

Agenda item 9

Hertfordshire Growth Board (HGB) – Changes to Growth Board Governance – Substitutions provisions

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

1. Purpose of the report

- 1.1 This report proposes amendment to the approved Integrated Governance Framework of the Hertfordshire Growth Board to enable notification of substitute members within a more convenient time period.

2. The Integrated Governance Framework

- 2.1 The Hertfordshire Growth Board is a joint committee of the District, Borough and County Councils, formed under provisions of Local Government legislation which enables councils to come together to discharge various of their functions.
- 2.2 The Integrated Governance Framework attached to this paper at Appendix B, was approved in 2020 and provides the approved Terms of Reference (TOR) and Standing Orders (SO) for both of the Growth Board and Scrutiny Joint Committees. (Note the Scrutiny Joint Committee has not been established).
- 2.3 Part 2.3 of the Growth Board standing orders deals with substitutes (extract at Appendix A below). At present substitutes are permitted but 5 days' advance notice needs to be given. This is felt to be excessive and does not reflect current practice amongst the partners where a much lessor period is generally used in equivalent committee situations.
- 2.4 The Growth Board can change the standing order provisions relating to this requirement.

3. Proposed changes to Growth Board Standing Orders

- 3.1 Efficient operation of the Growth Board requires flexibility and changing the need to nominate substitutes at five days' notice will avoid problems where last minute substitutions are needed for whatever reason. A new period of 1 hours' notice for any substitutes for Growth Board meetings is now recommended.

4. Implications

- 4.1 There are no adverse legal, financial, equalities, environmental, sustainability or other implications arising from this report and its recommendations which support the ongoing work and priorities of the Growth Board.

5. Recommendations

- 5.1 Board Members are asked to approve a change to part 2.3 of the standing orders, replacing the requirement for 5 days' notice of substitutions to a period of one hour.

Appendix A – extract from Growth Board standing orders

2. Alternate or Substitute Members

- 2.1 Each Council will be entitled to appoint from time to time 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.
- 2.3 Subject to the discretion of the Chair, the relevant member shall notify the HGB at least 5 working days in advance of the relevant meeting of the identity of their substitute.