex.

Appendix 1

TERMS OF REFERENCE OF THE HERTFORDSHIRE GROWTH BOARD

1. Parties

Hertfordshire County Council
Broxbourne Borough Council
Dacorum Borough Council
East Hertfordshire District Council
Hertsmere Borough Council
North Hertfordshire District Council
St Albans City and District Council
Stevenage Borough Council
Three Rivers District Council
Watford Borough Council
Welwyn Hatfield Borough Council
Hertfordshire Local Enterprise Partnership (LEP)

2. Status

- 2.1 The Hertfordshire Growth Board (**HGB**) has been established by Hertfordshire County Council and the District and Borough Councils listed above. It is a joint committee of these Councils, established by the Councils under sections 101 and 102 of the Local Government Act 1972, section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

3. Membership

- 3.1 Twelve members, comprising one elected member from each Council (anticipated to be the Leader/Directly Elected Mayor of each Council) with full voting rights, and a member nominated by the LEP (anticipated to be the Chairperson of the LEP) who is a co-opted **non-voting** member. The elected members shall be obliged to have due regard to the representations made by the LEP member.
- 3.2 Each constituent council shall appoint a substitute. The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made

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Notwithstanding the above each constituent council will retain all non-executive and executive functions generally and specifically in relation to economic development, housing provision, strategic spatial planning and strategic transport planning.¶

3.3 The HGB, with the agreement of its members, may co-opt other non-voting members to its membership where it is considered conducive to the effective consideration of any matter.

3.4 The HGB may appoint representatives to other outside bodies of which the HGB has membership.

4. Functions

General Functions

4.1 The HGB has delegated authority to exercise the following functions:

a. Exercising strategic direction, monitoring, delivery and co-ordination of current and future Growth Board strategy, programmes and implementation of any Growth Deal Project;

b. Effective place leadership, ensuring that interests relating to, spatial planning, economic prosperity, infrastructure provision, health provision, sustainability and climate change mitigation are effectively taken into account, coordinated and incorporated in place-making, in order to safeguard and maintain Hertfordshire's unique quality of life and prosperity;

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c. Securing strategic collaboration and delivery across the councils and with the LEP in accordance with the policy objectives of the partner organisations;

d. Acting as the place leadership body for Hertfordshire that may act as a single voice to Government (and other national and sub-national bodies) on issues relevant to its ambit;

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e. Coordinating the prioritisation of Growth Board funding from devolved and other funding sources for infrastructure schemes, to ensure that decisions are made in one place and supported by all relevant partners and stakeholders;

f. Promoting and lobbying for Hertfordshire's interests and for funding;

g. Oversight, accountability for and prioritisation of the Growth Board Growth fund;

h. To bring together the work of the emerging South West Herts Joint Planning and North, East and Central Herts Joint Planning groups, ensure strategic infrastructure requirements are identified and fed into the Hertfordshire Infrastructure and Funding prospectus.

i. To maintain a current understanding of infrastructure needs through the Hertfordshire Infrastructure and Funding prospectus and other sources so key

infrastructure priorities needed to support economic and housing growth can be determined

- j. To maintain particular focus on the successful regeneration of Hertfordshire's New Towns, the health of Town Centres and development and delivery of new Garden Towns and Communities.

Specific Functions

4.2 The HGB also has delegated authority to:

- a. Approve single position statements in relation to strategic Growth Deal issues;
- b. Approve projects, including the allocation of project funding, which fall within the ambit of a future Growth Deal agreement;
- c. Approve the major priorities under the auspices of a future Growth Deal;
- d. Approve plans and strategies necessary or incidental to the implementation of a Growth Deal; and
- e. Consider recommendations from the HGB Scrutiny Committee.

4.3 For the avoidance of doubt, the following non-executive and executive functions are excluded from the delegations to the HGB:

- a. Statutory planning functions;²
- b. Statutory housing functions;
- c. Statutory highways and transport functions;
- d. Matters incidental to the exercise of the above functions.
[to complete with further input from Councils]
- e.

5. Professional and Administrative Support

- 5.1 One of the constituent councils **[to be determined]** shall act as the accountable body for the HGB in respect of financial matters and its financial procedure rules will apply in this context. It will provide Section 151 and Monitoring Officer roles to the Committee in accordance with the **[process to be determined]**.
- 5.2 The **[Council TBC]** Director of Finance (Section 151 Officer) will provide the HGB with quarterly financial reports for funding that has been allocated directly to the

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Deleted: Notwithstanding the above each constituent council will retain all non-executive and executive functions generally and specifically in relation to economic development, housing provision, strategic spatial planning and strategic transport planning

² This includes acting as Local Planning Authority on strategic planning matters, applications, approval and designation, consultations/referendums revocation (or recommend revocation of) neighbourhood plans, Article 4 Directions and orders

[Council TBC] as the Accountable Body. These reports will provide the HGB with an overview of the funds spent and funds committed against funds allocated.

- 5.3 For those programmes and funding streams where another local authority is the Accountable Body, the relevant Section 151 Officer will provide the financial and performance information to the County Council's Section 151 Officer, for integration into the quarterly reporting process.
- 5.4 Committee management and administrative support to the HGB will be provided by **[Council to be determined]**.
- 5.5 The lead role on projects shall be determined by the HGB, subject to the guiding principle that the lead council should normally be the Council primarily responsible for the service in question for their area. The procurement and other rules of the lead council will apply in respect of projects.

6. Standing Orders

- 6.1 The HGB will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

7. Advisory Sub-Groups

- 7.1 The HGB may establish Programme Boards/Advisory Sub-Groups to oversee specific work programmes or broader thematic areas as required. Programme Boards/Sub-Groups, reporting into the HGB, will be managed in accordance with separately published terms of reference as agreed by the HGB.
- 7.2 The role, remit and membership of Programme Boards/Advisory Sub-Groups will be reviewed regularly to ensure they remain flexible to the demands of ongoing and new programmes of work.

8. Withdrawal

- 8.1 The firm intention is that HGB will continue until the programme is completed. Recognising the very serious implications of withdrawal from the HGB for the delivery of any Growth Deal programme, if a Council decides to withdraw from its role within HGB, it commits to sharing this with HGB members at the earliest possible opportunity, and to entering into constructive discussions to avoid this happening or to reach a way forward.

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8.2 In all cases:

- a. A minimum of six months' prior notice shall be given before withdrawal; and**

b. Withdrawal shall take effect from the beginning of the financial year.

9. Costs

- 9.1 The costs of running the HGB will be funded from the HGB Growth Fund in combination with officer time contributions from constituent councils.
- 9.2 Each Council makes a legally binding commitment that, should it withdraw from the HGB, it shall pay all additional costs (such as increased project costs) that fall to be met by the other partner Councils that are reasonably attributable to that withdrawal. This could include, for example, the costs that are locked in to projects that have already been committed to, or the costs of dissolving integrated officer and Member arrangements and re-establishing independent arrangements.

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10. Dispute Resolution

- 10.1 This section [10] governs disputes which may arise between the members (including the LEP member, but not including any other co-opted member) in relation to these Terms of Reference or the Standing Orders of the HGB, or the decisions or operations of the HGB (a **Dispute**).
- 10.2 Each member as defined in paragraph 10.1 shall be entitled to refer a Dispute to the Heads of Paid Service of the member Councils and the Chief Executive of the LEP (together the **Dispute Panel**), who shall seek to agree a resolution. If the Dispute Panel is unable to resolve the matter within 1 month of it being referred to them, it shall agree any further dispute resolution procedure that it deems appropriate. This may include but is not limited to mediation via the Centre for Effective Dispute Resolution (CEDR).

Annex A to Appendix 1

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HERTFORDSHIRE GROWTH BOARD STANDING ORDERS

1. Membership

- 1.1 The HGB will have a voting membership of eleven, each Council being entitled to appoint one voting member. ▼

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- 1.2 The HGB may agree to co-opt other non-voting members to its membership where it is considered conducive to the effective consideration of any matter.

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2. Alternate or Substitute Members

- 2.1 Each Council will be entitled to appoint one named alternate or substitute member who may act in all aspects as a voting member of the HGB in the absence of the voting member appointed.
- 2.2 The LEP and any other co-opted members will be entitled to nominate an alternate or substitute member to act in the absence of their principal co-opted member.

3. Term of Office

- 3.1 The term of office of voting and alternate or substitute voting members shall end:
- a. if rescinded by the appointing Council; or
 - b. if the member ceases to be a member of the appointing Council.
- 3.2 The LEP member and any co-opted members may at any time ask the HGB to replace their nominated co-opted member and alternate or substitute member by way of further nomination.

4. Appointment of Chairperson and Vice-Chairperson

- 4.1 The HGB shall appoint a Chairperson and Vice-Chairperson at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the eleven Councils. The Chairperson and, in his or her absence, the Vice-Chairperson shall have a casting vote.
- 4.2 The co-opted members of the HGB shall not act in the role of either the Chairperson or the Vice-Chairperson of the HGB.

5. Quorum

- 5.1 The quorum for meetings of the HGB will be 7 voting members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairperson's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

- 5.3 If there is no quorum at any stage during a meeting, the Chairperson will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

6. Member Conduct

- 6.1 HGB members appointed by the eleven Councils shall be bound by the Code of Conduct of their nominating authority. The HGB member appointed by the LEP (and those nominated by other co-opted members) will be bound by the Code of Conduct of Hertfordshire County Council.
- 6.2 If a member persistently disregards the ruling of the Chairperson, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairperson, or person presiding over the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairperson, or person presiding over the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

7. Notice of and Summons to Meetings

- 7.1 Notice will be given to the public of the time and place of any meeting of the HGB in accordance with the Access to Information rules of the Council providing HGB secretariat functions.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the HGB. Other than in exceptional circumstances this will take place five working days before the deadline for submission of public questions. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

8. Meeting Frequency

- 8.1 The HGB will meet on at least a quarterly basis, or as determined by the HGB, with one of those meetings acting as the annual meeting.

8.2 Extraordinary Meetings

9. Virtual Meetings

9.1 Provisions to be inserted, and in other sections, based on the protocols applied by the administering council.

10. Voting

10.1 Before taking any decision, the local authority members of the HGB will have due regard to the advice and opinions expressed by the LEP member and other co-opted members.

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10.2 HGB members commit to seek, where possible, to operate on the basis of consensus.

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10.3 Should it not be possible in a specific instance to find a consensus, the issue shall stand deferred to a later meeting of the HGB. At the next meeting, a vote will be again taken and, if a consensus is still not achievable, the decision will be made on the basis of a simple majority. The Chairperson shall have the casting vote.

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11. Reports from the HGB Scrutiny Committee

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11.1 The HGB will receive reports and recommendations from the HGB Scrutiny Committee as appropriate and the Chairperson of the HGB Scrutiny Committee, or a nominated representative on his or her behalf, will be entitled to attend meetings of the HGB to present them.

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12. Questions by the Public and Public Speaking

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12.1 At the discretion of the Chairperson, members of the public may ask questions at meetings of the HGB. This standard protocol is to be observed by public speakers:

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- (a) Notice of the question should be submitted to **[to be determined]** by 10am at least three working days before the meeting;
- (b) Questions must be limited to a maximum of 300 words;
- (c) Individual questioners will be permitted to speak for a maximum of three minutes;
- (d) Questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the HGB, nor any matter involving exempt information (normally considered as 'confidential');
- (e) Questioners cannot make any abusive or defamatory comments;
- (f) If any clarification of what the questioner has said is required, the Chairperson will have the discretion to allow other HGB members to ask questions;

- (g) The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
- (h) The Chairperson will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting;
- (i) In the event of questions considered by the Chairperson as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question; and
- (j) Questions should relate to items that are on the agenda for discussion at the meeting in question. The Chairperson will have the discretion to allow questions to be asked on other issues.

13. Petitions

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- 13.1** Petitions received by the HGB Scrutiny Committee which comply with the HGB Scrutiny Committee Standing Orders will be referred to the HGB for consideration. Any matters arising from petitions considered by the HGB Scrutiny Committee can be reported to the HGB, as per Standing Order 10.

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14. Participation at HGB Meetings by Other Members of Partner Councils or Other Representatives of Partner Bodies

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- 14.1** At the discretion of the Chairperson, other elected members of the Councils or the LEP or co-opted members may be entitled to speak and participate at meetings of the HGB.

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15. Minutes

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- 15.1** The Chairperson will sign the minutes of the proceedings at the next suitable meeting. The Chairperson will move that the minutes of the previous meeting be signed as a correct record.

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- 15.2** The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

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16. Exclusion of the Public and Press

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- 16.1** Members of the public and press may be excluded from meetings in accordance with the Access to Information rules of legislation as applied by the administering authority with regard to the consideration of exempt or confidential information.

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17. Recording of Proceedings

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17.1 The recording in any format of meetings of the HGB is permitted, except:

- a. Where the Chairperson, or person presiding over the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting;
- b. Where the public have been excluded from the meeting during the consideration of exempt or confidential information (see Standing Order [15]).

18. Disturbance by Public

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18.1 If a member of the public interrupts proceedings, the Chairperson, or person presiding over the meeting, will warn the person concerned. If that person continues to interrupt, the Chairperson will order his or her removal from the meeting room.

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18.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairperson, or person presiding over the meeting, may call for that part of the room to be cleared.

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18.3 If there is a general disturbance making orderly business impossible, the Chairperson, or person presiding over the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

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19. Interpretation of Standing Orders

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19.1 The ruling of the Chairperson of the HGB as to the application of these Standing Orders shall be final.

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20. Suspension of Standing Orders

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19.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.

Appendix 2

HERTFORDSHIRE GROWTH BOARD SCRUTINY COMMITTEE **TERMS OF REFERENCE**

1. Parties

Hertfordshire County Council
Broxbourne Borough Council
Dacorum Borough Council
East Hertfordshire District Council
Hertsmere Borough Council
North Hertfordshire District Council
St Albans City and District Council
Stevenage Borough Council
Three Rivers District Council
Watford Borough Council
Welwyn Hatfield Borough Council

2. Status

The Hertfordshire Growth Board Scrutiny Committee has been established by the Councils listed above. It is a joint advisory committee of these Councils, established under section 102(4) of the Local Government Act, 1972.

3. Membership

- 3.1 One elected member appointed by each of the member Councils (total 11).
- 3.2 As this is a formally established Committee, neither the LEP nor any other co-opted member of the Board shall be entitled to appoint a member to the Committee.

4. Functions of the HGB Scrutiny Committee

- 4.1 The HGB Scrutiny Committee is established to advise the HGB with regard to the latter's role in achieving the objectives in the HGB Terms of Reference.
- 4.2 The HGB Scrutiny Committee will act as a forum for discussion with a wider range of members and stakeholders across the Hertfordshire area, so that the HGB benefits from a wider range of expertise in making its decisions.

Commented [CT1]: If this is a s102(4) committee, doesn't that mean that its role to advise the appointing authority or authorities, rather than the HGB?

Commented [QB2R1]: It's a joint scrutiny committee and should be reporting back to both the HGB and to the partner authorities who will need to make their own arrangements as to where it is reported.

4.3 To this end, the HGB Scrutiny Committee may receive and comment on ("pre-scrutinise") reports to the HGB, may offer advice to the HGB on the discharge of its functions and may review its work.

4.4 The HGB Scrutiny Committee may develop its own work programme and submit reports or recommendations to the HGB for consideration, as appropriate.

5. Professional and Administrative Support

5.1 Committee management and administrative support to the HGB Scrutiny Committee will be provided by one of the constituent councils **[to be determined]**.

5.2 Other professional support will be provided to the HGB Scrutiny Committee on an ad hoc basis as agreed between the Councils.

6. Standing Orders

The HGB Scrutiny Committee will be governed by the Standing Orders set out in Annex A attached to these Terms of Reference.

7. Costs

The costs of running the HGB Scrutiny Committee will be funded from the HGB Growth Fund.

Appendix 2 – Annex A

HERTFORDSHIRE GROWTH BOARD SCRUTINY COMMITTEE STANDING ORDERS

1. Membership

- 1.1 The HGB Scrutiny Committee will have a membership of 11, with each Council being entitled to appoint one member. Members must not be executive members of their appointing authority.

2. Alternate or Substitute Members

- 2.1 Each Council will be entitled to appoint one named alternate or substitute member who may act in all aspects as a voting member of the HGB in the absence of the voting member appointed.

3. Term of Office

- 3.1 The term of office of members from the Councils shall end:
- a. if rescinded by the appointing Council; or
 - b. if the member ceases to be a member of the appointing Council.

4. Appointment of Chairperson and Vice-Chairperson

- 4.1 The HGB Scrutiny Committee will appoint a Chairperson and Vice-Chairperson at its first meeting and thereafter annually at the first meeting following the Annual Meetings of the Councils. The Chairperson and, in his or her absence, the Vice-Chairperson will have a casting vote.
- 4.2 Where there are three or more candidates for appointment and there is, after balloting, no candidate with a clear majority, meaning in this case the votes of more than 50% of members present and voting, the candidate with the least number of votes will withdraw and there will be a fresh ballot of remaining candidates; and so on until a candidate has that majority.

5. Quorum

- 5.1 The quorum for meetings of the HGB Scrutiny Committee will be **7** members.
- 5.2 If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chairperson's discretion. In the absence of

the Chairperson the Vice-Chairperson will have discretion to act. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

- 5.3 If there is no quorum at any stage during a meeting, the person presiding over the meeting will adjourn for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed and the remaining items will be declared null and void.

6. Member Conduct

- 6.1 HGB Scrutiny Committee members appointed by the Councils shall be bound by the Code of Conduct of their nominating authority.
- 6.2 If a member persistently disregards the ruling of the Chairperson, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chairperson, or person presiding over the meeting, may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 6.3 If the member continues to behave improperly after such a motion is carried, the Chairperson, or person presiding over the meeting, may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

7. Notice of and Summons to Meetings

- 7.1 Notice will be given to the public of the time and place of any meeting of the HGB Scrutiny Committee in accordance with the Access to Information rules of **[Hertfordshire County Council]**.
- 7.2 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the HGB Scrutiny Committee. The agenda will give the date, time and place of each meeting; specify the business to be transacted, and will be accompanied by such details as are available.

8. Meeting Frequency

- 8.1 The HGB Scrutiny Committee may set its own timetable for meetings but will initially meet quarterly, normally on a date preceding meetings of the HGB in order to allow the HGB Scrutiny Committee to consider issues the HGB will be taking decisions on and advise accordingly.

9. Voting

- 9.1 All HGB Scrutiny Committee members will be voting members.
- 9.2 Voting for meetings of the HGB Scrutiny Committee will be conducted on the basis of a simple majority. The Chairperson shall have the casting vote.

10. Reports from the HGB Scrutiny Committee to the HGB

- 10.1 The Chairperson of the HGB Scrutiny Committee, or a nominated representative on his or her behalf, will be entitled to attend meetings of the HGB to present reports from the HGB Scrutiny Committee as appropriate.

11. Questions by the Public and Public speaking

- 11.1 At the discretion of the Chairperson, members of the public may ask questions at meetings of the HGB Scrutiny Committee. This standard protocol is to be observed by public speakers:
- (a) Notice of the question should be submitted **[to be determined]** at the latest by 10am three working days before the meeting;
 - (b) Questions should be limited to a maximum of 300 words;
 - (c) Questioners will not be permitted to raise the competence or performance of a member, officer or representative of any partner on the HGB Scrutiny Committee, nor any matter involving exempt information (normally considered as 'confidential');
 - (d) Questioners cannot make any abusive or defamatory comments;
 - (e) If any clarification of what the questioner has said is required, the Chairperson will have the discretion to allow other HGB Scrutiny Committee members to ask questions;
 - (f) The questioner will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
 - (g) The Chairperson will decide when and what time will be set aside for questions depending on the amount of business on the agenda for the meeting;
 - (h) Individual questioners will be permitted to speak for a maximum of three minutes;
 - (i) In the event of questions considered by the Chairperson as duplicating one another, it may be necessary for a spokesperson to be nominated to put forward the question on behalf of other questioners. If a spokesperson cannot be nominated or agreed, the questioner of the first such question received will be entitled to put forward their question; and

- (j) Questions should relate to items that are on the agenda for discussion at the meeting in question. However, the Chairperson will have discretion to allow questions to be asked on other issues.

12. Petitions

12.1 At the discretion of the Chairperson, members of the public may submit and present petitions to the HGB Scrutiny Committee. This standard protocol is to be observed by petitioners:

- (a) Petitions should include a clear statement of the petition organiser's concerns and what they would like the HGB Scrutiny Committee to do;
- (b) Petitions must relate to something which is within the responsibility of the HGB Scrutiny Committee, or over which it has influence;
- (c) Petitions must include the name and contact details of the petition organiser;
- (d) Petitions must include at least 500 signatures. Petitions below this threshold will not be presented to the HGB Scrutiny Committee, but HGB Scrutiny Committee members will be notified of them as long as they contain at least 50 signatures;
- (e) Petitions must be submitted to the Democratic Services Team or equivalent team at the relevant administering council, in the applicable prescribed format, at least 10 clear working days before the date of the meeting;
- (f) Petition organisers will be permitted to present their petitions to the meeting and will be allowed to address the meeting for a maximum of three minutes;
- (g) Where more than one petition is received in time for a particular meeting and they are considered by the Chairperson as supporting the same outcome or being broadly similar in intent, it may be necessary for a spokesperson to be nominated and present the petitions. If a spokesperson cannot be nominated or agreed, the petition organiser of the first petition received will be entitled to present their petition;
- (h) Petitions will be rejected if the Chairperson considers them to be abusive or libellous, frivolous, vague or ambiguous, rude, offensive, defamatory, scurrilous or time-wasting or require the disclosure of exempt information (normally considered as 'confidential').

12.2 Any matters arising from petitions considered by the HGB Scrutiny Committee can be reported to the HGB as per Standing Order 10.

13. Participation at HGB Scrutiny Committee Meetings by Other Members of Partner Councils or Other Representatives of Partner Bodies

- 13.1 At the discretion of the Chairperson, other elected members of the Councils, or representatives from the LEP or other co-opted members, may be entitled to speak and participate at meetings of the HGB Scrutiny Committee.

14. Minutes

- 14.1 The Chairperson will sign the minutes of the proceedings at the next suitable meeting. The Chairperson will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.
- 14.2 The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

15. Exclusion of the Public and Press

- 15.1 Members of the public and press may be excluded from meetings in accordance with the Access to Information legislation as applied by the administering authority with regard to the consideration of exempt or confidential information.

16. Recording of Proceedings

- 16.1 The recording in any format of meetings of the HGB Scrutiny Committee is permitted, except:
- a. Where the Chairperson, or person presiding over the meeting, rules that filming is being undertaken in such a way that is disruptive or distracting to the good order and conduct of the meeting; and/or
 - b. Where the public have been excluded from the meeting during the consideration of exempt or confidential information (see section [15]).

17. Disturbance by the Public

- 17.1 If a member of the public interrupts proceedings, the Chairperson, or person presiding over the meeting, will warn the person concerned. If the individual continues to interrupt, the Chairperson will order his or her removal from the meeting room.

17.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairperson, or person presiding over the meeting, may call for that part of the room to be cleared.

17.3 If there is a general disturbance making orderly business impossible, the Chairperson, or person presiding over the meeting, may adjourn the meeting for as long as he or she thinks is necessary.

18. Interpretation of Standing Orders

18.1 The ruling of the Chairperson as to the application of these Standing Orders shall be final.

19. Suspension of Standing Orders

19.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.

Appendix 3 Agenda item 5

Hertfordshire Growth Board (HGB) Growth Board Joint Committee Establishment and Integrated Governance Framework

Comments received on the two circulated versions of the Integrated Governance Framework

(Specific written feedback other than where received as tracked changes and separate from the meetings with all HoL/HMO's)

Broxbourne BC:

1. Exclude strategic role over health (page 1, Function (b))
2. Include strategic role for transport (page 1, Function (c))
3. Provision for remote meetings
4. TOR 4.3 – delegations “to the extent necessary”. To discuss:
 - a. Threshold values, etc. to clarify.
 - b. Do we need an appendix to deal with this?
5. Delegations from HGB to councils? (HGB S.O.s) – Jeff or Judy to explain?
6. Substitute attendance (HGB S.O.s) – we should change as per Judy’s suggestion.
7. Insert provisions for emergency meetings (how to convene, etc.) (HGB S.O. 8.1)
8. Response to Scrutiny recommendations? (HGB S.O. 10.1)

Other specific points:

1. The “functions” sections in the introduction and in the TOR have been swapped. The more specific one is now in the TOR, which makes sense.
2. Page 1, para. 1.1 - Strategic has been defined.
3. Page 1, para. 1.3 – Carbon and sustainability targets – Legal colleagues have advised we take this out. However, given Matt’s comment about the 2030 goal of certain members, it has been kept in but amended so that we support policy that “promotes” rather than “meets” the achievement. This minimises the risk of a legal challenge.
4. Page 6, para. 8.1 – It is suggested councils will need to put in funds only where the particular circumstance of their departure mean this is reasonable.

5. Page 7, para. 2 – Following Matt Partridge’s suggestion, former para 2.2 has been deleted (which provided that substitutes would always be routinely invited).
 6. Page 7, para. 4.1 – Matt has suggested that chairs may serve multi-year terms. Given the number of members, I can see the logic of distributing the chair annually; on the other hand, it might lead to more stable governance to have multi-year terms.
 7. Pages 10 and 17 – Anthony Roach’s comment about minimum signatures on petitions is already addressed by the Scrutiny Committee SO’s, which set thresholds of 50 and 500.
 8. Page 14, Scrutiny Cttee S.O.s, para. 2.1 – following Anthony challenge, we’ve revised so that substitutes can attend the Scrutiny Committee. The Cambridge version for some reason prohibited this, but the Oxford one allows it.
 9. Anthony has suggested that we have a unanimous dissolution option. This seems contrary to TOR para. 8.3, so it’s not included. In reality, if all members wanted this then it could be achieved without needing to be drafted into the TOR.
 10. Matt has made the following comment: *“HGB Funds will cover the administration costs associated to HGB and the Scrutiny Committee. There is no mention of any additional SRAs for Members involved in the HGB and Scrutiny Committee. Questions on this may be raised locally and we will need to review whether such duties fall within existing SBC SRAs.”* This point has been flagged in the covering report.
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