



Agenda Reports & Other Papers

Presented to the
Meeting of the
Hertfordshire Growth Board
on
Tuesday, 14 June 2022

HERTFORDSHIRE GROWTH BOARD

COUNCIL CHAMBER, COUNTY HALL, HERTFORD

TUESDAY, 14 JUNE 2022 11:30 – 13:00

MEMBERS OF THE BOARD (14) – QUORUM 9 VOTING MEMBERS

Council Leaders (11 Voting Members)

M Bright, Hertsmere Borough Council
L Cocking, Broxbourne Borough Council
E Dennis-Harburg, North Hertfordshire District Council
S Giles-Medhurst, Three Rivers District Council
L Haysey, East Herts District Council
T Kingsbury, Welwyn Hatfield Borough Council
R Roberts, Hertfordshire County Council (Chair)
P Taylor (Mayor), Watford Borough Council
S Taylor, Stevenage Borough Council (Vice-chair)
C White, St Albans City and District Council (Vice-chair)
A Williams, Dacorum Borough Council

Co-opted Members (3)

M Bretton, Hertfordshire Local Enterprise Partnership Chairman
C Amies, Homes England
P Burstow, Hertfordshire and West Essex ICS, NHS

ANNOUNCEMENT

As required by law, the Council will be holding this meeting in person.

Webcasting: This meeting of the Hertfordshire Growth Board will be filmed and webcast live on the internet and will also be recorded and published on the Council's website. All parts of the room can be seen or heard by the camera or microphones and any members of the press and public present in the Council Chamber at any time during the meeting are likely to be included in the webcast and recording. Board Members are reminded that seats have been allocated and programmed into the webcasting system; to assist with the webcasting we ask that you remain in the seat allocated to you and that you use the microphone allocated to that seat.

There may be occasions when the public are excluded from the meeting for particular items of business. Any such items are taken at the end of the public part of the meeting and are listed under "Part II ('closed') agenda".

Those wishing to watch the live broadcast should go here:
www.hertfordshire.gov.uk/watch-meetings.

The Council Chamber is fitted with an audio system to assist those with hearing impairment. Anyone who wishes to use this should contact main (front) reception.

1. Minutes

The Board is invited to note the Minutes of the Board meeting held on 25 January 2022 (attached).

2. Public Questions

At the discretion of the Chairman, members of the public may ask questions at meetings of the Hertfordshire Growth Board. Notice of the question should be submitted to the Chief Legal Officer of Hertfordshire County Council by 10am at least five working days before the meeting. The Hertfordshire Growth's Board arrangements for the receipt of public questions are set out in [Annex A – Standing Orders](#) of the Hertfordshire's Growth Board Constitution*.

3. Public Petitions

At the discretion of the Chairman, members of the public may submit and present petitions to the Hertfordshire Growth Board if they include at least 500 signatures of people living or working in Hertfordshire.

Notification of intent to present a petition must be given at least 10 clear working days before the date of the meeting.

The Hertfordshire Growth's Board arrangements for the receipt of petitions are set out in [Annex A – Standing Orders](#) of the Hertfordshire's Growth Board Constitution*.

*If you have any queries about the questions or petitions procedures for this meeting please contact Stephanie Tarrant, Democratic Services Officer, by telephone on (01992) 555481 or by email to stephanie.tarrant@hertfordshire.gov.uk

4. Hertfordshire Growth Board (HGB) – Overall Work Programme Progress Report June 2022

Report attached

5. Hertfordshire Growth Board - Approval of the Hertfordshire Offsite Manufacturing/Modern Methods of Construction Housing Guide

Report and Guide attached

6. Hertfordshire Growth Board – Temporary Accommodation Joint Project - Next steps

Report attached

7. Hertfordshire Growth Board – Changes to the Local Enterprise Partnership, Neil Hayes Hertfordshire LEP

Verbal update

8. Hertfordshire Growth Board (HGB) – North and South Growth Corridor Programme Boards Work Programme Updates

Report attached

9. Growth Board Governance – Changes to Growth Board Governance – Substitutions provisions

Report attached

10. Standing items

South West Herts Joint Strategic Plan – update by Cllr Chris White

11. Proposed Dates for 2022 Growth Board meetings

20 July 2022 - 11:30 – 13:00
8 September 2022 - 11:30 – 13:00
10 November 2022 - 11:30 – 13:00
12 January 2023 - 11:30 – 13:00
9 March 2023 - 11:30 – 13:00
11 May 2023 - 11:30 – 13:00
20 July 2023 - 11:30 – 13:00

12. Date of next meeting

The next planned meeting will be held on Wednesday, 20 July 2022 - 11:30 – 13:00

13. Other Part I Business

Such other Part I Business which, if the Chairman agrees, is of sufficient urgency to warrant consideration.

PART II ('CLOSED') AGENDA

EXCLUSION OF PRESS AND PUBLIC

There are no items of Part II business on this agenda. If Part II business is notified the Chairman will move: -

“That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item/s of business on the grounds that it/they involve/s the likely disclosure of exempt information as defined in paragraph/s of Part 1 of Schedule 12A to the said Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

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. Agenda documents are available on the internet at <https://www.hertfordshiregrowthboard.com/documents>.

QUENTIN BAKER

DIRECTOR OF LAW & GOVERNANCE

Hertfordshire County Council on behalf of the Hertfordshire Growth Board

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Hertfordshire Growth Board Meeting Minutes

Tuesday, 25 January 2022



Hertfordshire
Growth Board

Minutes

To: All Members of the Hertfordshire Growth Board
From: Legal, Democratic & Statutory Services, Hertfordshire County Council
Ask for: Stephanie Tarrant
Tel: 01992 555481

Date: Tuesday, 25 January 2022

Attendance

Council Leaders (11 Voting Members)

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

Co-opted Members

M Bretton, Hertfordshire Local Enterprise Partnership Chairman
C Amies, Homes England

1. Minutes

- 1.1 The Minutes of the Board meeting held on 7 September 2021 were confirmed as a correct record.

2. Public Questions – Standing order 12

- 2.1 There were no Public Questions.

3. Public Petitions – Standing Order 13

- 3.1 There were no Public Petitions.

4. Hertfordshire Growth Board (HGB) – Work Programme 2021 Progress Report January 2022

- 4.1 The Board received a report which provided an update on the progress on the agreed work programme for the Growth Board in 2021 and specific areas of work that are new or which the Board needed to provide a view on.

- 4.2 Members heard that work had continued on the set workstreams and that a workshop had taken place on 14 January 2022 to review the work programme. Members noted the work of the Board to date and heard that an update on the draft 2022 Work Programme would be circulated prior to the March 2022 meeting. Members heard that the Hertfordshire Infrastructure and Development Board (HIDB) held its inaugural meeting on 11 November 2021 and its focus was on networking with just under 30 organisations signed up to work with the Board. The next meeting was due to be held on 10 February 2022 with a focus on policy, capacity and resources. In response to a Member question, it was confirmed that the HIDB would report back to the Growth Board.

Patsy Dell

- 4.3 The Board heard that one matter not covered in the paper was around quoracy for the Hertfordshire Growth Board. It was noted that this was set at 9 voting Members, as it was felt important to have a high turnout of Leaders from across the county and that to change this it would need to go back through each council's democratic process. However, it was noted that the timeframe to request a substitute could be shortened from 5 working days to 1 hour before the start of a meeting, bringing the Board in line with other Hertfordshire County Council meetings. Members shared their considerations on the matter, and it was agreed that a report would be brought to the March 2022 meeting.

Patsy Dell

- 4.4 The full Board discussion on this item can be viewed here at 00:02:40 [Item 4 - Work Programme 2021 Progress Report January 2022.](#)

RESOLVED

- 4.5 The Board noted the progress with the work programme and the overall priorities to March 2022, as set out in the paper and in Appendix 1 and 2.

5. Towards Digital Growth – Hertfordshire Digital Framework and Priorities

- 5.1 The Board received an update on the completion of the framework to accelerate the provision and utilisation of digital technologies in Hertfordshire. The Board previously received a presentation on the draft Framework back in June 2021.
- 5.2 The Board heard that the proposition was to confirm the Governance to take forward the project and secure a Member lead for the development of Digital Board, secure resources to take forward project management and once at capacity re-engage with industry. Since November 2021, progress had been furthered towards bidding for project Giga Hub (the capacity for capability in Public Authority areas) and project Gigabit (extending digital access into predominately rural areas). The LEP had secured some project management resource to take this project forward until a permanent position was in place.
- 5.3 Members noted that the FTTP (Full Fibre to the Premise) for Hertfordshire was considerably lower than for peer authorities. It was noted the figures were from 2021 and it was advised that there had not been any significant changes since the last benchmark.
- 5.4 The Board noted that a main focus of investment had been transport infrastructure schemes but acknowledged that digital connectivity was another key investment priority for the county. It was noted that in hosting creative and science and technology businesses across the county, high quality IT and technology was required. Members noted the opportunity to catch up and get ahead with digital provision as it was clear that other counties were beginning to leap ahead.
- 5.5 Members welcomed the need to move forward with the digital agenda and it was agreed that Cllr. Morris Bright would provide the political lead.
- 5.6 The Board noted and approved the request for funding for the project from the Growth Board growth fund and officers advised that a budget report would be presented in March 2022, which would confirm that the proposed funding was available.
- 5.7 The full Board discussion on this item can be viewed here at 00:18:25 [Item 5 - Towards Digital Growth – Hertfordshire Digital Framework and Priorities](#).

RESOLVED

- 5.8 The Board approved the final Digital Framework and Priorities as attached at appendix A.
- 5.9 The Growth Board's financial contribution to the work by the LEP and Hertfordshire County Council was agreed as a commitment from the Growth Board Growth Fund budget.
- 5.10 The Board agreed the other implementation steps as set out in the Framework, including establishment of a digital oversight Board.

6. Hertfordshire Growth Board (HGB) – Investment into Hertfordshire Investment Strategy

- 6.1 The Board received a report which provided an update on Hertfordshire's Investment Strategy.
- 6.2 Members heard that obtaining greater investment into Hertfordshire had been a key part of the work of the Growth Board, with a number of key actions approved by the Board in June 2021. Members noted the actions as set out 2.3 of the report.
- 6.3 The Board noted that investigation into a potential Regional Investment Fund for Hertfordshire had not yet commenced. It was noted that areas such as Manchester and Sheffield had taken this initiative forward, and Hertfordshire would need to find funding locally to support infrastructure and other local strategic investments in the absence of future public funding being available from HM Government. It was noted that borrowing rules for public sector investment had changed and that the Fund was a consideration for the future, with external expertise being brought in to advise on options where needed.
- 6.4 Members noted that at time the time of producing the report in October 2021, there was the ambition to attend the new Real Estate Investment and Infrastructure Forum (UKREiiF) in Leeds in May 2022, however the work on the Investment Fund was unlikely to be complete before May 2022 and could be an ambition of the Board to showcase investment opportunities in 2023. Members agreed that we would send representatives to UKREiiF this year.
- 6.5 In response to a Member question regarding who borrowed the money (i.e. the Growth Board or each individual County Council) for the Fund, officers advised that as the investigation work had not been undertaken on the options for how the money would be raised to create or guarantee the fund, it was not possible to supply detailed information at that stage. Officers advised at this stage they were seeking support from Members to explore the possibility of a fund and what would be involved in pursuing this type of initiative for Hertfordshire.

6.6 Members commented on the UK Shared Prosperity Fund and it was noted that there may be an update in the Levelling Up White Paper when that is published.

6.7 The full Board discussion on this item can be viewed here at 00:35:19 [Item 6 - Hertfordshire Growth Board \(HGB\) – Investment into Hertfordshire Investment Strategy](#).

RESOLVED

6.8 The Board:

- Agreed the contents of the report and the draft Investment Strategy attached at Appendix A.
- Agreed the areas identified for further development to complete the Hertfordshire Investment Strategy and next steps as set out in section 7 with updates on progress to March and May 2022 HGB meetings.

7. Hertfordshire Growth Board – Community Wealth Building Project

7.1 The Board received a presentation on the Community Wealth Building Project from Rob Gregory, Stevenage Borough Council. The presentation slides can be viewed here: [Community Wealth Building Project Slides](#).

7.2 Members welcomed the update and thanked officers for their input in achieving bid from the Community Renewal Fund and the University of Hertfordshire who had supported the project and would play a role in evaluating it. Members noted the opportunity to reach all areas of Hertfordshire and welcomed the engagement seen from all districts/boroughs across Hertfordshire.

7.3 The Board noted the testament of Hertfordshire achieving bids and the benefit of 10 years of partnership working.

7.4 The full Board discussion on this item can be viewed here at 00:56:30 [Item 7 - Hertfordshire Growth Board – Community Wealth Building Project](#).

RESOLVED

7.5 The Growth Board noted the information shared within the presentation.

8. Hertfordshire Growth Board (HGB) – Review of Temporary Accommodation Provision (Outline Business case)

8.1 The Board reviewed a report that provided an Outline Business Case (OBC) (Appendix 1), which investigated the joint options available to local authorities in Hertfordshire to better meet the housing need for

people living in Temporary Accommodation (TA), whilst achieving quality and value for money.

8.2 Members heard that the move to a Full Business Case was sought, with six options selected for review. Each option would enable a different level of joint working dependent on each authorities' own policies.

8.3 In response to a question regarding Member involvement prior to reports being presented to the Board, Members heard that it had been proposed that a sub-group of leaders was set up to oversee developments.

8.4 The full Board discussion on this item can be viewed here at 01:12:40 [Item 8 - Hertfordshire Growth Board \(HGB\) – Review of Temporary Accommodation Provision \(Outline Business case\)](#).

RESOLVED

8.5 The Growth Board approved the Outline Business Case including further detailed investigative work on each of the six options to inform final recommendations for the preferred options in a Full Business Case (FBC). The FBC will contain a detailed appraisal for each option:

- including evaluating against criteria designed to assess each option's alignment with the vision and outcomes sought for this work;
- preparing a financial model and financial appraisal of each option;
- identifying funding streams and assets as required for each option (capital and revenue);
- the level of involvement by authorities in Hertfordshire for each option;
- a delivery programme for each option recommended to be adopted.

8.6 The Board agreed that a sub-group of the Leaders of St Albans, Stevenage, Dacorum and Welwyn Hatfield be created, to oversee the development of the Business Case.

9. Hertfordshire Growth Board (HGB) – Growth Corridor Programme Boards Work Programme Updates

9.1 The Board reviewed a report which provided an update on the overall progress of the Growth Corridor work programmes and projects since June 2021.

9.2 Members heard that dedicated officer capacity had been allocated to the North-East and Central region Joint Strategic Plan and that the brief for the Growth study had gone out for tender with four positive

tender responses received back. Interviews with tendering parties were due to be held 27 January 2022 and it was hoped that an award for the brief and that work that needed to be undertaken on the Joint Strategic Plan would commence.

- 9.3 The Board heard that clear milestones had been agreed for the new settlements project and welcomed the work to date on permitted development as part of the Reinvigorating Town Centres project. There had been advances in the Science and Technology work stream and Autolus were welcomed to Hertfordshire creating a future 300 high quality jobs in Stevenage. A further 200 jobs were being advertised by Airbus in Stevenage and GSK were working to secure a development partner which would bring 4000 jobs to the area and further aid efforts to promote and expand the cell and gene cluster within the town and the rest of Hertfordshire. The Board noted the updates in relation to Climate Change & Sustainability.
- 9.4 Members noted the letter at appendix 2 of the report and were informed that it had been sent to the Minister/Department for Levelling up. Members commented on the level of growth and investment in the County and discussed the possible economic damage caused if industrial areas were used for residential space and noted the very poor quality of some residential developments delivered through the permitted development route.
- 9.5 The full Board discussion on this item can be viewed here at 01:20:50 [Item 9 - Hertfordshire Growth Board \(HGB\) – Growth Corridor Programme Boards Work Programme Updates](#).

RESOLVED

- 9.6
1. The Board noted the project updates in Appendix 1 and overall progress across the Growth Board programme and individual workstreams since the last meeting.
 2. The Board noted the letter at Appendix 2 which had been submitted to the Minister/Department for Levelling Up, Homes and Communities.

10. Standing Items

South West Herts Joint Strategic Plan

- 10.1 The Board heard that a recent workshop had taken place to discuss the South West Herts Joint Strategic Plan and that officers were looking at the structures of the plan. Members heard that a further update would be given at the March 2022 meeting.

11. Proposed Dates for 2022 Growth Board meetings

The Board noted the proposed meeting dates for the remainder of the 2021/22 meeting cycle.

12. Date of next meeting

12.1 The date of the next meeting was scheduled for Tuesday, 8 March 2022 at 9:30am.

13. Other Part I Business

13.1 None.

CHAIRMAN.....



Hertfordshire
Growth Board



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

Agenda item 4

Hertfordshire Growth Board (HGB) – Overall work Programme Progress Report June 2022

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

1 Purpose of report

- 1.1 This report updates on progress with the current Growth Board work programme and specific areas of work that are new or which the Board needs to provide a view on.

2 The Growth Board Work Programme and Priorities 2021 – 2022

- 2.1 The priority themes for 2021/2 were:
 - a) Economic Recovery, performance, and resilience
 - b) Working together to deliver the homes that Hertfordshire needs
 - c) Future Hertfordshire.
 - d) Completion of the 2020 Work programme Projects
- 2.2 The work programme priorities for 2022/3 are to be determined.
- 2.3 Attached at Appendix 1 is the Growth Board Work Programme Plan to July 2022.
- 2.4 The updates that follow in section 3 relate to mainstream growth board programmes. Projects overseen by the two Growth Corridor Programme Boards are covered at item 8 on this agenda.

3 Engagement with HM Government

- 3.1 Since the last Growth Board meeting the Levelling Up white paper and Levelling Up and Regeneration Bills have been published. Clarity on the Government's devolution framework and Levelling Up missions now exist, along with national funding and investment priorities.
- 3.2 The first nine areas identified for new style County Deals are in active discussion with government but the timetable for completion of the County Deal pilot areas and announcements on the timetable for bids for a second tranche remains unconfirmed. No County Deal devolution bids from home counties areas were included in the pilots.
- 3.3 Hertfordshire Councils were unsuccessful with year one Levelling Up Fund bids but round two has been announced for rebidding and a number of councils are preparing round two bids/rebids.
- 3.4 The UK Shared Prosperity Fund has been confirmed and Hertfordshire District and Borough councils will receive allocations of just over £13 million between them, over three years. Whilst the first-year allocation is

likely to be a small portion of the total allocation for most councils, an investment plan has to be submitted and approved by HM Government before funds are released. There are advantages in doing some combined work on the bids to enable a strategic approach to infrastructure and other investments to be considered, along with time and capacity savings on preparation of investment plans and other supporting material. Contact has been made with all Growth Board partners to support joint working and a pan-Hertfordshire approach where this would be beneficial.

4 Housing workstream update

- 4.1 The main output of work from the housing workstream is contained within the Growth and Housing Prospectus which was submitted to DLUHC and HE last year. This work has provided a significant evidence base and understanding of the Hertfordshire Housing pipeline and delivery pathway associated with the 100,000 homes that need to be delivered by the mid-2030's. With the new investment priorities set out in the Levelling Up white paper it is clear that Housing and Growth Deals in the form that the Growth Board was seeking are no longer available.
- 4.2 Given this, work supporting that ambition has been stood down. Individual councils are having continuous market engagement conversations with Homes England (supported by the evidence that the Growth Board work has developed) and funding may be available on a scheme-by-scheme basis, where this will deliver housing pre-2025. Longer term strategic scale sites that will start to deliver post 2025 (of which there are around 60,000 homes allocated for in Herts) are not being supported unless full evidence of market failure can be demonstrated.
- 4.3 A progress update on the Temporary Accommodation joint investigation project is covered elsewhere on this agenda.
- 4.4 Promotion of Off-Site Manufactured units (OSM) as part of diversifying the Hertfordshire housing supply has been supported by the Growth Board's engagement with the offsite consortia and through the new OSM housing guide which is covered elsewhere on this agenda.

5 Hertfordshire Investment Ready Workstream

- 5.1 The Investment strategy was approved in January 2022. Further work on this workstream has been held pending review of the work programme.
- 5.2 Although the Growth Board had decided not to exhibit this year, representatives from Herts LEP, Dacorum BC, Stevenage BC and Watford BC attended the Real Estate Investment and Infrastructure Forum (UKREiF) in Leeds in May 2022. The event was felt to be useful in raising awareness of the investment opportunities available in Hertfordshire.

6 Planning Resilience and Capacity Task and finish Group

- 6.1 The task and finish group has now been established with officers from several council planning services, higher and further education, the LEP as

well as sector representatives who volunteered to support this work after the February Hertfordshire Infrastructure and Development Board meeting. Cllr Linda Haysey is the political sponsor with Amanda Foley the CEx lead.

- 6.2 Capacity problems at a number of points on the Hertfordshire growth delivery pathway have been identified as a key issue and the task and finish group are developing an action plan to address these. The action plan and recommendations for initial priorities will be considered at the July 2022 Growth Board meeting.

7 Digital Workstream

- 7.1 The Hertfordshire digital framework was approved by HGB in January and the establishment of a digital board to oversee delivery of the strategy was also agreed. The Board is now in place and will meet early June. Cllr Morris Bright is the political lead for the Board. The board will determine priorities including bidding for further national funding.
- 7.2 As advised at last meeting, a team has been set up to take forward the work, with oversight by a steering group made up of LEP, Growth Board and HCC officers.
- 7.3 Hertfordshire Infrastructure and Development Board (HIDB)
- 7.4 The HIDB held its inaugural meeting on 11 November 2021 and is now meeting quarterly. Subscription levels are very good demonstrating the high levels of industry and sector interest in engaging with this new consultative body. Forty organisations have become members and meeting attendances are now 80+ each time. Cllr Linda Haysey is the chair of the HIDB.
- 7.5 Growth Board members, Chief Executives and Heads of Planning Services have been invited to represent the board and to lead the sector level engagement through the board. The next meeting is on 8th June with a focus on sustainability.

8 Implications

- 8.1 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.

9 Recommendations

- 9.1 That the Board notes the progress with the work programme and the overall priorities to July 2022, as set out in the paper and in Appendix 1.

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APPENDIX 1: HERTFORDSHIRE GROWTH BOARD WORK PROGRAMME Feb 2022 - Jul 2022

Agreed Hertfordshire Growth Board Priority Themes:

- Economic recovery, performance, and resilience,
- Building the homes Hertfordshire needs, and
- Future Hertfordshire

Workstream	Key deliverables	Key activities	Feb (w/c)				Mar (w/c)				Apr (w/c)				May (w/c)				Jun (w/c)				Jul (w/c)							
			07	14	21	28	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25			
HGB Governance	Implementation of Joint Committee(s) - Completed		Hertfordshire Growth Board dates in 2021 & early 2022																											
	Review Co-opted membership to see if other partners should be involved – Completed . New co-opted members joined from September																													
	Communications and Engagement	HGB Communications Strategy	Implementation across 2021 – mid 2022																											
		Engagement and participation events (virtual) - two events held in 2021, three webinars and new Chair’s profile feature autumn 2021	Implementation across 2021 – mid 2022																											
Delivering the Homes Hertfordshire Needs	Strategy & Steering Group established	On-going oversight in place, political oversight and forward agenda planning through CEx Co-ordinating Group																												
	Strategic Partnership work	On-going housing pipeline and delivery pathway development work informed by Government discussions & accelerating housing workstream.	Housing pipeline and Growth and Housing prospectus approved September. Programme suspended February.																											
		Homes England Strategic Partnership Expression of Interest Bid to Homes England Affordable Homes Fund	Affordable Homes Fund bidding prospectus published. Feasibility Investigation of the merits of submission of a Hertfordshire EoI for Local Authority Strategic Partnership. Concluded May 21 – recommendation not to proceed at this time. Completed.																											
		Temporary Accommodation Collaboration Investigation	Approval to move to Full Business Case was gained at the HGB 24 January 2022																											

Agenda Pack Page 20		OSM/MMC project actions – facilitating the uptake of this option as part of our pipeline of sites	Support for the work on Herts OSM with Herts LEP continues. Planning and Development Guide for increased use of OSM in Herts commissioned, HGB June.
	Preparation of Housing and Growth submission to MHCLG	Programme of meetings with DLUHC officials on-going.	On-going engagement with officials from DLUHC, BEIS & DfT. Focus now on County Deal
		DLUHC Deputy Director attends and briefs Growth Board regularly.	Growth and Housing prospectus prepared and submitted September County Deal expression of Interest submitted 13-8-21. Programme suspended February after Levelling Up white paper published.
		Briefing Herts MPs at the appropriate times	Briefings to Herts MPs on HGB work, County Deals and Levelling up Fund project bids as and when needed
	Partners, investors & delivery bodies Engagement	Establish Developer Forum with agreed partner, implementation Autumn (HIDB)	10th
			8th
Workstream			Feb (w/c) Mar (w/c) Apr (w/c) May (w/c) Jun (w/c) Jul (w/c)
Key deliverables			07 14 21 28 07 14 21 28 04 11 18 25 02 09 16 23 30 06 13 20 27 04 11 18 25
Key activities			
Economic Recovery, Performance and Resilience	Hertfordshire Investment Ready	Development of a purposeful Investment Ready Strategy – to bring greater investment into Herts (both public and private sources). Investigate options such as impact and regional funds and bear down on establishing the conditions locally that need to be created to leverage in investment.	Investment strategy completed. Programme under review
		Investment Strategy and Portfolio of our investable propositions (infrastructure and schemes that are or can be made spade ready).	
		Investigation of potential funding options/routes for strategic scale, part, or non-commercial infrastructure projects.	Collaborative approach to Levelling Up bids and UK Shared Prosperity Fund to be investigated

	Digital Workstream	HCC, LEP and Growth Board lead. Draft Digital Framework approved January 2022	Early stages of Programme development. Digital Connectively Board to meet for the first time on 10 June 2022 and then approximately every 2 months aligned to HGB dates
	Virtual observatory	Enhance the joint LEP/HGB data analytics availability to support Board members as well as enhancing bidding and lobbying activities across our priority areas.	Not taken forward
		Monitoring of national funding streams and bidding opportunities aligned with bidding capability and expertise – progress delayed, project priority to be reviewed	Coordinated between the Growth Board, LEP and HGB partners.

Workstream	Key deliverables	Key activities	Feb (w/c)				Mar (w/c)				Apr (w/c)				May (w/c)				Jun (w/c)				Jul (w/c)							
			07	14	21	28	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25			
Infrastructure Hertfordshire	Closer working with Health sector, ensuring wellbeing as part of placemaking (planning and delivery stages)	Working group set up with Health sector, task, and finish project to enhance cross sector working and impact, particularly around infrastructure and place-making	Health and Growth Group continues to meet																											
	Climate, Carbon and Sustainability work alignment with HGB	Alignment with the current work being overseen by Herts leaders.	Ongoing, progress being reported through Hertfordshire Climate Change and Sustainability Partnership (HCCSP)																											
	Infrastructure costs update via the HIPP in 2021-22	Roll Forward of the HIFP – investigate cost effective options and optimal timing for this. HIPP oversight and recommendations to HGB later in 2022	Under review by HIPP																											

Workstream	Key deliverables	Key activities	Feb (w/c)				Mar (w/c)				Apr (w/c)				May (w/c)				Jun (w/c)				Jul (w/c)				
			07	14	21	28	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25
Growth Corridor Programme Boards	HGB overall Strategy & Steering Group structures in place.	HGB Senior Officer Steering Group meets fortnightly																									
	Development of two E-W strategic growth corridors	Corridor growth opportunities and priority projects overseen by corridor programme boards,	See below. Progress on projects reported to HGB through project updates from the corridor programme boards.																								
	Outline Business Cases	Initial tranche of business cases developed to a common framework and to support investment opportunity discussions with Government and private sector. Update where supports spade readiness for bidding.	Information gathering and detailed OBC development work as needed across 2021 and in support of HGB submissions to HM Government Funding rounds.																								
Workstream	Key deliverables	Key activities	Feb (w/c)				Mar (w/c)				Apr (w/c)				May (w/c)				Jun (w/c)				Jul (w/c)				
			07	14	21	28	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25
Southern Corridor Board and Delivery Programmes	Southern Corridor Programme Board	Board oversight																									
	Southern Corridor Delivery Programmes	Accelerating Housing	Housing pipeline validation and dialogue with the Department of Levelling Up, Housing and Communities (DLUHC) now suspended as an HGB work programme. Individual engagement discussions taking place with Homes England where councils have deliverable schemes and can demonstrate market failure.																								
	Creative & Screen Industry Sector Support		Progress being reported through project updates																								

		<ul style="list-style-type: none"> · Film & TV Production Business Support and Creative & Screen Industries Skills Development Programme reviewed through LEP sector action plan 	
	Harlow Gilston Garden Town	<ul style="list-style-type: none"> · Integrated Transport Hubs & Sustainable Mobility Behavioural Change · Local Employment Space & Digital Implementation · Supporting Infrastructure Projects 	Progress being reported through project updates
	Hemel Garden Communities	<ul style="list-style-type: none"> · Viability and Delivery Strategy · Stewardship Framework & Approach · HGC Strategic Masterplan Guidance & Transformational Plan · HGC Infrastructure Delivery Plan · Social Housing Delivery · Sustainable Energy Infrastructure Projects - Evidence Base Study 	Progress being reported through project updates
		<ul style="list-style-type: none"> · MRT Promotional Video 	Progress being reported through project updates

Hertfordshire and Essex Rapid Transit System (HERT)	· Options Assessment Report; Appraisal Specification Report	Progress being reported through project updates
	· Strategic Outline Business Case	
	· Sustainable Travel Towns Design	
SE Hertfordshire Economy	· Park Plaza West – Sunset Studios investment confirmed	Progress being reported through project updates
	· New Park Lane Railway Station (Waltham Cross) - Footbridge Procurement	
	· New Business Park and hi-tech starter Centre: Maxwells West – Planning permission & procurement	
	· Waltham Cross Town Centre Regeneration - Public realm design - Phase 1	
Watford Junction Quarter	· SOBC Transport Interventions (subject to funding)	Progress being reported through project updates
	· Network Rail design pedestrian link/entire station development	
	· Development Agreement	
	· Design & Planning	

Workstream	Key deliverables	Key activities	Feb (w/c)				Mar (w/c)				Apr (w/c)				May (w/c)				Jun (w/c)				Jul (w/c)				
			07	14	21	28	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25
Northern Corridor Board and Delivery Programmes	Northern Corridor Programme Board	Board oversight	Northern Corridor Programme Board dates																								
	Northern Corridor Delivery Programmes	Community Wealth Building	· CWB Pilot 1 Stevenage & 2 North Herts	Progress being reported through project updates																							
			· County-wide working group established																								
		New Settlements Group	· Scope review to be undertaken	Progress being reported through project updates																							
		Town Centres	· Formal steering group with monthly meeting	Progress being reported through project updates																							
			· Health check questionnaire																								
		Science and Technology (Cell and Gene Focus) Sector Support	· Framework/ Master planning/ visioning study for Gunnels Wood Road	Progress being reported through project updates																							
		Climate, carbon and Sustainability	· Finalised Water Action Plan	Progress being reported through project updates																							
			· Biodiversity Action Plan and baselines established																								
			· Carbon Action Plan finalised																								
			· Transport Action Plan finalised																								

Joint Strategic Planning (JSP) workstreams	SWH JSP	JSP Programme	On-going implementation programme across 2022. Progress being reported through project updates
	NECH JSP	JSP Programme	On-going implementation programme across 2022. Progress being reported through project updates

Agenda item 5

Hertfordshire Growth Board (HGB) – Approval of the Hertfordshire Off Site Manufacturing/ Modern Methods of Construction Guide

Report Author: Jenny Foster, Hertfordshire Growth Board (Tel: 01992 556621)

1 Purpose of report

- 1.1 This report updates on progress with supporting housing delivery in Hertfordshire specifically measures to increase the use of Off-Site Manufacturing/ Modern Methods of Construction (OSM/ MMC). The Growth Board has produced a guide for local planning authorities and developers and seeks the agreement of the Board for formal publication.

2 OSM/ MMC Guidance Documents and Factsheets

- 2.1 The Local Enterprise Partnership and Growth Board has been supporting a variety of initiatives aimed at increasing smart construction and use of OSM/MMC to assist increased housing delivery in Hertfordshire. One of the outputs of this work has been to develop a local guide intended to provide information to partners involved in housing delivery and to 'myth-bust' misconceptions about the use of this construction technology. The document consists of overall guidance, guidance for clients and ten associated factsheets. They are attached at Appendix 1.

3 Development Of Guidance/ OSM In Hertfordshire

- 3.1 OSM/ MMC guidance and factsheets have been developed by the Hertfordshire OSM Consortium guided by the Hertfordshire Growth Board and Hertfordshire LEP. The Group have met quarterly since inception and have worked collaboratively to produce these documents. The documents have also been discussed with Hertfordshire Planning Group and Hertfordshire Infrastructure and Property Partnership to seek input.
- 3.2 The importance of OSM/ MMC to the supply of housing in the county cannot be underestimated. Central Government have set out that 25% of all new development should utilise OSM/MMC to help reduce carbon emissions, provide sustainable flexible homes, deliver stock more quickly than conventional methods, and can help better develop sites with access issues. Currently in Hertfordshire there are several schemes in development specifically using OSM/MMC in Stevenage, Dacorum and Watford.
- 3.3 The use of OSM/ MMC can give a significantly positive contribution to the growth and housing acceleration agendas, driving green credentials in construction, assuring high quality dwellings, with higher sustainability standards delivering lower cost in use to residents.

- 3.4 West Herts College have commenced an apprenticeship scheme for OSM/MMC construction skills with 10 students due to start in September 2022. A purpose-built example of OSM/MMC has been installed in their reception area by Donaldson Timber Structures, formerly Stuart Milne Timber Systems who are sponsoring this skills training. Whilst not open to the public to view it is recognised that this is a large step towards delivering OSM/ MMC within Hertfordshire. Herts IQ, our Enterprise zone and Hertfordshire LEP are actively seeking to secure a Hertfordshire based OSM/ MMC provider.
- 3.5 To keep track of levels of development that are utilising OSM/MMC across Hertfordshire, the annual monitoring exercise carried out by Hertfordshire County Council will capture this and provide tangible reports which can be used to revise the documents and factsheets on an annual basis. The ongoing promotion of OSM/MMC will continue through the Hertfordshire Growth Board including workshops with local authorities and developer partners through Hertfordshire Infrastructure and Delivery Board.
- 3.6 The guidance and factsheets are intended to be dynamic documents that will be updated on a regular basis.

4 OSM/ MMC benefits

- 4.1 Utilising OSM/ MMC has multiple benefits. Whilst the costings are different to traditional build in that they are predominantly up-front, the speed of construction cannot be underestimated. OSM/ MMC gives quicker completions- typically 30%50% - leading to a faster return on investment. They provide a consistency of build quality across developments, lower defect issues to resolve, and give a significantly higher thermal performance reducing running costs for the occupier.
- 4.2 OSM/ MMC is a more sustainable form of construction. 50% of waste in the UK comes from construction. Using OSM/ MMC site waste can be virtually eliminated to less than 1%, any waste that does arise can be controlled and recycled. There are less deliveries to site, and workers on site reducing carbon emissions, reduced disruption to the locality and less dust/ noise arising from the development.
- 4.3 This method of construction is utilised across the world very successfully. There are numerous developments ongoing in England. It requires a break in tradition and educating finance, procurement and delivery teams but it is not an impossible task. The benefits are clear, and to enable Hertfordshire to deliver the homes it needs this technology will need to be embraced. Officers also want to encourage this technology to develop as part of the clean construction sector in the County.

5 Implications

- 5.1 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.

6 Recommendations

- 6.1 That the Board approves the guidance and factsheets in Appendix 1 for formal publication on the HGB website and by partners and supports the ongoing work to increase familiarisation and use of this construction technology in Hertfordshire.

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Hertfordshire
Growth Board

Hertfordshire Offsite Manufacture Housing Guide

27.05.2022

‘Hertfordshire alone since the turn of the century has been the cradle for continuous experiment in the making of cities. It was Herts which played host to the world’s first garden cities, Letchworth, commenced in 1903 and the larger Welwyn Garden City, which followed in 1919.’

Housing in Hertfordshire 2022

Government recognises our national housing crisis and, increasingly turning to local authorities for results, in 2018 lifted the Housing Revenue Account borrowing cap, allowing them to plan and deliver housing strategically.

In 2022, the target of building 300,000 homes a year to address the need for housing looks unreachable without further 'muscular' action.

In Hertfordshire, we share our acute need for housing with the rest of the country but here, our commitment goes deeper than numbers. Our version of muscular action, honouring our proud history of city making, is to insist on good growth and high quality placemaking within a significant growth agenda.

Our strategic scale development and regeneration at locations like Harlow and Gilston Garden Town, Hemel Garden Communities, Stevenage Town Centre and Watford Junction Quarter and our developing housing pipeline will deliver homes of the right quality in places that are sustainable in the long term.

By investing in skills and resources we are gearing up our delivery machine and by playing a bigger role in direct delivery we will enable more access to market housing. Offsite and Modern Methods of Construction will help increase the rate of housing delivery, in part because there are not enough construction workers available to deliver these higher rates in Hertfordshire or any other part of the South East. It is also an opportunity to address specialist housing need at the same time reducing unnecessary costs to the public sector.



Loxley Stables, TAS architects. Tring, Hertfordshire. Photograph: © James Brittain. Loxley Stables is a sensitive self-build development consisting of three low-energy houses set in the original grounds of Loxley Farm, a 16th century Grade II listed historic house in a Hertfordshire village. One of the houses was built using passive housing strategies to act as a test bed for low-energy, offsite construction. Though each house is unique, featuring handcrafted details, collectively they epitomise a modern, sustainable community.

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Hertfordshire's history of innovation moves into the present day with offsite construction

Hertfordshire's history of innovative construction leapt forward with the post war pre-fabricated schools programme, in which several institutions - The Building Research Establishment (BRE) at Garston, the Fire Research Station at Borehamwood and the Furniture Industry Research Association at Stevenage - played an important role. This concentration of innovation activity continues through to the present day and is gaining national and international recognition. The BRE is a key government partner and Stevenage is attracting significant investment for the life sciences industry with the likes of GSK and Airbus.

In 2017, seeing the potential of this unique and powerful local business ecosystem, Herts LEP, the fledgling Growth Board and BRE, hosted Hertfordshire's first Buildings Solutions Conference and committed to offsite manufacture.

Well ahead of national trends and now bearing fruit, actions agreed at the conference included:

- The creation of Herts delivery consortium - bringing together almost 20 housing providers and Herts IQ, supported by the LEP and HGB;
- An offsite construction skills programme with West Hertfordshire College;
- Pilots to explore low rise residential using offsite methods.

External links:

[Herts Delivery Consortium](#)



Letchworth Garden Homes. Letchworth, Hertfordshire. © Garden City Collection (Letchworth City Heritage Foundation). Experimental steel framed cottages, as well as avant-garde pre-cast concrete systems and site labour-saving formwork systems using waste materials featured in experimental designs at the 1905 Letchworth Cheap Cottages Exhibition.



Hertfordshire
Growth Board

What is Offsite Manufacture/Modern Methods of Construction?

A Short Introduction

'Modern Methods of Construction' (MMC) is a wide term, embracing a range of offsite manufacturing and onsite techniques that provide alternatives to traditional house building. MMC ranges from whole homes being constructed from factory-built volumetric modules, through to the use of innovative techniques for laying concrete blockwork onsite.

Since early in the 20th century, there have been periods of engagement with various alternative methods of construction in order to boost the country's house building output, most notably in the post-war period.

In recent years, there has been renewed interest in MMC, with more developers engaging in project trials and going on to make increasing use of the variety of systems available. The 2017 Government White Paper expressed support for the contribution MMC is expected to make to helping solve the nation's housing crisis and achieve the step-change in housing output that is needed. It pointed to the potential for

a 30% improvement in the speed of construction of new homes through the adoption of innovation, with a potential 25% reduction in costs, as well as the potential for advances in improving quality and energy efficiency.

The following document presents in the first instance the principles behind MMC, highlighting how factory-made homes can significantly contribute to providing dwellings of a higher quality. The second part of this guide investigates offsite manufacture and modern methods in Hertfordshire specifically.

The guide is intended for interest to potential designers, house builders, officers, policy makers and anyone with an interest in understanding MMC and its benefits. This guide will be a 'live' document and will aim to be kept up to date by including the latest relevant projects as schemes are developed.

External links:

**Government
White Paper**



Marmalade Lane, Mole Architects. Cambridge. Photograph: David Butler. Marmalade Lane is constructed from pre-fabricated CLT (cross laminated timber) structural panels supplied by Swedish manufacturer Trivselhus. CLT systems use solid panels of timber built up from multiple bonded sheets, rather like plywood but much thicker. Insulation is applied to the CLT panels on site and external finishes and other facings, built with traditional methods, are separated from the frame and insulation by a ventilation cavity.



Marmalade Lane, Mole Architects. Cambridge. Photograph: Studio Partington

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Benefits of modular construction - a summary

Offsite manufacture and Government

Government is serious about MMC, making interventions to boost delivery wherever it can influence the housing market. It invested £30m in Ilke Homes, a Yorkshire-based modular housing factory and struck a deal between Homes England, the government's housing agency and Japan's biggest house builder Sekisui House to build thousands of modular homes across the UK.

Industry guidance and guarantees

Influential organisations like the NHBC help explain how far modern methods have come since post war 'prefabs'. NHBC Foundation's Building on Experience, looks at the history of non-traditional housing through a range of different technologies and advancements since the 19th century. It includes a chapter on the steady re-emergence of timber frame design in the 2020s, setting out the strengths of the approach, relevant to Hertfordshire, and features Herts consortium lead manufacturer Donaldson Timber Systems and its Sigma® II system.

Governments emphasis on quality: Building Better, Building Beautiful

Government and industry, with cross party support, is at a pivot point, agreeing on the importance of quality placemaking. Government promises a reset and key to that is the toolkit provided by the National Model Design Code (NMDC) and Planning for the Future, the White paper published March 2020.

Housing white paper

The Guidance Notes for Design Codes shows that design is not just about appearance but covers the key characteristics of context, movement, nature, built form, identity, public space, and use.

The "well-designed" test

Significant weight should be given to:

a) development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents which use visual tools such as design guides and codes; and/or

b) outstanding or innovative designs which promote high levels of sustainability or help raise the standard of design more generally in an area, so long as they fit in with the overall form and layout of their surroundings."

Refer to Factsheets 2, 3 and 4 for more information.

- **Environmentally friendly – OSM's improved construction and performance standards can help Hertfordshire meet its 2030 zero carbon emissions commitment;**
- **Flexibility – modular constructions can be assembled and disassembled for relocation, refurbishment, and re-use;**
- **Reduced waste – factory production brings about design consistencies to minimise the waste of components. WRAP believes this to be as much as 70-90% waste savings;**
- **High quality – guided by certification, many aspects of construction quality can be controlled more easily in a factory-built environment e.g. acoustic, durability, fire, security, resilience, structural, sustainability and wellbeing;**
- **Address the growing skills shortage required for conventional construction and the consequent inflationary pressures.;**
- **Diversify the housing market;**
- **Improved delivery - speed and cost.**

External links:

Japan's biggest house builder enters UK market with £90m deal

The Construction Playbook

Modern methods of construction: building on experience (NF88)

Modern methods of construction: who's doing what? (NF82)

National Model Design Code (NMDC)

Planning for the Future

The White Paper emphasises the importance of design quality: ‘Our reformed system places a higher regard on quality, design and local vernacular than ever before, and draws inspiration from the idea of design codes and pattern books that built Bath, Belgravia and Bournville’.



Beechwood Village, Pollard Thomas Edwards. Basildon. A new neighbourhood of over 250 volumetric family houses for sale to people on moderate incomes. Factory-built modular technology offers an outstanding range of consumer choice, creating unique homes, which customers have designed to suit their own needs and aspirations.



Swan NU build factory. Photograph: ©Agnese Sanvito



SLO, South Chase Newhall, Proctor and Matthews Architects. Newhall, Harlow, Essex. These homes were built with modular steel units manufactured by Ayreshire metal from a system called 'Spaceover'. The architects have used the canopies and front entrances as the main architectural feature, providing a high quality applied screen behind which the modular units combine to create deceptively simple houses. Note the very high quality of internal finish that can be achieved with factory modules. Though the 'Spaceover' product is no longer available the design principles are common to other modular steel schemes - see also Murray Grove on page 16.





Hertfordshire
Growth Board

Offsite Manufacture and Modern Methods in Hertfordshire

Why Hertfordshire?

Hertfordshire boasts important construction ability with many major construction firms headquartered here and strong skills in advanced manufacturing and digital technology. Opportunity Hertfordshire Nov 2020 confirmed progress. In 2005 the BRE Innovation Park was set up as a small-scale demonstration of offsite manufacture and went on to showcase, innovative construction and technologies, and low and zero carbon buildings such as Sigma House and Zedpods - first homes for young people and key workers constructed offsite. BRE is supporting Hertfordshire in securing offsite investment.

The 2017 Building Solutions Conference and the Building Solutions document took a construction industry perspective to cover advantages, and challenges with MMC and Offsite.

Since then, a lot more work has gone on: the Herts IQ Offsite Manufacturing Prospectus:

Hertfordshire Offsite Manufacturer Prospectus

and an event with BRE Group CEO Gillian Charlesworth on Hertfordshire Opportunity: Building a Sustainable Future, again bringing under one roof key stakeholders and construction companies.

More recently, members of the County's local authority and affordable housing sector have come together to form the Hertfordshire MMC consortium.



Cole Thompson Anders. Letchworth Garden City, Hertfordshire. Photograph: © Morley von Sternberg. A low-energy addition to Letchworth Garden City built to the code for Sustainable Homes level 4 using pre-fabricated timber panels.



Oxley Wood, Rogers Stirk Harbour and Partners. Milton Keynes. Photograph: Richard Bryant. Built as part of the Design for Manufacture programme Oxley Wood won many design plaudits. The construction is a closed panel timber frame, with insulation and facings boards fitted in the factory. Service including a mechanical ventilation unit were pre-fabricated and delivered in the pyramid shaped roof 'pod'.

The Consortium has committed to:

- **Supporting the LEP in attracting inward investment to create two new manufacturing plants;**
- **Supporting manufacturers to bring forward community benefits in terms of jobs, training and participation in education and development;**
- **Offsite manufacturers such as Donaldson Timber Systems are funding the new West Hertfordshire College MC Course creating 12 Apprenticeships;**
- **Pilots are underway in the county to explore in detail the benefits of MMC using category 1 and 2 manufacturer products.**

How we have defined and - some background

Having quickly recognised offsite construction as part of the solution to the housing crisis, Hertfordshire LEP and Hertfordshire Growth Board produced Building Solutions - A Growth Model for Hertfordshire. The introduction and definition to MMC and Offsite Manufacture it provides is still current in 2022. Building Solutions explained the difference between MMC and Offsite.

MMC refers to the means of construction; Offsite Fabrication takes place in a factory setting. MMC components can be wholly fabricated in a factory setting, wholly fabricated where development takes place, or a combination of the two.

In 2019 the MHCLG (now the DLUHC) regularised and refined the term MMC, by describing the broad spectrum of innovative 'Modern Methods'.



Derwenthorpe, Studio Partington. York. The scheme was named best sustainable project at the AJ Architecture Awards 2017.

External links:

Modern Methods of Construction: introducing the MMC definition framework



Derwenthorpe, Studio Partington. York. This house illustrates the use of modern methods and offsite manufacture. The roof was delivered as a single "cassette" with insulation, waterproofing and tiling battens pre-fixed in the factory. The walls use a method known as thin bed blockwork where highly insulating aerated blocks are bonded together to make the inner leaf of the cavity wall. Note that the whole house can be insulated and watertight, here the windows are already installed, before the external finishes are built up. These methods were used because of the speed of constructing walls and roofs, with the external facing finishes off the 'critical path', and to allow a variety of facings including the base of recycled random-coursed stone walling.

Offsite in Hertfordshire

Good growth and high quality placemaking

Numerically, the national contribution to offsite/MMC appears through the Affordable Homes Programme 2021-26 where Homes England 'strategic partners' are expected to deliver a minimum of 25% of homes through MMC.

HCC is working towards becoming a Homes England strategic partner. In any case, all housing provider partners are expected to focus on promoting significant use of MMC, high-quality sustainable design and working closely with local small to medium-sized enterprises (SME) house builders.

We began this guide highlighting Hertfordshire's insistence on good growth and high quality placemaking. Determined to make real Government's and our own commitment to those goals, in the following paragraphs we show how this will happen in the context of offsite manufacture in Hertfordshire.

The challenge for Hertfordshire is to achieve the efficiencies, economies of scale and certainties secured through consortia and frameworks and at the same time optimise good design and place-making principles.

To 'raise the bar' and to give confidence that the early Hertfordshire Consortium developments are in line with government design policy:

- Strategic developments (over 100* homes) going through planning 2021-25 will be supported by local design review panels. Although many Districts have design review panels, such as Watford, St Albans, Dacorum, those that do not, can use the Hertfordshire County Council Design Review Panel. (*To ensure Hertfordshire Consortium's commitment to delivering exemplary projects, this number will be reviewed over the coming years with the aim that most developments, including those with fewer homes, will be required to go through planning supported by design review panels);
- A post occupancy evaluation (POE) process to evaluate built quality plus a resident satisfaction questionnaire to evaluate lived quality will be put in place, carried out a year after completion of the first homes to allow continuous learning and improvement.

The Herts offsite consortium is working with Donaldson Timber Systems and Elements Europe to open a factory, create a pipeline and produce pattern books.



SLO, South Chase Newhall, Proctor and Matthews Architects. Newhall, Harlow, Essex. Modular units craned into position onto pre-prepared foundations. Note this form of construction is less suitable for constrained or hilly sites. Level access and enough room is needed for the delivery vehicles and cranes and the modular units must be located on a very level base to keep their alignment as units are stacked one above each other. Though the 'Spaceover' product is no longer available the design principles are common to other modular schemes - see also Murray Grove.



Murray Grove, Cartwright Pickard. Hoxton, London. Photograph: © Martin Charles. Construction detailing of the ground floor requires particular attention in volumetric projects as the floor construction itself is at or below ground level and potentially vulnerable to water ingress and thermal bridging (cold spots where the insulation is not continuous).



Murray Grove, Cartwright Pickard. Hoxton, London. Photograph: © Martin Charles. An early volumetric scheme for key workers built by Peabody. The timber and terracotta cladding was applied on site but the volumetric units were delivered with all of the bracketry and fixings necessary to receive the cladding. Internally they were fully fitted out and decorated. The attention paid to detailing and the high quality external materials have ensured that this building retains its appeal twenty years after its construction.

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The Hertfordshire promise

Numbers of offsite homes/ projects being delivered in

Hertfordshire now

Herts Housing delivery pathway

Housing LHN and annualised rates

Delivery issues – housing delivery test

Offsite manufacturers in Hertfordshire

Most consortia such as Communities and Housing Investment Consortium (CHIC), Efficiency North (EN), Efficiency East Midlands (EEM), Procure Plus(PP), the South East Consortium (SEC) were set up for other purposes and then expanded to new build housing including MMC. The Hertfordshire consortium provides an opportunity for manufacturers to move to the County solely to develop new build MMC housing.

Outside Hertfordshire, individual developers established their own manufacturing capability. Examples include Accord (now Greensquare Accord), LoCaL homes who produce timber frames, Legal & General who established a factory in Leeds for homes made from Cross Laminated Timber (CLT) and Swan Housing, manufacturing light gauge steel modular housing and a CLT volumetric system for use in their own and others development programmes (see Who's Doing What).

CHIC offers the following routes to procure MMC:

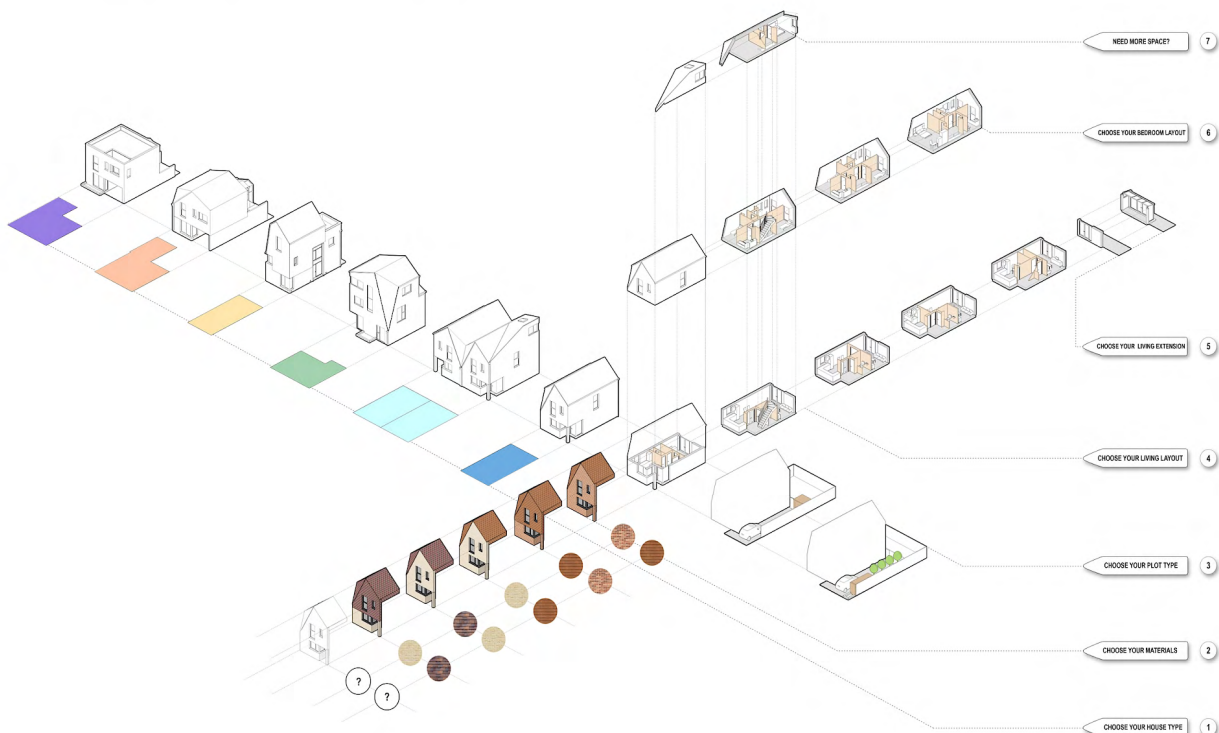
Option 1 - Direct Appointment for a turnkey solution: Members are able to directly call off Elements Europe from the Framework for the development of the site – Elements Europe take on the main contractor role as well as the supply of the modules.

Option 2 – Single Stage Design and Build: The member and their cost and QS team procure under framework mini comp arrangements but develop their own contract documents for the main contractor with Elements Europe or Donaldson Timber Systems as a “named sub contractor / supplier”.

Option 3 Single Stage Design and Build: In this option the member elects to procure with the support of CHIC utilising the already developed frameworks for their range of six MMC suppliers and main contractors frameworks and utilise the established contract documentation.

External links:

[Affordable Homes Programme 2021-26](#)



Beechwood Village, Pollard Thomas Edwards. Basildon. The homes were custom build. This was used as a marketing tool to generate interest and demand and to attract residents to the scheme.

Streamlining the route to delivery

The way a development is procured has a significant impact on the speed and quality of delivery.

Hertfordshire research shows how much time is lost by repeatedly carrying out Public Contracts Regulations (PCR) compliant processes on individual projects: designing tender and performance specifications, identifying minimum financial and other requirements, presenting the tender to the market, responding to queries, and evaluating the submissions. There is also a significant cost to bidders.

Consortia including CHIC, EN, EEM, PP and SEC have already completed Public Contracts Regulations (PCR) compliant procurement of MMC contractors.

Hertfordshire's delivery consortium is working with the Communities and Housing Investment Consortium (CHIC- see fact sheet 6) and can save time by using the pre-procured MMC contractors and in turn speed and smooth overall housing delivery for Hertfordshire. Consortium members of course are free to use other consortium frameworks or manufacturers but as public bodies they will still have to ensure compliance with PCR.

CHIC's MMC delivery frameworks incorporate five manufacturers. Two of them are in discussions to establish a manufacturing base in Hertfordshire: Elements Europe manufacture category 1 modular homes and Donaldson Timber Systems (DTS) manufacture category 2 structural panel systems and category 3 timber frame homes.



ilke Homes. Homes built using a volumetric system where a section of a home is delivered complete with external finishes and internal fittings. Although the dimensions of the volumetric unit are standardised (for manufacture and transportation) a variety of house forms and heights is achievable. The brick cladding is applied in the form of thin bonded brick 'slips' with joints between panels grouted or filled on site: a difficult detail to execute, which sometimes belies the applied nature of the brick slips.

Standardisation in Hertfordshire

The pattern books - in this case standard floor plan layouts - have been tested with members of the consortium for liveability and can be deployed to take some leg work out of development. The notion of liveability has been drawn from housing providers' knowledge, working with housing designers, of customers' needs and management and maintenance practicalities.

Using standard layouts can positively benefit large scale projects, simplify architecture and allow greater emphasis on public realm, landscape and creating a healthy outdoor environment.

Standard layouts will not always be suitable, for example when there are difficult site conditions, or special positive site features to be addressed, or where they do not meet locally defined standards. Using design codes, soon to become integral to planning, is a good way to make sure the standard layouts are right for each site. We are lucky in Hertfordshire to be piloting the best approaches to using design codes with Dacorum Borough Council and can learn together.



Lighthouse by Sheppard Robson. Watford. Photograph: ©Hufton + Crow. One of the Building Research Establishment (BRE) Innovation Park demonstration homes built near Watford. The home uses SIP (structurally insulated panels) and achieved the highest level of environmental performance. The innovations from this prototype home were then applied at scale at Barking Riverside.

External links:

National design guide

Building Better, Building Beautiful Commission

Living with beauty: report of the Building Better, Building Beautiful Commission



Beechwood Village, Pollard Thomas Edwards, Swan Housing Association. Basildon. Constructed utilising MMC at Swan's in-house factory using Cross Laminated Timber (CLT).





Barking Riverside by Sheppard Robson. London. Photograph: ©Simon Kennedy. Large scale application of offsite manufacture at Barking Riverside. Housing Design Award winner in 2013.

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Hertfordshire
Growth Board

A welcoming environment for Offsite Manufacture in Hertfordshire

What we have done:

1. Since the turn of the twentieth century, Hertfordshire has been welcoming innovation. We are following this tradition by creating a favourable context for the next wave of innovation – namely Offsite Construction. We have held conferences, convened groups and consortia, written guides, attracted manufacturing plants, brought forward jobs and training and piloted live projects.

2. Offsite manufacture's inherent benefits are amplified by the Hertfordshire quality promise to assure good growth and high quality placemaking, matching the Government's ambition for excellence.

3. By framing processes with manufacturers and suppliers in co-ordination with local government, tailored to the local context, Hertfordshire expects to smooth the passage of housing delivery through planning and create the most stable possible housing pipeline.

4. Creating a welcoming environment for offsite manufacture and speeding delivery helps Hertfordshire contribute to the urgent need for new homes.

What we are doing next:

Policy Focus

- Creating an enabling policy and delivery environment, using this document to create a platform for debate and knowledge sharing through the Hertfordshire Growth Board;
- Tactical changes to future policy, such as creating wording for agreement that can make OSM a material consideration under certain conditions;
- Design coding and master planning that can support OSM use;
- Create model planning conditions to safeguard quality;
- Create model 106 agreements.

Design and delivery Focus

- Working with the HGB Accelerated Housing strand, carry out a housing site audit to assess site suitability for OSM development;
- Review process for first projects created by consortium, challenging initial designs, evaluating built quality, questioning residents for lived quality etc. Post occupancy evaluation (POE) will be put in place.

Training and communications

- Develop a programme tailored for the distinct groups with timelines, including consortium members, to receive and give training, host visits etc.- recognising different specialisms and experience.



Hertfordshire
Growth Board

Appendix 1

MMC - Q and A

1. What should I think about first when considering MMC, particularly modular construction?

- Understand the benefits and limitations of modularity (See fact sheets 2, 3 and 4). A lot is common sense, (see question 2 for town centre sites). Like any sort of design, there are few limitations. Quality and efficiency are best achieved when details are decided - from the position of soil and vent pipes to windowsill design, well before manufacture. Offsite construction benefits quality by forcing decisions that are sometimes left to the last minute (therefore not properly planned and co-ordinated) to be factored in from the start. In traditional construction, achieving high quality takes a team of people from clerks of works, Building Control officers to site managers, spotting faults, and workers redoing work to bring it up to standard. Costs not normally counted in the building sums but in modular not even incurred because quality is assured offsite.
- Late decisions are more difficult to absorb than with in traditional construction and when they happen, compromise modular's advantages.
- The more repetition, the more efficient and cost effective a building will be at scale. 'Special' features or layouts will lose these efficiencies and add to costs but are as justifiable with modular as with any method if they help to achieve buildings of character that can respond to their context. By developing pattern books, manufacturers offer pre-designed layouts to co-ordinate repetition across sites and deliver efficiencies. Of course, the pattern book layouts will need to offer the same standards of space, light and ease of use as any designs would, to provide decent places for people to live.

2. What should I think about specifically for a town centre site?

- All the phases are shorter than traditional construction. There is an average build out rate of one house a day which means overall, there is less disruption to residents, to traffic and so on. For example, there will be fewer deliveries, less noise, less dirt, shorter street closures, less blocked pavements, less wear and tear caused by heavy lorry movements, less danger to pedestrians etc. Average construction time is reduced by 10% using modular/MMC.
- On the other hand, **for a tight town centre site**, while offsite construction will minimise disruption, some types of MMC may still may not be right. The first thing a modular supplier will do is to check the location - from a practical perspective - to see if it is possible to physically deliver modular units. Are there low overhanging buildings on route to the site? Ordinary site deliveries for any products would always be checked and modular is the same. For example, is there space for a crane?
- As usual the size of the crane and how flexible deliveries could be, would depend on what is being built. The difference is that a modular unit cannot be sliced up; the articulated lorries that bring them are wider than normal ones, the lorry needs to have space to line up with the crane etc. A developer would check a specific site with the supplier. For more strategic considerations, such as whether street widths and turning circles shown on a master plan would need to change to allow the preferred form of MMC, planning officers should contact suppliers directly.
- For a **difficult sloping site** modular should be as possible as any other building. Sometimes a combination of factors such as a steep gradient coupled with a narrow road entrance might make delivery so complex that efficiency benefits are lost.

3. I am in development control and developers tell me modular construction makes inset balconies impossible. Are they right?

- There is no reason why inset balconies are not possible, and it goes back to pre-planning and design. Inset balconies do take up precious usable floor space but that has nothing to do with modular construction. An inset balcony would require a shorter 'special' module, the width of the balcony, for the back apartment wall to line up at the other end. Not efficient as a 'one-off' it could become so with sufficient repetition.
- Projecting balconies or bay windows are achievable but any addition to the maximum module width might need a special convoy escort along the motorway.
- They can be fixed on as separate forms on site but will add to construction time and require separate trades. The bigger problem for projecting balconies, as we approach or aim for Passivhaus (where homes are built to optimise thermal gain and minimise thermal losses) is how to maintain both thermal separation and watertightness.
- Accessible terraces and setbacks in the building form and massing at upper floor levels as well as ground floor setbacks would carry the same limitations, sufficient repetition could make them just as cost effective. Similarly, shops on the ground floor can be done within a module. Usually, length is less of constraint than width (see above).

4. What about materials? In Hertfordshire we are proud of our local vernacular and materials. (Dacorum Strategic Design Guide). I am told modular homes can use the same materials as any others and look like any others. Is this true?

- If there is a difference, it may be that modular homes are too perfect, and we are used to the imperfect and irregular! Precision made modular units with factory-made brick slips as cladding on the outside for homes look unfamiliar because there is no human 'error'. However, good designers are used to making modern materials work in most settings without having to resort to pastiche or use exact replicas of heritage materials.
- To make the modular 'box', modular manufacturers use different materials, either a wooden frame and infill, steel for the frame with post and beam or lattice work in between, or cross laminated timber (CLT) to create the whole unit. But probably planners will be as interested in the external appearance as the box construction. Once the box is made, any sort of cladding can be used although post Grenfell some forms of cladding (such as ACM) can be problematic. Brick 'slips'- which are like brick tiles are common and timber cladding is seen as well. As with any building, the more expensive the materials are, the more expensive the facade will be.

5. What about insulation and other improvements to make homes sustainable? Can modular homes meet Passivhaus standards?

- This is where modular construction really comes into its own. Lowering the amount of heat lost from the building is at the heart of sustainable construction and energy saving. Reducing heat loss relies partly on having highly insulated walls, roofs and floors but traditional buildings fail most frequently at the junctions between them and every time a hole is made in the 'envelope'. Even letter boxes are a famous source of leakage and can seriously undermine the overall 'airtightness' of the building. Quality can be assured for modular units because they are made in advance under factory conditions and are not left to the vagaries of site conditions.

6. How about window positions?

- Modular gives freedom to position windows in as many ways and wherever the designer wants, even 200mm above the floor if necessary. The frame can be easily broken up but the more windows there are the more structure will be needed, relying on steel instead of traditional lintels. Dual aspect on one unit probably works better than with traditional construction.

7. I am worried that the housing layouts are more limited than in other forms of construction. Should I be?

- Several modular developers offer customisable layouts to allow buyers to design their own homes. Within the modular unit itself the possibilities are endless but as always it is a discipline to design good, cost-effective layouts. Combining different unit sizes - 1, 2 or 3 bed homes in one apartment is the same as designing any other project except that here, designers are working with the modular units as the 'building blocks'.

8. Good to know- taller homes

- Because of the way modular units are made, additional costs for higher rooms and better ceiling heights are less than with traditional construction. Overall, the apartment will be taller because rather than using the same plane for the floor and the ceiling, one will always be stacked on top of another. Advantages include far better sound insulation between flats. Additional height might be disadvantageous if they need to be limited for protected heritage views or for other conservation reasons.



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Hertfordshire Offsite Manufacture **Factsheet 1**

27.05.2022

Factsheet 1: The Hertfordshire Consortium

The Hertfordshire OSM consortium is an informal agreement between key stakeholders within the county who share the same goals and ambitions in relation to delivering sustainable homes, that are fit for the future and which contribute to the creation of stronger communities.

The Consortium supports the development of homes that respond to the climate change emergency and the urgent need to meet the targets of Net Zero Carbon by 2050.

Based on these goals and ambitions the Consortium supports the development of new homes through OSM.

Membership of the consortium is made up of the following organisations:

Local Authorities

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

Housing Providers

- B3 Living
- Catalyst Housing Group
- First Garden Cities Homes
- Grand Union Housing Group

- Herts Living Limited (Hertfordshire County Council Wholly Owned Subsidiary)
- Hightown Praetorian Housing Association
- Housing Solutions
- Settle Group
- Thrive Homes
- Watford Community Housing

The Consortium is supported by:

- Hertfordshire Growth Board
- Hertfordshire LEP

The Consortium's impact on Hertfordshire is significant in terms of:

- Positive contribution to the growth and housing acceleration agendas
- Driving green credentials in construction
- Assuring high quality dwellings, with lower cost in use to residents
- Creating a strong pipeline of opportunity to attract manufacturers
- Guaranteeing strong, local delivery capability
- Inward investment to create 2 new manufacturing plants
- The community benefits of jobs, training and participation in education and development



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Hertfordshire Offsite Manufacture **Factsheet 2**

27.05.2022

Factsheet 2: What is offsite manufacturing?

OSM and MMC can be defined as the design, planning, manufacture and pre-assembly of construction elements or components in a factory environment, prior to installation on site at their intended, final location.

For the purpose of the Hertfordshire Consortium we are using the term OSM but essentially OSM & MMC are the same thing.

OSM incorporates a variety of innovative approaches to construct buildings and infrastructure that result in increased efficiencies and improved productivity. This can mean anything from completely modular builds to the prefabrication of individual components,

Bringing a manufacturing mindset to the design and construction of buildings and infrastructure, we adopt a Design for Manufacture and Assembly

(DfMA) approach, which draws on a range of suppliers and systems to design a scheme using manufactured components for ease of assembly on site.

A DfMA solution can deliver improved efficiencies through the use of repeatable components and processes, achieving a higher quality product at lower cost and in less time.

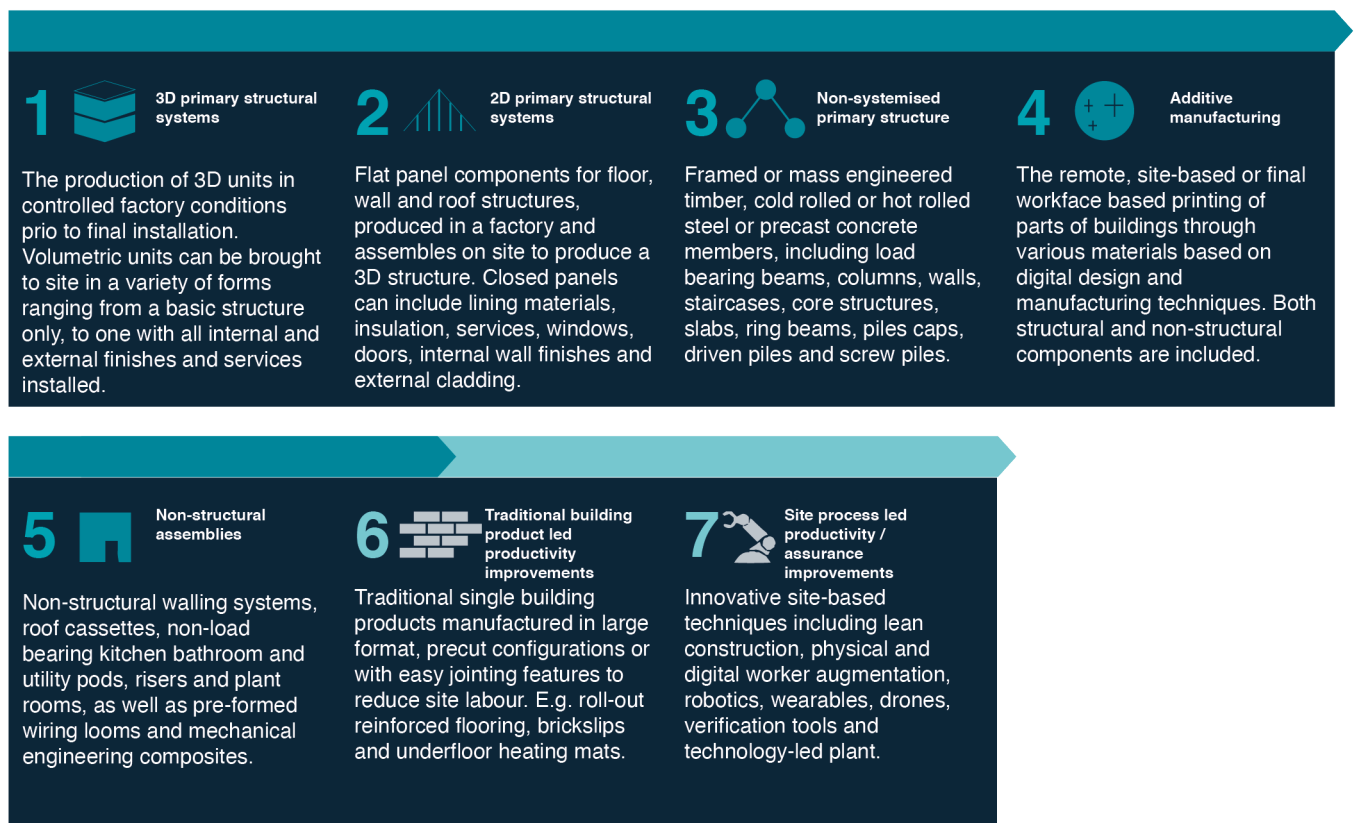
The DLUHC definition is widely considered the best definition & the one which should be adopted across the sector. This is the definition used by Homes England. This uses the following illustration to present the different categories of OSM.

External links:

[The DLUHC definition](#)

[Communities and Housing Consortium \(CHIC\)](#)

The definition framework developed by DLUHC identifies 7 MMC categories



The Hertfordshire OSM Consortium is working in partnership with Communities and Housing Consortium (CHIC) a procurement consortium owned by its over 150 HA and LA members. In turn CHIC is working with Category 1 supplier Elements Europe and Donaldson Timber Systems a primary structural category 2 supplier who can also supply timber frame systems which fall into Category 3.



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Hertfordshire Offsite Manufacture **Factsheet 3**

27.05.2022

Factsheet 3: Why offsite manufacturing?

There are many reasons for using OSM systems, including enabling organisations to work towards the need to:

- Address climate change as a matter of urgency through driving down carbon to net zero
- Reduce construction waste
- Diversify the housing market
- Address the growing skills shortage required for conventional construction and the consequent inflationary pressures

The technologies themselves are becoming better understood and increasingly viable, not just in the materials or construction methods, but by the use of collaborative integrated design tools, a focus on design for manufacture and on whole life cycle cost management.

Climate change and Net Zero Carbon

The Intergovernmental Panel on Climate Change (IPCC) 2021 report provides the starkest warning yet that human activity is changing the Earth's climate in unprecedented ways with some of the changes now inevitable and 'irreversible'. Dramatic and immediate changes are required.

In 2019 Councils within Hertfordshire declared a Climate Emergency which included commitments to do everything within their powers to achieve zero carbon emissions by 2030. By using OSM systems to deliver development programmes, achieving this target will be far easier due to improved construction and performance standards as there is less carbon generated both in construction and in use.

Diversifying the housing market

The Government's Housing White Paper, Fixing our broken housing market, was published in February 2017. It set out 'a comprehensive package of reforms to increase housing supply and halt the decline in housing affordability' identifying a threefold problem of:

- Not enough local authorities planning for the homes they need
- Housebuilding that is simply too slow
- A construction industry that is too reliant on a small number of big players

The White Paper focused on four main areas:

1. Building the right homes in the right places
2. Building them faster
3. Widening the range of builders and construction methods
4. 'Helping people now' including investing in new affordable housing and preventing homelessness

Included in this was a commitment to boost productivity and innovation by encouraging modern methods of construction in house building. Support will be provided for the development of OSM/MMC, generating the confidence for the private sector to invest in new capacity.

To ensure that the construction industry is in a fit state to deliver the house building capacity that England requires, the Government commissioned the Farmer Review of the UK Construction Labour Model (2016).

External links:

[Fixing our broken housing market](#)

[The Farmer Review of the UK Construction Labour Model](#)

Factsheet 3: Why offsite manufacturing?

Future Homes Standard

The Future Homes Standard is coming in 2025 and will be a big step towards the government's aim of net zero carbon by 2050. We will first see an uplift of current standards through amendments to the Building Regulations with new interim Approved Document L and F published plus a new Approved Document O covering overheating.

These new standards will come into force in June 2022 with the aim of reducing carbon emissions from new homes by 31%. There will be a 12 month transition period, i.e. any applications received before this date must start work by June 2023. Applies to individual buildings (houses or blocks of flats).

A full technical specification for the Future Homes Standard will be consulted on in 2023 which will result in another amended Approved

Document L, with the necessary legislation introduced in 2024, ahead of implementation in 2025.

At this point there will be no fossil fuel heating in new 'zero carbon ready' homes which will emit 75% less carbon than homes built to current standards. Zero carbon ready means no retrofit.

Still not sure you should specify OSM / MMC

We assert that the drive toward MMC is clear, we have chosen to work with the CHIC and through them Donaldson Timber Systems and Elements Europe to invest in Hertfordshire. We urge you, please speak to our partners and let them tell you why MMC/OSM.



The Paintworks, Stride Tregolwn. Bristol ©Stride Tregolwn / Tom Bright

Factsheet 3: Why offsite manufacturing?

Images inherited from HGB document.

- Top right photo of St Jude's Meadow, Milton-Under-Wychwood is not MMC/offsite construction.

HGB: check permissions for the 2 top images from HGB document and possibly replace.



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St Alban's Park, Windy Nook, Gateshead. Constructed by Vistry Partnerships, as part of the Gateshead Regeneration Partnership. Photograph: © Helen Smith.

Timber frame properties. Wall components, spandrel panels and trusses were manufactured offsite and lifted into place.



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Hertfordshire Offsite Manufacture **Factsheet 4**

27.05.2022

Factsheet 4: What are the benefits of using OSM?

The key advantages of utilising OSM are shown below but first, here are some key points to help the reader access those benefits:

Key to realising the benefits

Early engagement between the client, design team, contractor and OSM Supplier, the earlier the better.

Early engagement will:

- Assist with initial feasibility and viability appraisals
- Assist with value engineering to improve costs through design development
- Assist with SAP Calculation improvement
- Reduce build duration = reduce build costs
- Save on foundation design and costs
- Enable the house/scheme to be designed for less waste
- Enable a quicker return on capital outlay

The benefits of OSM

Speed: OSM projects can save anything from 30 to 50% of construction time. Offsite construction can significantly reduce the site programme, as components and assemblies can be manufactured concurrently in multiple locations.

Unaffected by weather conditions (60 to 90% of the construction is completed inside a factory) or other trades, factory assembly provides certainty of delivery. Installation is also much faster and all associated travel implications for secondary materials and labour can be vastly reduced, improving site logistics.

Safety: OSM improves efficiency and productivity, allows significant use of automation and appropriate tools and handling methods. This offers an opportunity to address some of the fundamental causes of accidents, including lifting and falls from height, by

reducing the number of trades on site, reducing the need for scaffolding, as well as reducing manual handling and materials storage.

Sustainability: The use of OSM has a direct impact on the sustainability and carbon content of a project, both in construction and in use, due to more rigorous and fundamental design procedures, factory quality control, higher degrees of air tightness, and fewer transport loads.

50% of waste produced in the UK comes from construction. By constructing building elements at a fixed facility, onsite waste can be virtually eliminated, below 1% of the total in comparison with traditional construction which typically varies between 18% and 22%. Any waste produced can be controlled and recycled. Careful programming ensures efficient production and units can be designed to maximise the use of space in delivery vehicles, reducing carbon emissions. Site noise and dust produced by onsite cutting and cleaning can also be removed.

Quality: When you have more thorough processes and are carrying out those processes in a regulated, dry and easily accessible environment, it is much easier to control the quality of the end product. This results in increased levels of accuracy and reduced defect variability, flaws are caught at the source, greatly minimised, and fit and finish are improved leading to a reduction in whole life costs.

Cost: Early engagement with specialist contractors to produce an advanced design earlier in the process drives out risk allocations and leads to improved cost predictability. The use of standardised components can give economies of scale, particularly when consistently applied beyond a single project. Rapid delivery also provides financial benefits, improving cash-flow and offering developers a faster return on investment.

Factsheet 4: What are the benefits of using OSM?

Reduced disruption: OSM methods not only minimise the amount of time spent on-site, but they also minimise the amount of space necessary for car parking, welfare facilities, and materials storage. This has a direct influence on the neighbourhood, as traffic movements are minimised and inhabitants and users of the area are disturbed less. This is especially useful in contexts where community stakeholders are more vulnerable to the influence of building activities, such as hospitals, schools, or highly populated neighbourhoods.

Predictability: As a direct result of using OSM tactics on a project, the risk of unforeseen events affecting the project's schedule or expenses is reduced, boosting project certainty and ensuring project completion on time and on budget. This could have significant project benefits where opening dates are critical to a project's performance, such as student housing, where if the September access date is missed, occupancy levels may not be maximised for up to a year.

Better build performance and lower defects: The performance of the buildings is more predictable, and there are fewer defects, both initially and over time, due to the more robust design process, manufacturing assembly, and better quality control methods accessible within all sorts of OSM procedures. Fewer defects reduce on costs and friction with occupiers. OSM homes achieve a circa 37% better thermal performance than current Building Regulations. It's always difficult to compare two dissimilar buildings, however in long-term OSM programmes estate maintenance expenses were one third lower.

Improved social value: There are numerous advantages to shifting work away from the construction site, whether it is because factory jobs are safer and more sustainable, or because the less peripatetic nature of factory

employment provides employment opportunities to individuals with caring responsibilities or disabilities due to the fixed location nature of factory employment.

Productivity and resources:

Productivity within manufacturing is significantly higher than the construction industry. A reduction in the number of workers required on site and access to a significantly wider labour pool away from site, reducing the number of people on subsistence during the working week.

Lower costs in use: Lower running costs due to higher building performance. The use of Building Information Modelling (BIM) software which is a database that tracks the unit from its original design through to occupation, information which can be shared with stakeholders and therefore has the potential to improve stakeholder confidence in the system and make management of the homes easier and more efficient.

Greater flexibility and reuse: OSM buildings can be disassembled (and, in the case of modular, can be relocated or refurbished for new use), reducing the demand for raw materials and minimising the amount of energy expended to create a building to meet the new need.

Better engineered building and BIM: Pre-Manufactured Construction (PMC) relies on advanced BIM for visualisation to assess the energy performance and identify the most cost-effective efficiency measures. PMC is ideal for the use of this technology where the construction process is already a collaboration of systems, materials and people—much like the software itself.

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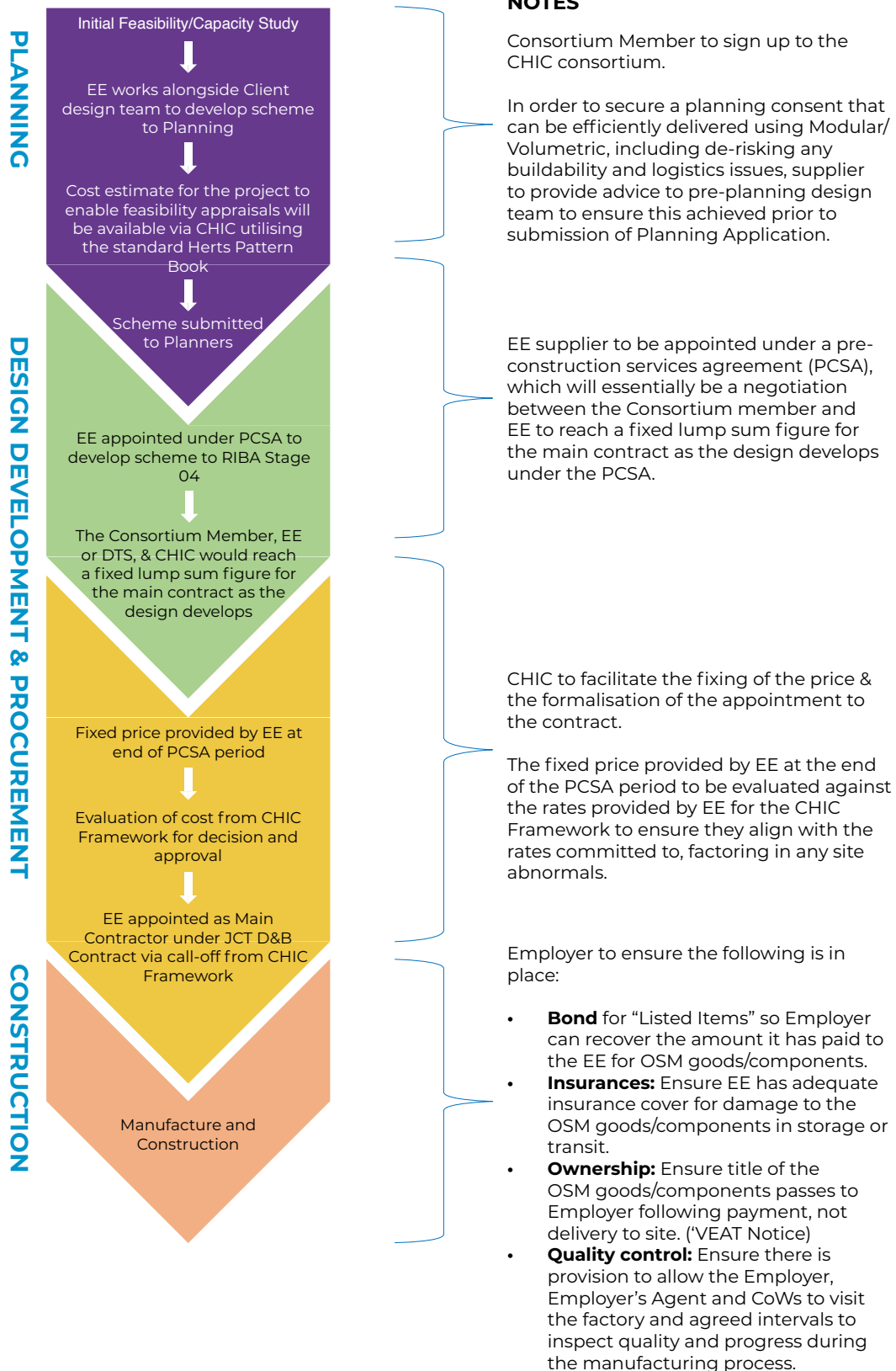
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Hertfordshire Offsite Manufacture **Factsheet 5**

27.05.2022

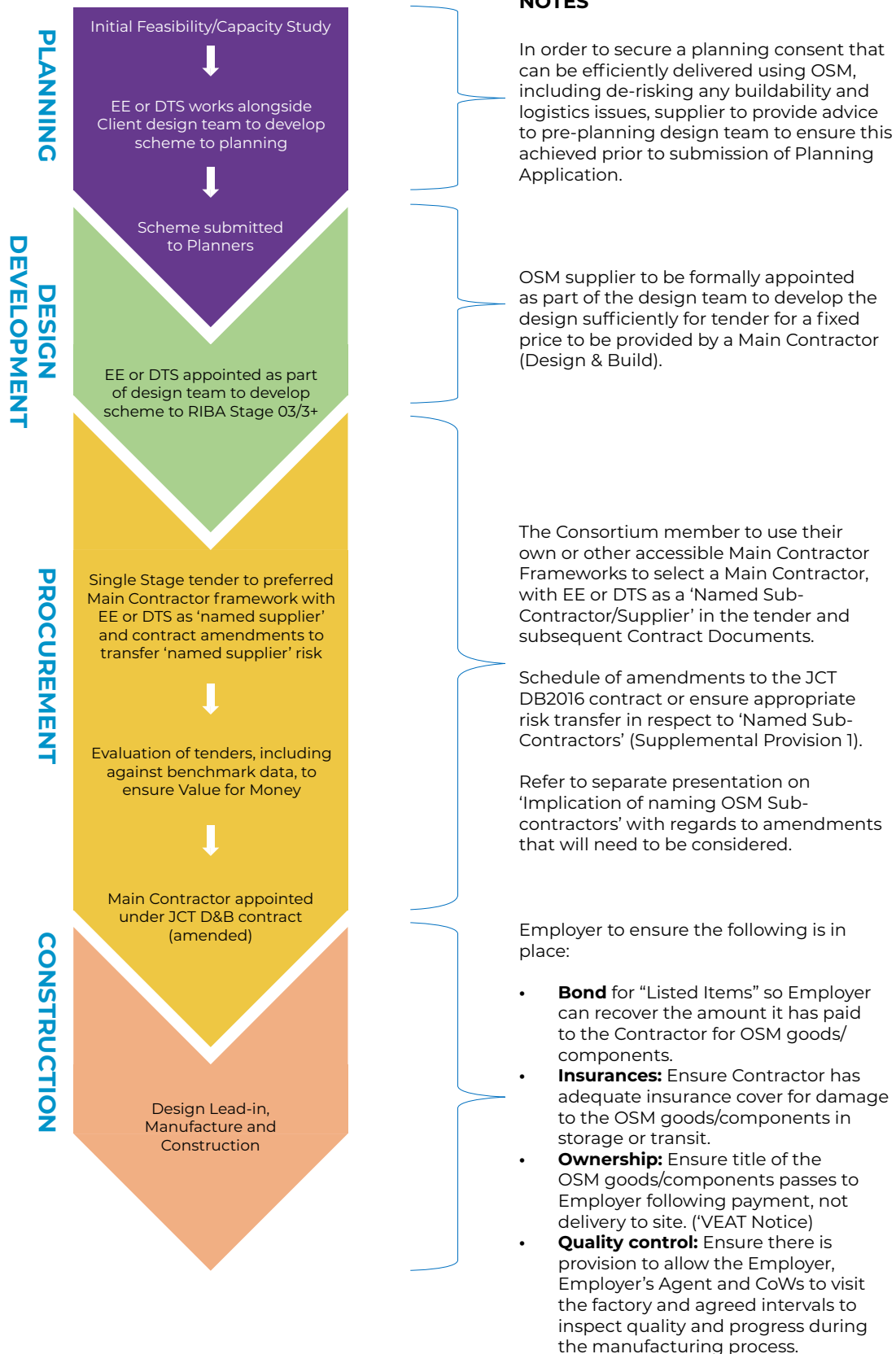
Factsheet 5: OSM in Hertfordshire

Option 1 - Direct appointment / negotiated (EE only)



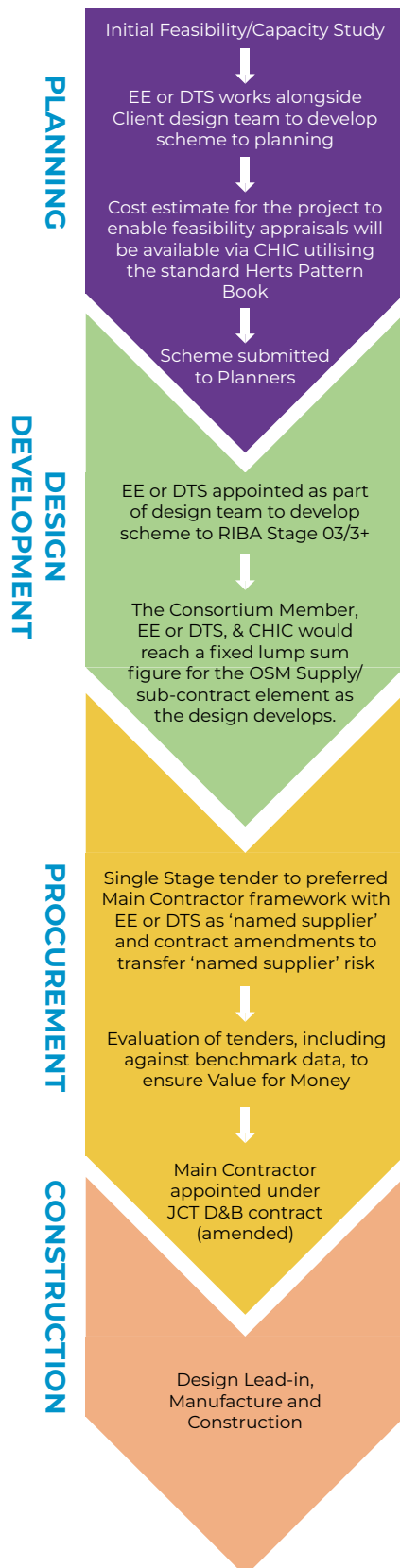
Factsheet 5: OSM in Hertfordshire

Option 2 - Single Stage Design & Build



Factsheet 5: OSM in Hertfordshire

Option 3 - Single Stage Design & Build (CHIC)



NOTES

Consortium Member to sign up to the CHIC consortium.

In order to secure a planning consent that can be efficiently delivered using OSM, including de-risking any buildability and logistics issues, supplier to provide advice to pre-planning design team to ensure this achieved prior to submission of Planning Application.

OSM supplier to be formally appointed as part of the design team to develop the design sufficiently for tender for a fixed price to be provided by a Main Contractor (Design & Build).

CHIC to facilitate the fixing of the price for the OSM supply/sub-contract element for inclusion in tender documents.

The Consortium member to use their own or other accessible Main Contractor Frameworks to select a Main Contractor, with EE or DTS as a 'Named Sub-Contractor/Supplier' in the tender and subsequent Contract Documents.

Schedule of amendments to the JCT DB2016 contract or ensure appropriate risk transfer in respect to 'Named Sub-Contractors' (Supplemental Provision 1).

Refer to separate presentation on 'Implication of naming OSM Sub-contractors' with regards to amendments that will need to be considered.

Employer to ensure the following is in place:

- **Bond** for "Listed Items" so Employer can recover the amount it has paid to the Contractor for OSM goods/components.
- **Insurances:** Ensure Contractor has adequate insurance cover for damage to the OSM goods/components in storage or transit.
- **Ownership:** Ensure title of the OSM goods/components passes to Employer following payment, not delivery to site. ('VEAT Notice')
- **Quality control:** Ensure there is provision to allow the Employer, Employer's Agent and CoWs to visit the factory and agreed intervals to inspect quality and progress during the manufacturing process.



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Hertfordshire Offsite Manufacture **Factsheet 6**

27.05.2022

Factsheet 6: Why CHIC?

The Hertfordshire OSM consortium has partnered with an established procurement consortium to facilitate members in accessing a compliant route to market should they wish to utilise it. The framework is the Communities and Housing Investment Consortium (CHIC).

CHIC is a member owned procurement and asset management consortium providing compliant procurement solutions, contract and commercial management support and added social value. CHIC has over 150 members including 39 local authority members.

CHIC's legal advisors, providing members with reassurance regarding the structure of the frameworks and the framework contracts are sector leading solicitors Trowers and Hamlins.

Why CHIC?

CHIC offers a comprehensive suite of PCR2015 compliant contracts and frameworks which is continually evolving. As our membership has progressively grown, so has the need for a more diverse suite of options to meet project requirements.

Who are CHIC?

CHIC is a not-for-profit consortium of affordable housing landlords, saving its members money through collaborative procurement. It has grown from 7 founding members to 148, who own more than £1.7 million homes across the Midlands, South and South Wales. CHIC is governed by a Board of Directors drawn from its members. It is free to join and open to any housing association, public sector body or charity. Members can use as few or as many of our services as they choose. Focussing on the provision of development, regeneration, asset management, repairs & maintenance services and materials supply, CHIC has built a comprehensive range of Public Contract Regulations (PCR) compliant contracts, frameworks and most recently introduced PCR compliant Dynamic Purchasing solutions to our members.

CHIC services fall under nine categories: [External links:](#)

- Newbuild Development (BuildSmart) – access to contractors and consultants for all newbuild projects, including MMC and turnkey.
- Dynamic Purchasing System (DPS) enabling members to run a PCR2015 compliant tender at any stage of the development process.
- Materials and Merchants
- Decarbonisation and Renewables
- Building Safety and Compliance
- Capital and Planned Investment
- Professional Services
- Technology Solutions
- Facilities Management

What is BuildSmart?

BuildSmart offers CHIC's members the opportunity to secure efficiencies in the development process.

We do this by:

- Consortium level collaboration
- Aggregated volume
- Standardisation of core products/design
- Supply chain engagement
- Utilisation of a proven materials supply chain
- Embracing modern methods of construction

With more than 100 years of production experience, BuildSmart's offsite manufacturers bring competitively priced, proven long-term manufacturing capability to consortia members.

Factsheet 6: Why CHIC?

BuildSmart offers Public Contract Regulations (PCR) compliant contracts and frameworks for modular, advanced timber frame and if those approaches are not appropriate, traditionally constructed homes. Standard designs and documentation work with the proven materials supply chain, to drive down the cost of new homes whilst improving the speed of delivery and quality standards at handover. Bespoke designs can also be delivered.

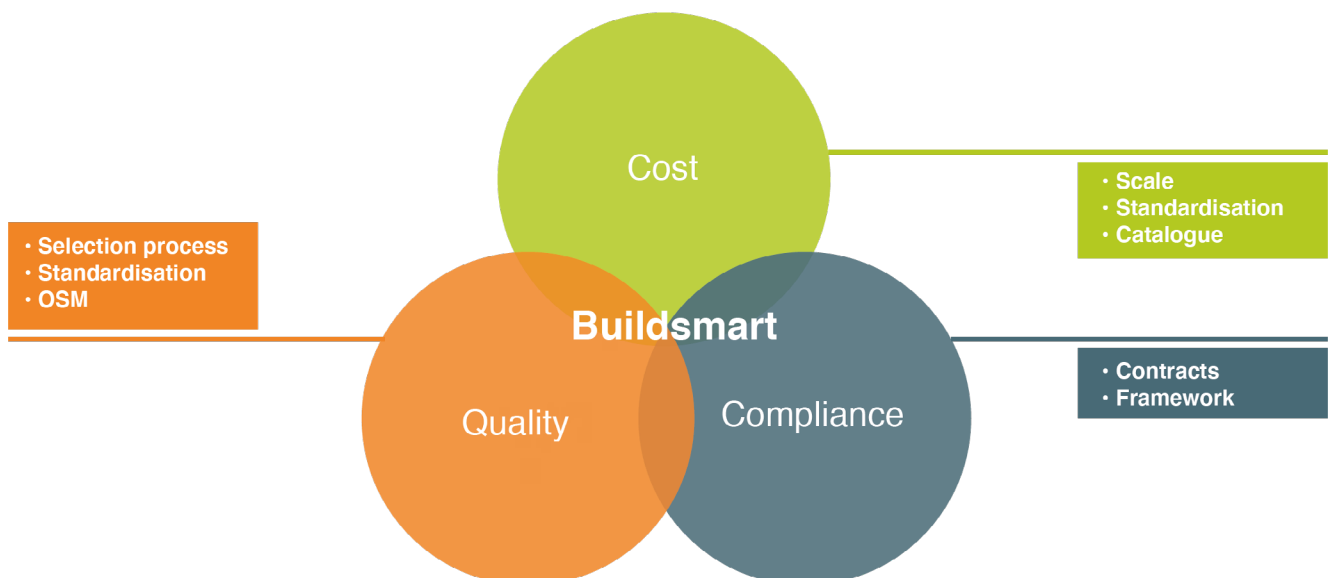
This approach drives continuous improvement and is good for the environment, creating low-carbon homes and reducing waste in the production process. BuildSmart also addresses construction industry skills shortages by moving more housing production into a controlled, efficient manufacturing environment. This helps to reduce defects too.

Offsite manufacturing (OSM)

CHIC has procured contracts with a number of OSM providers to offer members low cost options to quicker and environmentally friendly building solutions. BuildSmart offers a compliant collaborative procurement solution, using common supply chain, standard house type designs and coordinated material supplies. Members can directly access any of our long term contracts, which all provide procurement compliance.

What BuildSmart offers:

- Fully managed, PCR compliant turnkey solution
- Unique fully factory-finished volumetric homes
- Advanced Timber frame solutions
- Standardised house types based on efficient module sizes
- Flexibility allows bespoke designs
- Quality-controlled processes and documentation
- Superior fabric performance and inherent high quality
- Predictability of time/cost/quality
- Access to CHIC materials and market knowledge
- Transparent costing matrix - types and options
- Reduced fuel costs for occupiers
- Reduced waste in the production of new homes
- Addresses skills shortages in the construction industry through factory manufacture.



Agenda Pack Page 77

Factsheet 6: Why CHIC?

How BuildSmart works

- BuildSmart combines sector order book to deliver high quality homes quickly and cost effectively
- Collaboration between members to assemble a large-scale development pipeline
- Standard house types and documentation
- Long-term supply contracts with modular and timber frame manufacturers
- A main contractor framework (DPS), to manage all types of schemes, including traditional construction
- Consultant frameworks (DPS) for architects, client representatives and principal designers
- A tried and tested materials supply chain
- Standard House Types

A key part of BuildSmart is a set of standard house types that can be efficiently manufactured and built in large numbers. The design of the range has been overseen by a panel of CHIC members to offer the most frequently needed accommodation for rent and sale and optimised for factory production. The BuildSmart architects will plot the standard types, using the various exterior and façade treatments to meet local planning requirements.

All house types are compliant with:

NDSS – Nationally Described Space Standards

LDHG – London Housing Design Guide Standard

Part M – Building Regulations Approved Document Part M

DQR – Welsh Government Development Quality Requirements

Social value

Social Value is at the heart of all CHIC's procurement frameworks. By building social value into every contract, we ensure consistent, measurable and meaningful social value outcomes, delivered through the following initiatives:

- CHIC contractual apprenticeships – all CHIC procured contracts where the annual turnover is more than £1m, will be expected to deliver apprenticeships and training
- CHIC Community Chest – CHIC will provide small grants to support local projects being promoted in the communities our members support
- CHIC Employment Sponsorship – CHIC will work with and financially support Local Employment Groups (LEG's) in the main regions of CHIC's active members, to secure permanent employment for people who are disadvantaged or distant from the workplace
- CHIC promotes annual awards for apprentices and trainees



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Hertfordshire Offsite Manufacture **Factsheet 7**

27.05.2022

Factsheet 7: Why Donaldson Timber Systems?

Timber frame

Modern timber frame structures are precision-engineered, strong and durable. The build method relies on a factory manufactured timber frame as a means of structural support - carrying the loads imposed by the floors and roofs - before transmitting them to the foundations, which can be built at a lower cost due to the buildings being lightweight.

The construction of timber frame based structures utilises factory manufactured wall panels, floor and roof panels. The systems used are classified as either open panel, insulated or closed panel. These panels can include the wall insulation pre-fitted and can include the pre-fitting of doors, windows and service zones for onsite installation of M&E works.

Timber frame currently accounts for around a quarter of all new homes being built in the UK. This build method is utilised by every sector of the construction industry including social housing providers, due to timber frame's superb environment credentials, as well as being quick and easy to construct.

Timber frame is the primary method of housebuilding across the globe, in Scotland timber frame accounts for over 90% of all new housing. Uptake is on the increase in England and Wales as businesses seek a high-quality offsite solution that helps them meet their programme and budget requirements whilst providing an exceptional answer to the carbon challenge.

Open-panel

Timber frame open panel systems, are structurally engineered panels that form the inside load-bearing leaf of the external wall, comprising studs, rails, sheathing on one face and a breather membrane. The open panel system is made from treated softwood timber framing, over which a structural sheet material of either Ply or OSB board is fixed. Depending on the system,

U-values ranging from 0.26 down to 0.15 W/m²K, can be achieved. With higher environmental credentials clients are rapidly moving to specify closed panel.

Closed-panel

Timber frame closed panel systems are made from studs, rails and insulation, with sheathings and/or linings on the faces of the panel. A vapour barrier is also provided on the warm side of the insulation and a breather membrane on the outer face of the panel. If desired, closed panels may also include fitted windows and internal service zone battens, for ease of installation and construction. U-values from 0.25 right down to 0.10 W/m²K can be achieved. These solutions have been designed to deliver excellent thermal and airtightness properties and are ideal as the basis of a modern energy efficient home.

Who are Donaldson Timber Systems (DTS)?

Established in 1975 Stewart Milne Group became part of DTS in 2021. DTS aim to provide quality build systems that meet clients' expectations in terms of cost, delivery and innovation. DTS have unrivalled expertise in the sector since 1860.

DTS are a leading offsite timber frame specialist providing precision made timber frame structures to house builders, developers, contractors and housing associations across the UK. They are one of the most recognised brands in the sector, with a heritage of innovation, offering our customers a diverse portfolio of build systems including the market-leading Sigma® II advanced build solution.

They have a reputation for being awarded repeat business from key clients based on service and technical expertise and have successfully delivered projects up to £15m in value throughout the UK.

External links:

Donaldson
Timber Systems

Factsheet 7: Why Donaldson Timber Systems?

DTS operate throughout the UK and have three manufacturing plants in Witney, Aberdeen and Falkirk and regional offices in Glasgow and Milton Keynes. DTS are passionate about the environment and work hard to reduce the impact that the business has on the planet.

Knowledge base

DTS have provided solutions to housing developers in the affordable housing construction market for many years. Their building systems have been developed with flexibility and choice in mind to enable affordable home builders to buy, dependent upon their own key drivers whether cost, speed of build, building performance or a combination of all.

Investing in Hertfordshire's future workforce

DTS are proud to be investing in the future of Hertfordshire and in September 2021 went live in partnership with West Herts College with an MMC Course funded by DTS. DTS are putting 12 Apprenticeships through the course. This demonstrates DTS's commitment to Herts & upskilling the local workforce.

Housing portfolio

DTS's portfolio of residential solutions is extensive, having delivered homes across a spectrum of house types and tenures, ranging from detached family homes to multi storey dwellings. Whether it be for a local authority, housing association or the open market DTS has the experience to deliver.

All frames and panels are manufactured offsite in a factory environment before being delivered to site ready to install. The offsite manufacturing process guarantees a higher standard of quality and a streamlined process leading to reduced build programmes and a reduction in waste during construction.

House designs - A collaborative approach to the development of standard house type designs and details. Flexibility is key, DTS can create frames and panels to suit any design suitable for a range of external finishes, roof designs, and window styles.

DTS can provide:

- A full supply and install service;
- An assisted supply only service; or
- Be the supplier of the systems for you to install.

DTS systems

DTS's portfolio of timber frame wall panel building systems, complete with the reassurance of compliance with building regulations and technical standards, offer effective solutions to meet the challenges of build speed, fabric performance, building design and cost. They have a range of award-winning systems tailored to suit a variety of performance needs. With a choice of open panel or closed panel construction, they can design their timber frame houses to meet clients' precise requirements.

Factsheet 7: Why Donaldson Timber Systems?

THE SYSTEMS

3 systems offered:

Alpha - An open panel solution

Delta - A factory insulated panel system

Sigma® II - A higher level of prefabrication offering improved levels of assured performance, the same potential performance as Passivhaus.

Alpha – An open panel solution, the most cost-effective system. This system is designed to meet the needs of low-to-medium rise house building, fully tested on large volume housing projects. Available as a supply and install service or supply only service depending upon individual client needs and requirements.

Key Features

- Open wall panels
- Wall U-Values ranging from 0.32 to 0.14 W/m²K
- Airtightness ranging from 5.0 to 3.0 m³/h.m²@50Pa
- Thermal bridging ranging from 0.08 to 0.03 W/mK
- Range of internal build-ups available to suit your specific requirements
- Chipboard or OSB clad floor cassettes
- Roof trusses or pre-insulated cassettes
- Ground level roof assembly

Delta - A factory insulated panel system offers a higher level of thermal performance and quality, reduces on-site activities and site waste. Available as a supply and install or supply only service depending upon individual client needs and requirements.

Key Features

- Pre-insulated rigid insulation wall panels
- Reduces thermal bridging
- Wall U-values ranging from 0.27 to 0.13 W/m²K
- Airtightness ranging from 5.0 to 3.0 m³/h.m²@50Pa
- Thermal bridging ranging from 0.08 to 0.03 W/mK
- Range of internal build-ups to suit specific requirements
- Chipboard or OSB clad floor cassettes
- Roof trusses or pre-insulated cassettes
- Ground level roof assembly
- Floor cassettes wrapped, air sealed and insulated
- Range of wall width and external finishes
- Roof trusses or factory made roof cassettes
- Potential to air test, immediately after kit erection
- Principle service routes preformed in floor cassettes

Factsheet 7: Why Donaldson Timber Systems?

Sigma® II - A higher level of prefabrication offering improved levels of assured performance, award-winning, BOPAS and BBA approved, closed panel Sigma® II Build System is the robust and effective solution to achieving high levels of fabric performance. Excellent thermal performance and airtightness, the Sigma® II Build System offers reduced material and labour costs by using conventional materials in a more innovative manner. A market leading system that is utilised on large volume housing projects only available as a supply and install service to allow full responsibility for the quality and integrity of all site-fitted works.

Key Features

- | | |
|--|--|
| <ul style="list-style-type: none">• Fully insulated closed wall panels• Service cavity pre-fitted• Built-in airtightness detailing and pre-fitted seals• Floor cassettes edge wrapped and insulated• Wall U-Values ranging from 0.26 to 0.13 W/m²K• Airtightness ranging from 5.0 to 2.0 m³/h.m²@50Pa• Thermal bridging of 0.04 to 0.02 W/mK• Chipboard or OSB clad factory made roof cassettes | <ul style="list-style-type: none">• Chipboard or OSB clad floor cassettes• Roof trusses or pre-insulated cassettes• Ground level roof assembly• Potential to air test, immediately after kit erection• Option to air-test immediately after frame erection• Principle service routes preformed in floor cassettes |
|--|--|
- DTS HAS:
BOPAS in place – 60 years
BBA in place – only MMC supplier who does.

Factsheet 7: Why Donaldson Timber Systems?

Building information modelling (BIM)

DTS's offsite factory produces housing portfolio options, uses state-of-art BIM software offering Developers and Designers pre-made BIM Objects. BIM Objects use three-dimensional design and on-time information sharing, offering an effective solution for handling the organisation and budget challenges of today's complex construction projects.

BIM will help projects by:

- Increasing certainty at early stages of development – time, cost and quality.
- Improving accuracy in materials scheduling reducing costs and increasing time certainty
- Reducing design time and cost
- Reducing traditional estimating, quantity surveying and scheduling times.
- Providing ideas for developers and designers to develop into projects
- Providing on time transparent information sharing regarding the projects progress.
- Improving accuracy in design

Note: Diagram inherited from HGB document. HGB to provide original / high resolution image.



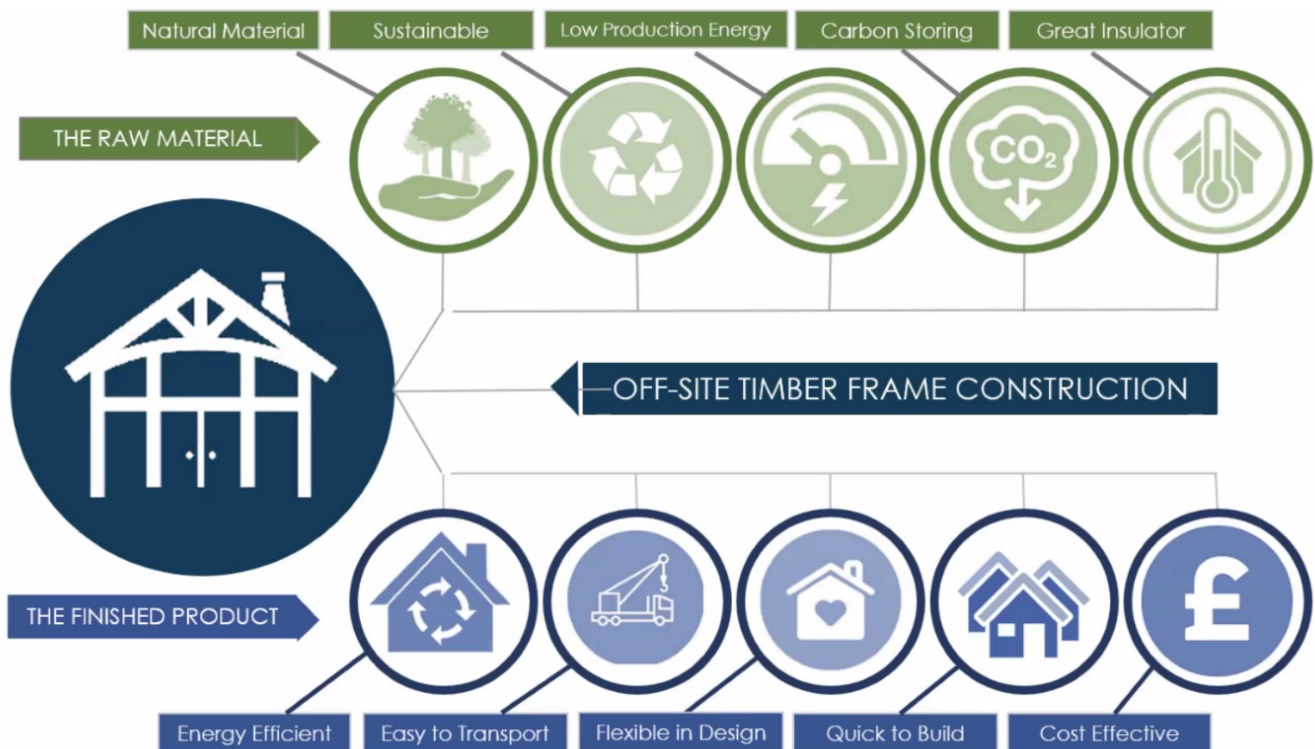
Examples of Timber Systems House

Factsheet 7: Why Donaldson Timber Systems?

Sustainability

Wood is a natural, renewable and sustainable material for building, with a lighter carbon footprint than steel or concrete, providing sustainable building solutions.

- Maximizing wood use in both residential and commercial construction will remove millions of tons of CO₂ from the atmosphere annually. 0.75 tonnes of CO₂ removed from the atmosphere for every cubic metre of timber used.
- Wood stores carbon and, with the least embodied energy of all major building materials, it requires less energy from harvest to transport, manufacturing, installation, maintenance and disposal or recycling.
- Harvesting and replanting increases the forests' carbon sink potential as the rate of sequestration is greater during young, vigorous growth.
- Active forest management, or forest thinning, mitigates wildfires, cuts carbon emissions, expands wildlife habitats, and creates jobs in rural areas.
- 100% of waste timber is recycled or re-used.
- Every timber frame building we produce for our clients is a fabric-first low carbon building.
- DTS's offsite solutions have lower embodied carbon than masonry.



Note: Diagram inherited from HGB document. HGB to provide original / high resolution image.

Factsheet 7: Why Donaldson Timber Systems?

Net Zero Carbon

Using timber in construction is so important to help meet the net zero carbon targets set by government and industry bodies alike. Building sustainable homes is a key focus. Converting timber into a workable construction product uses far less energy and creates far less pollution than other primary materials such as brick and blocks, steel and concrete. Low carbon housing will help meet future energy needs and have a positive impact on addressing climate change issues.

Sigma® II homes have 6% less embodied carbon (4tCO₂e) than a PV Solution. Timber Frame has 30-45% less embodied carbon than masonry. Timber frames draw in carbon from the atmosphere and store it, with the largest potential for this achieved in external walls, intermediate floors, and roof structures.

In fact, on average, replacing just one cubic metre of concrete with timber in construction can save a tonne of CO₂ emissions. It takes very little energy to convert the wood from trees to the timber used in building. This means that the embodied energy in timber is low. Indeed, it is the lowest of almost all common building materials. Timber continues to perform well when compared directly with other materials.

Life cycle studies of timber frame homes show that they significantly outperform alternatives – timber saves about 40% of carbon emissions in comparison to concrete and about 30% compared to steel. According to the Committee on Climate Change, 'Using wood in construction to displace high-carbon materials such as cement and steel is one of the most effective ways to use limited biomass resources to mitigate climate change.'



Note: Diagram inherited from HGB document. HGB to provide original / high resolution image.

Factsheet 7: Why Donaldson Timber Systems?



Using wood in construction is a cost-free solution to carbon capture – reducing CO₂ in the atmosphere.



More trees are planted and the size of the European forest carbon sink continues to grow.



Trees capture CO₂ from the atmosphere and store it as carbon.



Mature trees are harvested and their carbon is captured and stored in buildings and other wood products.



Using wood instead of other materials saves CO₂ emissions, through carbon captured and stored in the wood product and avoidance of alternative CO₂ intensive materials.



One of the simplest ways to capture carbon and reduce CO₂ in the atmosphere is by increasing the use of wood in construction.

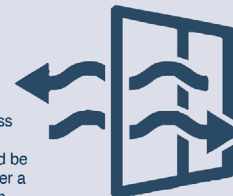
U-VALUES

The primary factor in any buildings thermal performance is the U-Value of the walls, floors and roof. We have a range of open and closed external wall panel options, with U-Values ranging from 0.32 to 0.13 ensuring we can provide a timber frame solution to suit any project specific requirements.



THERMAL COMFORT

Where low levels of airtightness are specified, the ventilation strategy for the building should be considered, which can be either a mechanical or passive solution.



AIR TIGHTNESS



Our range of open and closed wall panel solutions can be specified to achieve any level of air-tightness performance down to 3. Air-tightness values less than 3 are feasible, we can provide specialist advice.



STRUCTURE

All our build systems are structurally designed by certified structural engineers to comply with both regulatory requirements and your project specification and preferences.

THERMAL BRIDGING

All our systems meet the minimum thermal bridging requirements with SAP and accredited construction details. We can provide PSI values for the majority of our systems from our libraries.

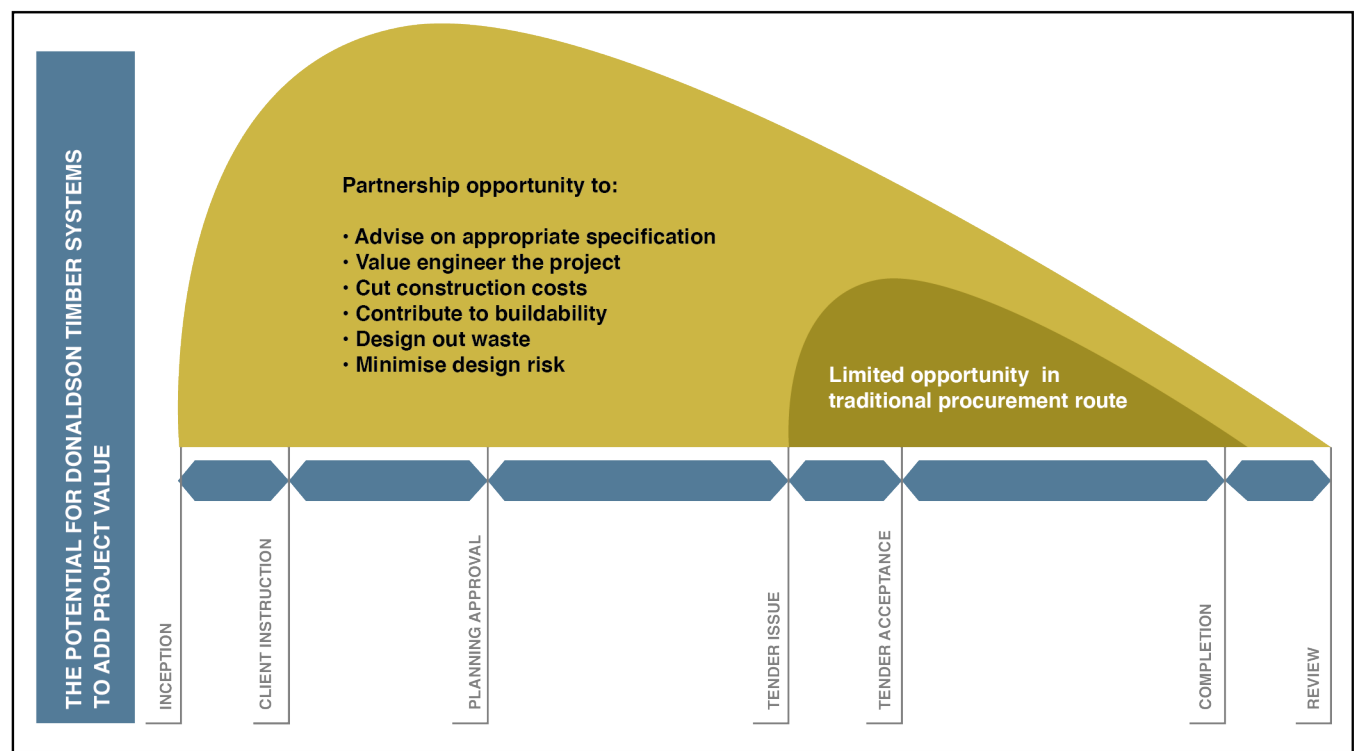


ACOUSTICS

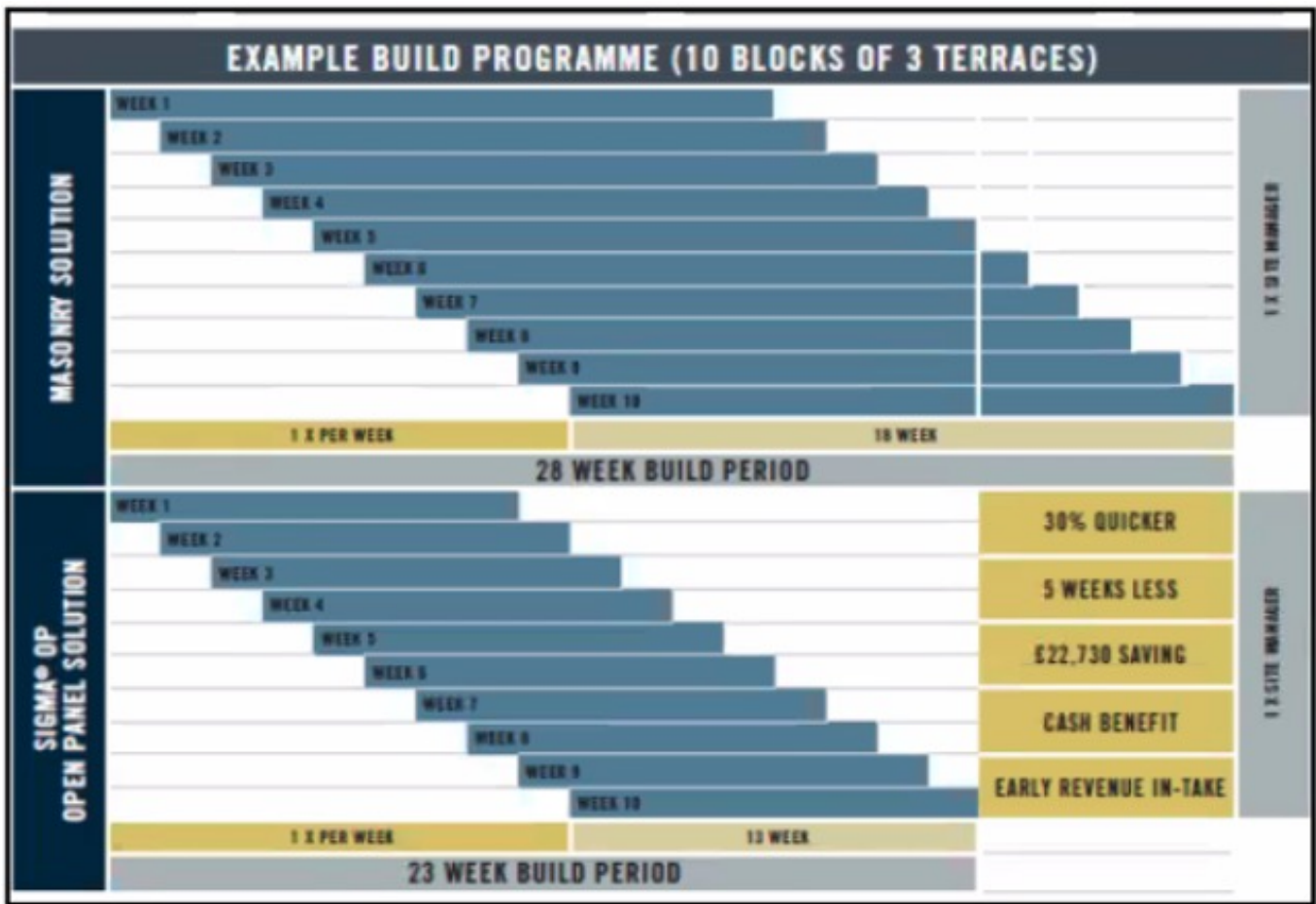
Timber frame solutions for separating walls and floors can be designed to achieve, and exceed all current and future requirements for acoustic performance.



Factsheet 7: Why Donaldson Timber Systems?



Note: Diagram inherited from HGB document. HGB to provide original / high resolution image.





Hertfordshire
Growth Board

Hertfordshire Offsite Manufacture **Factsheet 8**

27.05.2022

Factsheet 8: Why Elements Europe?

Who are Elements Europe (EE)?

Elements Europe has been delivering offsite solutions to the construction industry since 2005, and in this time has become one of the UK's leading manufacturers.

Over the years, their accredited systems have successfully delivered solutions across a multitude of sectors including housing, hotels, student accommodation, defence, healthcare, education and most recently what is proving to be the fastest growing sector for EE, the Private Rented Sector.

EE manufactures both a fully volumetric whole property solution as well as room pod solutions to these sectors.

EE offer complete flexibility, with the ability to offer completely bespoke solutions. From concept to completion its teams collaborate to ensure it consistently exceeds client's expectations.

Building information modelling (BIM)

EE's offsite factory produces housing portfolio options, uses state-of-art BIM software offering Developers and Designers pre-made BIM Objects. BIM Objects use three-dimensional design and on-time information sharing, offering an effective solution for handling the organisation and budget challenges of today's complex construction projects.

BIM object concept design and cost certainty enables developers and design teams to use BIM Objects of the modules to build conceptual modular project solutions at viability, land purchase and pre-application stages with a high degree of accuracy. The BIM Objects data provides detailed schedules and bills of materials enabling immediate, transparent cost certainty from these early stages, reducing the risk in development and construction.

BIM Object Production Management and Procurement ensures that once the project is given the green light to proceed to construction the BIM Objects move into the production stage with data being translated immediately into procurement and build schedules for the factory ensuring a quick, efficient and quality controlled process. There is no waiting for estimators, quantity surveyors or schedulers to calculate quantities.

BIM Object production progress combined with their Smart Factory production monitoring system will provide on-time information sharing regarding the projects overall progress.

BIM Object Completion – even before actual completion the BIM Objects are used to build detailed operations and maintenance information for operators of the homes. The data information will match production and be fully detailed enabling long term benefits for users.

Elements Europe's Housing Portfolio – BIM Objects will help projects by:

- Increasing certainty at early stages of development – time, cost and quality
- Reducing design time and cost
- Providing ideas for developers and designers to develop into projects
- Improving accuracy in design
- Improving accuracy in materials scheduling reducing costs and increasing time certainty
- Reducing traditional estimating, quantity surveying and scheduling times
- Providing on time transparent information sharing regarding the projects progress
- Removing risk of co-ordination with clash control being completed in the BIM Object model

External links:

[Elements Europe](#)

Factsheet 8: Why Elements Europe?

Portfolio

EE's portfolio of modular residential solutions is extensive, having delivered homes across a spectrum of house types and tenures, ranging from detached family homes to multi storey dwellings. Whether it be for a local authority, housing association or the open market, EE has the experience to deliver.

All homes are manufactured offsite in a factory environment before being delivered to site fully finished and ready to install. The offsite manufacturing process guarantees a higher standard of quality and a streamlined process leading to reduced build programmes and a reduction in waste during construction.

Flexibility is key, EE can build up to 23 storeys high with a range of external finishes, roof design, and window styles to choose from. Internally they offer high quality fixtures and fittings to provide clients with a desirable living space.

EE offer:

- Housing design options which can be Nationally Described Space Standards (NDSS) compliant
- Options to fulfil the Approved Document M requirements
- Options which are compliant with The London Plan
- Options to fulfil requirements set by the Supplementary Planning Guidance (SPG)
- All homes are fully mortgageable and covered by the industry standard
- NHBC building warranty, or Building Life Plans (BLP) which are accepted by all major lenders
- BOPAS accredited



Factsheet 8: Why Elements Europe?

External finishes

What really sets our product apart is the ability to choose a wide range of external finishes to suit the design of the building. Both modern and traditional vernacular solutions are available to satisfy the planning authority's requirements. Clients can also select the roof design and window styles as well as features such as balconies, solar panels and green walls.

Environmental principles

EE is leading the way in the sector having committed to a low carbon future and signed up to the United Nations Race to Zero and Science Based Target Initiatives.

As members of the SME Climate Hub, EE have committed towards halving their emissions before 2030 and strive to achieve net zero emissions before 2050.

EE has also committed to the target validation process and benefits from regular detailed feedback and support from the SBTi's (Science Based Target Initiative) technical experts.

Science-based target setting makes business sense – it future-proofs growth, saves money, provides resilience against regulation, boosts investor confidence, spurs innovation and competitiveness – while also demonstrating concrete sustainability commitments to increasingly conscious consumers.

Key environmental initiatives which EE has adopted include:

- Increasing the use of sustainable off grid energy production in our manufacturing facilities
- Reducing waste through design
- Manufacturing in a controlled environment and segregation
- Grey water recycling
- Maximising offsite construction
- Minimising energy in transport and logistics by the use of electric vehicles and plant
- Designing to Future Homes Standards
- Adoption of latest Building Regulations
- Provision of Energy Performance Certificates for our products

EE's ISO 14001 standard accreditation ensures a robust approach to general environmental management in all aspects of our business.

Key performance information:

- 35% less waste compared to traditional construction
- 77% more waste recycled than in traditional construction
- 33% better performance than current building regulations



Hertfordshire
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Hertfordshire Offsite Manufacture

Factsheet 9

27.05.2022

Factsheet 9: Think you know MMC?



1



2



3



4



5



6



7



8



9



10



11

Refer to Hertfordshire Offsite Manufacture Housing Guide for development projects.

1. Loxley Stables, TAS architects. Tring, Hertfordshire. Photograph: ©James Brittain.
2. Murray Grove, Cartwright Pickard. Hoxton, London. Photograph: ©Martin Charles.
3. Mapleton Crescent, Metropolitan Workshop. Wandsworth, London ©Metropolitan Workshop 2017.
4. Beechwood Village, Pollard Thomas Edwards. Basildon.
5. Marmalade Lane, Mole Architects. Cambridge. Photograph: David Butler.
6. Derwenthorpe, Studio Partington. York.
7. Derwenthorpe, York. Photograph: ©Tim Crocker.
8. Lighthouse by Sheppard Robson. Watford. Photograph: ©Hufton + Crow.
9. Marmalade Lane, Mole Architects. Photograph: David Butler.
10. Barking Riverside by Sheppard Robson. London. Photograph: ©Simon Kennedy.
11. SLO, South Chase Newhall, Proctor and Matthews Architects. Newhall, Harlow, Essex.



Hertfordshire
Growth Board

Hertfordshire Offsite Manufacture **Factsheet 10**

27.05.2022

Factsheet 10: FAQs

Obviously, it is difficult to cover off all of the questions that development teams, planners, procurement specialists and other specialists may have relating to OSM, however we have set out below questions that have been asked about OSM and our responses.

How flexible can the designs be of modular / volumetric Category 1 products?

There are few restrictions in terms of design – balconies, inset and outset windows, bays and other features can be designed and applied much as can be seen in the development of traditionally built homes.

We have included some examples in Factsheet 9.

But are there restrictions on the size of modules?

To some extent yes – Modules are delivered on articulated trucks so there are width and length restrictions largely associated with transport. The width of buildings can be overcome in combinations of modules but it can add to complexity cost.

Manufacturers do have different preferences for module widths, we have included contact details so you can check with them.

I want to move things forward and appoint an architect – is there anything special they need to know?

We would urge you to speak to our colleagues at EE for Category 1 products or before appointing an architect, so that you obtain early specialist advice.

Otherwise we consider it important that designers have worked with Category 1 MMC and understand how best to design to utilise the benefits. It helps if they are enthusiastic to work with manufacturers and support MMC.

Do Category 2 panelised systems have similar any constraints?

Generally speaking, panelised systems can be very flexible in their design. The DTS Sigma® II system is flexible and Simon Horn (simon.horn@donaldsontimbersystems.com) can help you and your designers to make the most of the factory process.

We think that OSM requires quicker design decisions and that is a problem for us?

It is true that OSM does require teams to fully evaluate designs before they go into production. The same is true of brick and block, changing designs after the point at which they are “fixed” is never the answer. We find that this can have the benefit of focussing teams on design and that the processes for doing so can spill over to other forms of construction.

Do the modules have to be ordered as part of a subcontract package through a main contractor?

Not necessarily the EE system procured by CHIC included the full site development package and that is EE (and some other manufacturers) preferred approach. They are set up to act as main contractors.

The most common approach though is to utilise a main contractor. Contractors are coming on board and recognising the benefits of Category 1 and 2 manufactured products and many are now happy working with clients and suppliers to make the products work for them.

Factsheet 10: FAQs

Do we then have to nominate the manufacturer as a supplier in the contract?

This has become the standard approach and is the most secure way of ensuring that you obtain the outcomes that you seek in building utilising Category 1 and 2. Often the planning designs upon which tenders are based will be drawn in concert with a manufacturer so the more closely you can tie the manufacturer to the contractor through the tender the more likely you obtain the outcome you seek.

Alternative approaches to nominating a supplier include providing a detailed specification of the system that you want the main contractors to utilise. We have also seen tenders that clearly point to manufacturers and other sub contract preferences without nominating.

We understand that manufacturers can be directly appointed under the CHIC Framework arrangements, is that right?

Yes - CHIC's frameworks which are Public Contract Regulations 2015 compliant allow members to directly "call off" or appoint suppliers. For more details please talk to Sarah Davey (sdavey@chicltd.co.uk).

CHIC's arrangements also allow for a Mini Competition tender. The choice in approach is for the member to decide.

Amongst CHIC's clients Local Authority Section 151 Officers have signed off the CHIC's frameworks offering further evidence of the robustness of the framework arrangements.

Off Site is new to us and we are worried about building warranties and the longevity of the homes!

The affordable sector has rightly been concerned to ensure that the homes we create have a long term future. Our manufactures are working to 60 year plus life for new homes. The assurances are shown in factsheets 7 and 8.

We keep hearing that mortgages are an issue – are they?

This is somewhat of a hang over issue from the early days of off site modular. Loans are now more widely available to landlords and to individual clients. Four major lenders had MMC policies in March 2021 with more coming on board. Timber systems of the types delivered by DTS are part of the construction fabric of UK house buildings and mortgages are widely available for clients and their customers.

We understand that MMC manufacturers may want paying earlier in the process.

One should think of construction happening on two sites, in the field (your site) and in the factory so production in the factory will be undertaken in parallel with the site infrastructure works so your spend profile changes. You spend the same but in a shorter timeframe!

Organisations purchasing MMC should go through a process of carefully modelling the cashflow to avoid surprises for finance teams.

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Agenda item 6

Hertfordshire Growth Board (HGB) – Temporary Accommodation (TA) Joint Project – Next Steps

Report Author: Roger Barrett

Chief Executive Lead Officer: Claire Hamilton, Chief Executive, Dacorum Borough Council

Lead Member: Andrew Williams, Leader, Dacorum Borough Council

1 Purpose of report

- 1.1 This report provides an update on progress made developing the recommended options available to local authorities in Hertfordshire to better meet the housing needs for people living in Temporary Accommodation (TA).

2 Background

- 2.1 The Growth Board approved the Outline business case for TA at the meeting held on 25 January 2022. The next steps were the detailed investigation work on each of the six shortlisted options presented to inform final recommendations:

Shortlist of options for further development	
Block	Option
Block 1	Development of a Hertfordshire TA Predictive Model to better understand manage future demand
Block 1	Development of a Hertfordshire wide procedure for setting maximum rates for private sector TA
Block 2	Development of options for the joint procurement and management of Private Rented Sector accommodation to prevent homelessness and for move on from TA
Block 2	Development of a multi-district or Hertfordshire wide Housing First service, building on lessons from existing practice
Block 3	Collaborative development of new build accommodation to let as PRS, TA or supported housing
Block 3	Development or commissioning of Hospital Stepdown accommodation to aid the recovery of patients without accommodation

3 Progress made and next steps

- 3.1 Since January 2022, the pan-county Heads of Housing group has focused on the following three options as a priority for the initial work.
- a) Development of a Hertfordshire TA Predictive Model to better understand manage future demand (demand model)
 - b) Development of a Hertfordshire wide procedure for setting maximum rates for private sector TA
 - c) Development of a multi-district or Hertfordshire wide Housing First service, building on lessons from existing practice
- Multi-district working groups been put in place to take these items forward, with programme and consultant support.

3.2 **Development of a Hertfordshire TA Predictive Model to better understand manage future demand (demand model)**

As a result of further research and to better reflect functionality, this option has been renamed as Development of a Hertfordshire TA Forecasting, Monitoring and Control Toolset.

Objective:

The model will enable better control of TA demand (into TA) and supply (out of TA) and be able to be used as a 'live performance tool' by Districts. The TA Predictive Model will help services focus effort through targeted interventions month by month for managing or reducing TA numbers.

Progress Made:

The Predictive Model has been developed as a generic proof-of-concept spreadsheet, based on best practice and use of the model by other authorities, and is being reviewed by the working group.

Next Steps:

- Working group to trial the predictive model and provide feedback
- Develop guidance of the frameworks for all interventions listed in the model
- Development of the business case for this option
- Establish with Districts and County partners the level of interest in pursuing a multi-District or County-wide approach

3.3 **Development of a Hertfordshire wide procedure for setting maximum rates for private sector accommodation for homeless households**

Objective:

To investigate the potential for agreeing maximum rates paid for privately owned accommodation to accommodate homeless households. Aim to establish whether there is potential to agree maximum rates in Hertfordshire and if so how

these should be tracked. There is also a question about whether to seek to work within the London agreement or to proceed independently.

Progress Made:

To establish the scale of potential competition between Hertfordshire councils for private sector accommodation, a survey was completed by all Districts and Hertfordshire children's services. The results of the survey are shown in appendix 1.

This data shows that over the three quarters, a total of 1,465 placements in private sector accommodation (including B&B) were made, of which 903 (61.6%) were within district, 276 (18.8%) were out of district but elsewhere in Hertfordshire and 286 (19.5%) were made outside of Hertfordshire, mostly in Essex (150 placements), Bedfordshire (63) and London (51)

Of the 276 placements made out of district but within Hertfordshire, 172 were into B&B, 64 were Private Rented Sector (PRS) placements, and 24 were into self-contained nightly paid accommodation. In addition to this, Hertfordshire children's services made 42 placements in self-contained nightly paid accommodation, where competition with districts might also be possible.

A sub-group meeting took place to discuss these findings alongside a presentation on this area of work within London. Reported placements by London boroughs within all the Hertfordshire districts average around 200 per year in total, which represents about 0.5% of placements made by the London boroughs, although there may be some under recording and this does not include placements made by social services.

Next Steps:

Wider discussion with the Heads of Housing group to establish whether the relatively low number of out of district placements taking place within Hertfordshire warrants any of the following:

- a) Agreement of maximum rates for B&B, self-contained nightly paid accommodation or landlord incentives for placements ending a duty in the PRS. Such rates would be geographically determined, not fixed rates across the whole county
- b) Development of a monitoring and recording system for placements and/or prices paid
- c) Any wider agreement on placements out of area e.g. regarding placements of vulnerable households, accommodation standards, or provision of support
- d) Whether to seek to work with the London boroughs in this area

Establish with Districts and County partners the level of interest in pursuing a multi-District or County-wide approach.

3.4 **Development of a multi-district or Hertfordshire wide Housing First service, building on lessons from existing practice**

As a result of further research, the Heads of Housing group have concluded that based on current practice across the county, priorities should focus on rough sleepers with ultra-high needs.

Objective:

Understand the need and the reason why rough sleepers with ultra-high needs (currently 9 identified individuals) fall between Housing First and hostel accommodation.

A new round of rough sleeper funding is being developed by Homes England, and this project would seek to develop a funding bid (dependent on the level of District and County support) when the scheme opens later in the year.

Progress Made:

The Project Sub-Group has recently formed, and has:

- Started to collate data regarding these ultra-high needs cohort of people sleeping rough in Hertfordshire, the provision of services to people sleeping rough in Hertfordshire, and examples of best practice from elsewhere.
- Met with a representative of Homes England (HE), to discuss the likely format and timing of the next round of funding for rough sleepers.
- Research and consideration to land and assets in public sector ownership
- External research of existing similar schemes

Next Steps:

The Project Sub-Group proposes that the next steps are to create an Outline business case to:

- Identify sustainable sources of revenue funding for the project
- Understand how the project timescales and the project fit within the overall Programme of works for Complex Needs which is currently underway
- Establish the level of need across Hertfordshire, any current gaps in provision, and the whole-system cost to Hertfordshire of this cohort
- Explore the options for delivering an integrated accommodation and support solution to meet the defined and quantified need
- Explore delivery options with a range of potential delivery partners
- Establish with Districts and County partners the level of interest in pursuing a multi-District or County-wide approach
- Engage with HE in establishing the context and format of the next round of rough sleeper funding
- Develop business case for this option with clearly defined specification

4 Next Steps

- 4.1 Complete the detailed investigation on the initial three options to inform final recommendations and full business cases for each of the three options, which will include financial and legal implications.
- 4.2 Provisional research and exploration of the remaining three options.

5 Implications

- 5.1 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.

6 Recommendations

- 6.1 That the Hertfordshire Growth Board notes the progress made with the joint project.

Appendix 1

Hertfordshire homelessness out of area placement summary Q1, Q2, and Q3 2021/22

This table records the number of homelessness placements made between April 2021 and December 2021, not the snapshot number of households in TA. Placements do not include those into own stock, RP stock, or hostels. Placements are included over the whole period. If e.g. three placements were made for one household, then all three placements are included.

Table 1. Placements within district, out of district within Hertfordshire, and outside Hertfordshire, by type of accommodation

Placing District	B&B	PSL or other Leased	S/C Nightly Paid	PRS to end a Prevention, Relief or Main duty	Other (excluding own stock, RP stock and hostels)	Total within district	B&B	PSL or other Leased	S/C Nightly Paid	PRS to end a Prevention, Relief or Main duty	Other (excluding own stock, RP stock and hostels)	Total out of district within Herts	B&B	PSL or other Leased	S/C Nightly Paid	PRS to end a Prevention, Relief or Main duty	Other (excluding own stock, RP stock and hostels)	Total outside Herts	Grand Total
Broxbourne	1	0	49	71	1	122	0	0	6	8	2	16	1	0	9	42	1	53	191
Dacorum	12	0	10	77	0	99	0	0	0	0	0	0	0	0	0	0	0	0	99
East Herts	20	9	0	30	0	59	1	1	0	1	0	3	92	0	0	6	0	98	160
Hertsmere	0	0	31	31	20	82	1	0	0	4	8	13	12	0	14	5	5	36	131
North Herts	29	0	3	0	0	32	101	0	6	0	0	107	39	0	3	0	0	42	181
St Albans	37	0	0	11	0	48	20	0	0	4	0	24	0	0	0	2	0	2	74
Stevenage	241	0	2	60	0	303	32	0	2	7	0	41	19	0	1	1	0	21	365
Three Rivers	0	0	0	14	0	14	0	0	10	14	5	29	0	0	4	0	1	5	48
Watford	8	0	0	12	0	20	4	0	0	26	0	30	0	0	0	2	0	2	52
Welwyn	82	0	0	0	0	82	13	0	0	0	0	13	10	0	0	0	0	10	105
Herts Children's Services	0	0	42	0	0	42						0	0	0	17	0	0	17	59
Total	430	9	137	306	21	903	172	1	24	64	15	276	173	0	48	58	7	286	1465

Hertfordshire homelessness out of area placement summary Q1, Q2, and Q3 2021/22

This table records the number of homelessness placements made between April 2021 and December 2021, not the snapshot number of households in TA. Placements do not include those into own stock, RP stock, or hostels. Placements are included over the whole period. If e.g. three placements were made for one household, then all three placements are included.

Table 2. Placements by placing and receiving district

Receiving District → Placing District ↓	Broxbourne	Dacorum	East Herts	Hertsmere	North Herts	St Albans	Stevenage	Three Rivers	Watford	Welwyn	Total within Herts	London	Essex	Bedfordshire	Other	Total outside Herts	Grand Total
Broxbourne	122	2	1	8	0	1	0	0	0	4	138	25	27	0	1	53	191
Dacorum	0	99	0	0	0	0	0	0	0	0	99	0	0	0	0	0	99
East Herts	1	0	59	0	0	0	1	0	0	1	62	2	96	0	0	98	160
Hertsmere	0	0	0	82	0	3	0	0	1	9	95	21	0	14	1	36	131
North Herts	0	49	2	0	32	1	54	0	0	1	139	1	1	40	0	42	181
St Albans	0	9	0	1	0	48	0	0	8	6	72	1	?	?	?	2	74
Stevenage	0	7	1	1	12	0	303	0	0	20	344	0	16	5	0	21	365
Three Rivers	0	10	0	4	0	10	0	14	5	0	43	0	0	4	1	5	48
Watford	0	5	0	22	0	1	0	2	20	0	50	1	0	0	1	2	52
Welwyn	0	9	0	0	1	1	2	0	0	82	95	0	10	0	0	10	105
Herts Children's Services	5	4	0	2	2	1	11	0	6	11	42	?	?	?	?	17	59
Total	128	194	63	120	47	66	371	16	40	134	1179	51	150	63	4	286	1465

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Agenda item 7

Hertfordshire Growth Board – Changes to the Local Enterprise Partnership

Report Author: Patsy Dell Hertfordshire Growth Board

1 Purpose of report

- 1.1 To provide Board Members with a verbal update from Neil Hayes (Hertfordshire LEP) on the changes to the Local Enterprise Partnership.

2 Recommendation

- 2.1 The Growth Board are invited to note the information shared within the verbal update.

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Agenda item 8

Hertfordshire Growth Board (HGB) – Growth Corridor Programme Boards Work Programme Updates

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 Growth Corridor work programmes and projects since January 2022.
- 1.2 Attached at Appendix 1 are the updates from the latest Growth Corridor Programme Board meetings. The Growth Corridor Programme Board Political leads will provide highlights from each board at the meeting.

2 Updates on Growth Corridor Delivery Programmes and workstreams – June 2022

- 2.1 Appendix 1 has an update from each of the corridor projects showing the most recent milestones and current project status. The majority of projects are making good progress (green rated) there are no red rated projects at the moment. A review of the rating system has been undertaken and is being implemented across all workstream projects.
- 2.2 Oversight of the projects allows the programme boards to review any actions at a Growth Board level where these would assist the project to move forward.
- 2.3 Of note over the last period was progress on a number of workstreams, highlights on and related to this work include:
 - The Growth Study for the North East and Central Joint planning collaboration work has been procured and is now underway
 - The 'Vision, Opportunity Plan and Design Guide' for the Gunnels Wood Road area in Stevenage has been commissioned to support the cell and gene cluster work.
 - Additional national funding has been received for Harlow Gilston Garden Town and Hemel Garden Communities to support programme delivery
 - The Hertfordshire Offsite Manufacturing Guide has been produced, this is elsewhere on the agenda.

3 Next Steps

- 3.1 Priorities for the coming months are to review the work programme, provide support for the next stage of bids where appropriate (Levelling Up Fund Round 2, UK Shared Prosperity Fund) support the implementation of Community Renewal Fund projects like Community Wealth Building) along with the roll forward of the ongoing corridor programmes and project work.

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 That the Board note the project updates in Appendix 1 and overall progress across the Growth Board programme and individual workstreams since the last meeting.

**Appendix 1 -
Combined Northern and Southern Growth Corridor
Programme Boards, Delivery Programme Updates (May 2022)**

Delivery Project	Programme Lead/s	Red / Amber / Green Status	Description
NEC JSP and Northern Corridor			
North, East and Central Hertfordshire Joint Spatial Plan	Lead Leader: Linda Haysey Chief Executive: Richard Cassidy Programme Lead: Sara Saunders	Green	<p>The Growth Study contract was awarded to AECOM on the 1 March 2022. The Project Steering Group (PSG) (made-up of officers representing each authority and HCC) met the consultants on 23 March 2022 for the inception meeting.</p> <p>Stage 1 of the programme, the Baseline Data Assessment, has begun and involves the transfer and review of a detailed evidence base to AECOM. A draft report on the Stage 1 element will be available in July 2022.</p>
Community Wealth Building	Lead Leader: Sharon Taylor Chief Executive: Matt Partridge Programme Lead: Rob Gregory	Green	<p>Community Renewal Fund:</p> <p>The overall programme has been extended by government until 31 December 2022. Projects connected to the grants schemes will continue as planned and are due to end in June/July 2022.</p> <p>District Working Group:</p> <p>Monthly review meetings continue. Fusion 21 attended the March meeting to present the work they are undertaking with Dacorum Council on the production of a Social Value Supplementary Planning Document to support local employment initiatives.</p> <p>The meeting in April 2022 focused on the upcoming UK Shared Prosperity Fund and the opportunity to potentially pool some resource for the continuation of CWB activity.</p> <p>Workstream updates:</p> <p>Workstream 1: Hertfordshire Opportunities Portal Consideration is being given to developing a "Careers in Local Government" page, providing routes to employment, career progression routes and highlighting areas where there are currently staff/skills shortages, such as planning and procurement. Following this, districts will be encouraged to develop spotlight pages for their respective challenge areas. Work has commenced to update the Stevenage spotlight page which will be used as a case study for the wider partnership.</p> <p>Workstream 2: Procurement Mapping is underway to determine where each borough is on their social value journey, using the national strategy responses from Oct 2021. The outcome of this piece of</p>

			<p>work will be used to determine the opportunities for joint proposals going forward.</p> <p>CLES is facilitating a workshop for Supply Hertfordshire on 23 May 2022 to discuss community wealth building generally, and how social value in procurement contributes to the agenda.</p> <p>Workstream 3: Grants scheme Local programmes: projects have begun in earnest with some initial positive results ahead of forecasted outcomes being realised.</p> <p>Workstream 4: Planning Dacorum in partnership with Fusion 21 is the key activity within this stream. The Social Value Supplementary Planning document was approved at cabinet in April and will be shared with the Hertfordshire Planning Group at its next meeting.</p> <p>Workstream 5: Evaluation and Feasibility The university of Hertfordshire successfully tendered to deliver the external evaluation. The inception meeting is due to take place in the third week in May with work beginning in earnest in June following the extension being granted for the overall programme.</p> <p>The evaluation will be integral to the feasibility plan that will determine how our Community Wealth Building activities can continue following the original CRF funded programme.</p>
Delivery Models for New Settlements	<p>Lead Leaders: Linda Haysey, Elizabeth Dennis-Harburg</p> <p>Managing Director: Anthony Roche</p> <p>Programme Lead: Ian Fullstone</p>	Green	<p>The work programme has been agreed through to the autumn 2022 with dates to be confirmed for the next meetings once site visits are arranged. Site visits are taking place in the spring 2022, having identified strategic locations of interest at Alconbury Weald, Houlton Rugby, and Eddington in Cambridge as initial locations of interest. The first visit took place to Houlton on 25 March 2022, followed by a second visit to Alconbury Weald on 28 April. Arrangements are currently being made for the third visit.</p>
Reinvigorating Town Centres	<p>Lead Leaders: Tony Kingsbury, Elizabeth Dennis-Harburg</p> <p>Chief Executive: Ka Ng</p> <p>Programme Lead: Jenny Foster</p>	Green	<p>IPM have been engaged to carry out ten town centre surveys, with the option for each district/ borough to match fund an additional town centre survey if they wish. This will be rolled out in June 2022 with the final report due in August 2022.</p> <p>Baseline information is being sought across Hertfordshire for what each district/ borough and other parties are working in in relation to their town centres. This will enable an evaluation of what further value can be added to existing work. Contact is being established with several</p>

			organisations who can offer assistance/ consultancy services to our districts and boroughs.
Growing Science and Technology (Cell and Gene Focus)	Lead Leader: Sharon Taylor Chief Executives: Jeff Stack, Neil Hayes Programme Lead: Jenny Foster	Amber	<p>This project is well underway with updates provided against three key areas below:</p> <p><u>Industry Panel:</u> The LEP has convened a new life sciences industry panel to drive forward actions that will deliver sustained sector growth, improved health outcomes and a huge economic uplift for the county and across the UK. The panel, chaired by LEP Board member Diane Lee, comprises representatives from across the county burgeoning life sciences sector including Eisai, Pharmaron, Stevenage Bioscience Catalyst, Cell & Gene Therapy Catapult, OneNucleus and University of Hertfordshire. More details are available from https://www.hertfordshirelep.com/news/2022/new-life-sciences-industry-panel-to-grow-herts-key-sector-and-deliver-nationwide-benefits/</p> <p>The panel held its first meeting on 21 April 2022 to agree the actions set out in the draft sector action plan. It agreed the broad sweep of actions but recommended that some additional activities should be carried out before the panel convenes at the end of July 2022 to sign off the plan.</p> <p><u>Developer Appetite.</u></p> <p>There continues to be a positive developer and investor sentiment to this growing cluster with a regular stream of inward investment enquiries coming through. Latest private equity data on Biotechnology investments in Stevenage suggests there were 5 investments in 2021 which equalled the previous year's results. However, the size of the investments increased, and the overall levels of investment rose on the previous year by 9.4%</p> <p>The Panel has also asked the LEP to work with DIT and provide an accessible, less technical document than that set out in the current High Potential Opportunities slide deck. This will help generalists involved in generating investments leads to better understand the needs of Foreign Direct Investors in the advanced therapies sector.</p> <p><u>Infrastructure blockages.</u></p> <p>GSK have completed their procurement process to secure a development partner to expand the current campus into a leading European life sciences facility, creating up to 4,000 new jobs. They have appointed their preferred developer</p>

			<p>and will be announcing the appointment before the end of June 2021</p> <p>£2m has been allocated by Herts LEP, HCC, Stevenage Development Board and Stevenage Borough Council, to carry out the detailed design for the local road system to include sustainable travel measures that can help unlock the growth of the area.</p> <p>The development of a design vision and guidance for the Gunnels Wood Road area now has an appointed consultant and the project will commence early June with a period of around 18 weeks to complete.</p>
Climate Change & Sustainability (working with Hertfordshire Climate Change and Sustainability Partnership HCCSP)	<p>Lead Leader: Linda Haysey Chief Executive: Matt Partridge Programme Lead: Julie Greaves</p>	Amber	<p>Progress on implementing the four HCCSP approved Strategic Action Plans (Water, Biodiversity, Carbon and Transport) continues. Thirteen out of 31 quick wins have now been completed, including the countywide Biodiversity Baseline and associated training, and a further 15 are in progress. HCCSP partnered with the Energy Saving Trust to launch an energy efficiency app to Hertfordshire residents to help make energy savings and reduce emissions. The Hertfordshire Energy Advice Tool (HEAT) was launched in January and is being promoted by all partners to encourage take up by residents.</p> <p>Coordinated projects in progress include:</p> <ul style="list-style-type: none"> • a county-wide Clean Air Day campaign including training volunteer Idling Action Champions and comms to promote active travel and modal shift • Close coordination between Herts Licensing Officers Group and HSOG to develop coordinated approach to idling enforcement, and electric taxi adoption across the county • Continued development and submission of funding bids for community engagement and other projects <p>The Behaviour Change subgroup will present a final draft back to the partnership in June, following input from officers before progressing to external stakeholder engagement.</p> <p>The Adaptation subgroup provided feedback to HCCSP regarding the need for capacity building on this area. As such, Adaptation Training was delivered by consultants WSP for members and key officers in March following this recommendation.</p> <p>Following an action from the Carbon Strategic Action Plan, Local Partnerships have been working with officers to prepare a communications strategy. The strategy and subsequent recommendations have been provisionally agreed and will return to HCCSP in June for final sign off.</p> <p>The annual (virtual) discussions with each Local Authority by the HCCSP Chair and lead CEO have been completed.</p>

			<p>The key themes report shared positive feedback on progress achieved and a need to consider communication methods to members, officers and the public going forwards.</p> <p><u>Hertfordshire Green Infrastructure (GI) Strategy</u></p> <p>Part 2 of the Strategy has been split in to two sections (2a and 2b) to enable the districts/HIPP community to review and comment. Part 2a focuses on Green Infrastructure (GI) priorities/actions in Hertfordshire and Part 2b will focus on mechanisms for delivery. A final consultation on Part 2b is scheduled for June 2022 and access to documents and comment forms will be available on the Herts GI consultation hub website. Completion of the document is set for Summer 2022.</p>
Southern Corridor Programme Board			
Homes and Communities	<p>Lead Leader: Andrew Williams</p> <p>Chief Executive: Claire Hamilton</p> <p>Programme Lead: Jenny Foster</p>	Green	<p>Accelerated Housing Delivery</p> <p>Short term housing pipeline delivery work is now paused given the funding position set out in the Levelling Up white paper. Accelerated housing delivery discussions continue at a district/ borough level with Homes England liaising directly on specific sites.</p> <p>Off-Site Manufacturing</p> <p>Work on the Off-Site Manufacturing/ Modern Methods of Construction Guide continues, and this will be presented to Growth Board on 14 June 2022.</p> <p>The OSM consortium met on the 4 May 2022, there will be one further meeting this year then alternative funding to continue supporting the consortium will need to be found.</p> <p>OSM manufacturing facility – the LEP are continuing to work with one provider but is progressing positively. We are awaiting the outcome of a planning application at which point it is hoped that this manufacturer will formally be locating themselves in Hertfordshire towards the end of this financial year.</p>
Creative & Screen Industries	<p>Lead Leader: Morris Bright</p> <p>Chief Executive: Neil Hayes (LEP)</p> <p>Programme Leads (current): Adam Wood (LEP), Brenda Harris (Interim)</p>	Amber	<p>The working group last met in April 2022, with ongoing constructive discussions around key activities that can be progressed whilst awaiting the final version of the LEP's emerging Sector Action Plan.</p> <p>The LEP have just completed a series of meetings with major studios in the county and have secured their agreement to join the Creative & Screen Industries Panel.</p> <p>A priority workstream action is to develop a feasibility/business plan to establish a Herts Film Office. North Herts Council have been asked to join the working</p>

			<p>group since they have a particular interest in developing a co-ordinated film location resource.</p> <p>Since one of the key milestones is developing a Herts Film Office, a further separate officer-led subgroup has been established to review the feasibility of setting up the centralised Hertfordshire TV & Film office, as a “1 stop shop” for production companies to liaise with the public sector.</p>
<p>Harlow & Gilston Garden Town</p>	<p>Lead Leader: Linda Haysey Chief Executive: Richard Cassidy Programme Lead: Naisha Polaine</p>	<p>Green</p>	<p>The HGGT Garden Town is a project underpinned by a partnership of 5 council partners – EHDC, HDC, EFDC and Essex and Herts County Councils. Its main objective is to co-ordinate and enable delivery of 16,000 homes by 2033, along with associated infrastructure, delivering to a Garden Town Vision. It is HGGT work priorities are as follows:</p> <ol style="list-style-type: none"> <p>HGGT – Next Steps for the Partnership - Governance Review</p> <p>In principle the 5 Council Partners have agree the establishment of a Joint Committee. Work continues to scope delegations in detail for further consideration in Q2 2022/23.</p> <p>HGGT Delivery Programme</p> <p>The 2022/23 HGGT Work Programme is being finalised for approval on the 13 June 2022, HGGT Board taking into account the funding allocation made by Homes England and the 5 Council partners. This will be set against the following key priorities:</p> <ul style="list-style-type: none"> Continue to be the holder of the Garden Town Vision for the 5 Local Authorities and coordinate them to achieve that ambition Map the Garden Town’s technical programme showing milestones to deliver the planned housing, jobs & infrastructure and implement rigorous Programme Management of the overall garden town growth to meet delivery trajectories Develop the Rolling Infrastructure Fund for the 5 Local Authorities to collect developer contributions and HIG repayments; providing the method to deliver critical enabling infrastructure for the future Develop and implement the Stewardship Body to ensure that new community assets are held long-term Co-ordinate partners across the functional economic area to develop an economic growth strategy to foster inclusive growth Support the regeneration delivery of Harlow Town Centre and neighbourhoods <p>Strategic Site update</p> <p>The current most advanced key strategic site in the Southern Corridor is the Gilston Villages being brought forward by Places for People and Taylor Wimpey.</p> <p>a) Gilston Villages 1 – 6 Planning Application</p>

			<p>Planning application proposals for the 10,000 new home development at Gilston remain under consideration by East Herts Council. Outline Application Committee meetings are likely to be Q2-Q3 2022. The Councils and applicants continue to work together to secure a development related funding package (through s106 Agreement) that will deliver a full range of supporting infrastructure and other service provision – transport enhancements, education provision and significant affordable housing delivery chief amongst them.</p> <p>b) Full planning applications for the river crossings (infrastructure to be funded initially by the Government Housing Infrastructure Grant (HIG)) were approved by East Herts Planning Committee on 22 February 2022 and Harlow Planning Committee on 23 February 2022.</p> <p>4. Funding</p> <p>The primary source of external funding for the HGGT project has, to date, been Garden Town Capacity Funding and an allocation of £250,000 was made in March 2022 by Homes England. A further £700,000 was announced on 20/3/22 as part of a major package of Government support funding for Garden Towns and Communities.</p>
Hemel Garden Communities	<p>Lead Leader: Andrew Williams</p> <p>Chief Executive: Claire Hamilton</p> <p>Programme Lead: Phillipa Zieba</p>	Green	<p>HGC Transport Plan</p> <ul style="list-style-type: none"> • Work on the HGC Transport Plan continues to progress forward with completion of the next iteration due summer 2022 ahead of a variety of engagement activities, final changes and sign-off. • Recent engagement activity included a “Your Local Journeys” survey, focussed on gaining insight into how the community currently travel within the area, how they might travel in the future, and identifying existing barriers to more active and sustainable travel modes. This initial engagement phase concluded in March with over 500 responses. • A Quality Review Panel to consider the principles of the emerging Transport Plan is to be undertaken in June. <p>HGC Framework Plan</p> <ul style="list-style-type: none"> • HGC Framework Plan is the key study that will shape the strategic infrastructure and spatial requirements for Hemel Garden Communities. The work is being progressed by David Lock Associates, landowners within the growth areas and the HGC team. A draft spatial plan has been produced and key issues are currently under review. • An initial Quality Review Panel was undertaken in March / April, hosted by Design SE. Feedback will be used to inform future iterations of the Framework Plan. • An assessment of supporting infrastructure and viability is also underway and programmed for completion in early summer. • Consultation upon the Framework Plan is scheduled for later in the year.

			<p>Communications and Engagement</p> <ul style="list-style-type: none"> A draft Communications and Engagement Strategy has been prepared and is currently under review. This will form the basis of approach to engagement, supported by an appropriate Action Plan. HGC's branding work has now been concluded and development of a dedicated website is underway. This will be launched later this year and will provide a key resource for future communications and engagement. <p>Recruitment</p> <ul style="list-style-type: none"> Recruitment for an Independent Chair of the HGC Board has now been concluded and Bob Lane joined the Board in May 2022.
Mass Rapid Transit - Hertfordshire & Essex Rapid Transit (HERT)	<p>Lead Leader: Phil Bibby</p> <p>Chief Executive: Mark Kemp</p> <p>Programme Lead: Darren Granger</p>	Green	<ul style="list-style-type: none"> 3-minute promotional video is available to view on HCC's YouTube channel https://www.youtube.com/watch?v=EAQFFO2dg3I and also on the Growth Board website www.hertfordshiregrowthboard.com/2021/11/18/introducing-the-hertfordshire-to-essex-rapid-transit-her/ Project being reviewed in light of Hertfordshire's Bus Service Improvement Plan (BSIP) and recent funding announcement Bus Service Improvement Plan funding set for Herts - Intalink to ensure the projects are aligned and a coordinated approach is taken for Public Transport. Completion of Strategic Outline Business Case in Summer 2022 ready for political sign off. Submission of SOBC for funding approval in Autumn 2022.
Resetting the SE Herts economy in response to COVID-19 and climate change	<p>Lead Leader: Lewis Cocking</p> <p>Chief Executive: Jeff Stack</p> <p>Programme Lead: Kevin Clark</p>	Green	<p>Project 1 Park Plaza West</p> <p>Plans for major new film/TV studios are being progressed with the potential to create over 4,500 permanent jobs and £300m to the local economy. A full planning application has now been submitted with an expected decision July 2022. Assuming that is positive, construction work is expected to commence in late 2022.</p>
		Amber	<p>Project 2 New Park Lane Railway Station, Waltham Cross (No update from Jan 2022)</p> <p>The next key step is to establish and ensure Network Rail's and the operators' requirements are met so they can fully support the project and give it a much stronger chance of funding and getting onto the Rail Network Enhancement Pipeline in Control Period 7 (2024-2029). A meeting is being planned with Network Rail and the operators to:</p> <ul style="list-style-type: none"> discuss and confirm what timetabling/performance work is now required at this stage to move this forward and inform a letter of support and to support the business case: provide clarity on how to move the schemes forward via a 'champion' at Network Rail to ensure inclusion of the

			schemes in the CP7 planning processes that are currently on going.
		Green	Project 3 Development of a new Business Park and hi-tech starter Centre – Maxwells West <ul style="list-style-type: none"> The construction is still on schedule to be completed in December 2022 and the steel framework is now complete and all floor slabs are in place together with the roof A marketing board is due to be erected on the site in June and comprehensive marketing to begin at the same time
		Amber	Project 4 Brookfield & surrounding infrastructure <ul style="list-style-type: none"> A scheme freeze is expected at the end of May Planning applications are due to made in August. <p>Further discussions currently being held with the Gypsy Community to secure their agreement to the proposed relocation</p> <p>Broxbourne Borough Council and Hertfordshire County Council are preparing to go to the market to secure and infrastructure development partner in respect of the Garden Village</p>
		Green	Project 5 Waltham Cross Town Centre Regeneration <p>The Council has established a Waltham Cross Renaissance officer steering group and a thematic implementation programme has been produced with theme and project leads established. Work also continues towards the production of a town centre planning framework and the Waltham Cross Area Action Plan. A subgroup has also been established to work on a revised bid for the Levelling Up Fund.</p> <p>The Council has also appointed Rivington Hark to advise on the best use of its assets in the Town Centre.</p>
Watford Junction Quarter	Lead Leader: Peter Taylor Chief Executive: Donna Nolan Programme Lead: Julian Hart	Amber	Station <ul style="list-style-type: none"> Network Rail and Kingshott still hoping to agree changes to concourse, however covid has impacted retail trade and this has impacted on the land deal negotiations. The financial position is being reviewed and agreement is anticipated in mid-2022. Network Rail has submitted a funding request to DoT for £1m for a pedestrian bridge – all going well, this would be signed off in April 2022. Design would proceed for 12 months to explore pedestrian bridge feasibility and confirm costs. We are still waiting to hear on this decision. When work starts, Network Rail have agreed to work with WBC and partners to consider extension of bridge to make it public access to eastern side of rail lines.

		Green	Planning Policy <ul style="list-style-type: none"> Examination of draft Local Plan has taken place. Adoption of Local Plan is anticipated for Autumn 2022.
		Green	Funding <ul style="list-style-type: none"> Stakeholder engagement with key landowners on-going. Homes England has provided a contribution towards the revenue funding costs of the Deloitte work. Maintaining contact with Homes England in case further revenue funding would be useful during 22/23
		Green	Funding and Development Strategy <ul style="list-style-type: none"> Work is being progressed by Deloitte and Systra, exploring future preferential station car parking distribution across the area and considering how the bus station area could be redeveloped Solum submitted a transport pre-app to HCC earlier in the year and this has now been responded to.
		Green	Landowner activity <ul style="list-style-type: none"> Berkeley Homes scheme has now commenced Canada Life has decided not to proceed with any development for now and are waiting to see what station improvements take place Solum (working alongside NR) are preparing proposals for the central part of the rail lands with a view to seeking agreement with Network Rail to release the land.

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.

Hertfordshire Growth Board Integrated Governance Framework



Hertfordshire
Growth Board

Hertfordshire Growth Board Joint Committees Integrated Governance Framework October 2020

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 also of twelve 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 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 Hertfordshire County Council, Borough of Broxbourne 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.

- 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.
- 1.7 The HGB shall develop its own Forward Plan.

Terms of Reference and Standing Orders

- 1.8 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
Borough of Broxbourne 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 Chair 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 may appoint a substitute from time to time. 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 of the constituent Councils (and where applicable, the LEP) are excluded from the delegations to the HGB:

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

5. Professional and Administrative Support

5.1 Hertfordshire County Council 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 its internal procedures.

5.2 Hertfordshire County Council's Director of Finance (Section 151 Officer) will provide the HGB with quarterly financial reports for funding that has been allocated directly to Hertfordshire

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

County Council 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 Hertfordshire County Council.
- 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 separate 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 into 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 and former 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 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.

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 Chair and Vice-Chair

- 4.1 The HGB shall appoint a Chair and two Vice-Chairs at its first meeting. At the time of appointing the Vice-Chairs, the HGB shall decide which of them takes priority if the Chair is absent and both of them are present.

- 4.2 The appointment of the Chair described in 4.1 shall be for a term up to the first meeting of the HGB that follows both the 2021 local elections and the 2021 Annual Meetings of the constituent Councils (the **Post-Election Meeting**). At the Post-Election Meeting, the Board may either re-appoint the same member as Chair or appoint a new Chair for a term of two years. Save in the above case, the Chair shall serve a single consecutive term of two years.
- 4.3 There shall be no term limits for Vice-Chairs.
- 4.4 The co-opted members of the HGB shall not act in the role of either the Chair or the Vice-Chair of the HGB.

5. Quorum

- 5.1 The quorum for meetings of the HGB will be 9 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 Chair'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 Chair 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 Chair, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, 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 Chair, 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 seven clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the HGB. 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 may be summoned by (i) the Chair, or (ii) any nine councils writing to the Chair to request one. The notice from the Chair or the letter from the nine councils shall state the business of the meeting, and no other business shall be considered.

9. Virtual Meetings

- 9.1 The following provisions shall apply to meetings which are scheduled during the period that **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, or such other legislation as permits meetings to take place remotely, remain in force.
- 9.2 The HGB may hold any meeting remotely using Zoom, Microsoft Teams, or any other suitable platform, and may live-stream the meeting.
- 9.3 Where it elects to do so, notice of this shall be given to the public in advance, and the platform used shall enable the public to see and hear the proceedings. A link will be made available to enable members of the public whose questions have been selected in accordance with Standing Order 12 to address the HGB. Where a public questioner is unable to access the meeting, or cannot be heard by the Members during the time allocated for his or her question, the Chair shall have discretion to move on to deal with another question, or if the question is the last to be heard, to move on to other business.
- 9.4 Voting shall be managed by the Chair, by either (i) requiring members to vote using the applicable poll function, (ii) requiring members to vote orally in turn, or (iii) any other convenient method.

9.5 Where the public and press are excluded under Standing Order 16, members will be required to confirm that there are no other persons present with them who are not entitled to hear or see the proceedings.

9.6 The Quorum provisions at paragraph 5 shall apply equally to virtual meetings.

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.

10.4 The Chair shall have a casting vote; however, the convention of the HGB is that the Chair shall not exercise this.

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

(a) There shall be a maximum of six public questions in each meeting, subject to a time limit of 30 minutes. Questions will be addressed on a first-come-first-served basis with reference to when they were submitted to the HGB, save that questions which in the opinion of the Chair are vexatious shall not be addressed;

(b) Notice of the question should be submitted to the Chief Legal Officer of Hertfordshire County Council by 10am at least five working days before the meeting, stating to whom the question is to be put;

(c) Questions must be limited to a maximum of 300 words;

- (d) Answers will be given in writing and will be published on the HGB website by 5pm on the day preceding the relevant meeting;
- (e) With the Chair's permission, the questioner may ask a supplementary question relevant to the original question (or its answer). The questioner's supplementary question must not last longer than two minutes. The answer to the supplementary question may be: (i) an oral answer lasting no more than three minutes; or (ii) where the desired information is contained in a publication of the Council, a reference to that publication; or (iii) in writing (to be available within seven days); or (iv) a combination of the above;
- (f) 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');
- (g) Questioners cannot make any abusive or defamatory comments, or raise points which in the opinion of the Chair are vexatious;
- (h) If any clarification of what the questioner has said is required, the Chair will have the discretion to allow other HGB members to ask questions;
- (i) The questioning member will not be permitted to participate in any subsequent discussion and will not be entitled to vote;
- (j) In the event that one of the questions considered by the Chair is duplicated by later questions, 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
- (k) Questions should relate to items that are on the agenda for discussion at the meeting in question. The Chair will have the discretion to allow questions to be asked on other issues.

13. Petitions

13.1 At the discretion of the Chair, members of the public may submit and present petitions to the HGB. 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 to do;
- (b) Petitions must relate to something which is within the responsibility of the HGB, 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 of people living or working in Hertfordshire. Petitions below this threshold will not be presented to the HGB, but HGB members will be notified of them as long as they contain at least 50 signatures;

- (e) Petitions must be submitted either (i) in hard copy, or (ii) via the HGB e-petition platform, in the format prescribed on the HGB portal, at least 10 clear working days before the date of the meeting. Petitions shall be administered by the Democratic Services Team of Hertfordshire County Council;
- (f) Subject to the discretion of the Chair, a maximum of two petitions will be considered at anyone meeting;
- (g) 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;
- (h) Where more than one petition is received in time for a particular meeting and they are considered by the Chair 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;
- (i) Petitions will be rejected if the Chair 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');
- (j) Petitions on the same subject matter will not be accepted within a six-month period, unless there has been a material change of circumstances. Whether there has been a material change in circumstances will be determined by the Chief Legal Officer of Hertfordshire County Council in consultation with the Chair (or Vice-Chair).

13.2 Any matters arising from petitions considered by the HGB Scrutiny Committee can be reported to the HGB, as per Standing Order 11.

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

14.1 At the discretion of the Chair, 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 Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair 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 Chair, 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 16).

18. Disturbance by Public

- 18.1 If a member of the public interrupts proceedings, the Chair, or person presiding over the meeting, will warn the person concerned. If that person continues to interrupt, the Chair 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 Chair, 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 Chair, 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 Chair of the HGB as to the application of these Standing Orders shall be final.

20. Suspension of Standing Orders

- 20.1 With the exception of Standing Orders 4, 5, 7.1, 8, 10 and 15, and as far as is lawful, any of these Standing Orders may 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
Borough of Broxbourne 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 and one member appointed by the LEP (total 12).

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 shall develop its own Forward Plan and may 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 Hertfordshire County Council.
- 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 12, with each Council and the LEP 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.
- 2.2 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.

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 Chair and Vice-Chair

- 4.1 The HGB Scrutiny Committee will appoint a Chair and Vice-Chair at its first meeting.
- 4.2 The appointment of the Chair described in 4.1 shall be for a term up to the first meeting of the HGB Scrutiny Committee that follows both the 2021 local elections and the 2021 Annual Meetings of the constituent Councils (the **Post-Election Meeting**). At the Post-Election Meeting, the HGB Scrutiny Committee may either re-appoint the same member as Chair or appoint a new Chair for a term of two years. Save in the above case, the Chair shall serve a single consecutive term of two years.
- 4.3 There shall be no term limits for Vice-Chairs.

- 4.4 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 Chair'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 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 Chair, or person presiding over the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, 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 Chair, 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, normally on a date preceding meeting 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. Virtual Meetings

- 9.1 The following provisions shall apply to meetings which are scheduled during the period that **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, or such other legislation as permits meetings to take place remotely, remain in force.
- 9.2 The HGB may hold any meeting remotely using Zoom, Microsoft Teams, or any other suitable platform, and may live-stream the meeting.
- 9.3 Where it elects to do so, notice of this shall be given to the public in advance, and the platform used shall enable the public to see and hear the proceedings. A link will be made available to enable members of the public whose questions have been selected in accordance with Standing Order 12 to address the HGB. Where a public questioner is unable to access the meeting, or cannot be heard by the Members during the time allocated for his or her question, the Chair shall have discretion to move on to deal with another question, or if the question is the last to be heard, to move on to other business.
- 9.4 Voting shall be managed by the Chair, by either (i) requiring members to vote using the applicable poll function, (ii) requiring members to vote orally in turn, or (iii) any other convenient method.
- 9.5 Where the public and press are excluded under Standing Order 16, members will be required to confirm that there are no other persons present with them who are not entitled to hear or see the proceedings.
- 9.6 The Quorum provisions at paragraph 5 shall apply equally to virtual meetings.

Voting

- 10.1 All HGB Scrutiny Committee members will be voting members.

- 10.2 Voting for meetings of the HGB Scrutiny Committee will be conducted on the basis of a simple majority. The Chair shall have a casting vote; the convention shall be that the Chair shall not exercise this.

11. Reports from the HGB Scrutiny Committee to the HGB

- 11.1 The Chair 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.

12. Questions by the Public and Public speaking

- 12.1 At the discretion of the Chair, 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) There shall be a maximum of six public questions in each meeting, subject to a time limit of 30 minutes. Questions will be addressed on a first-come-first-served basis with reference to when they were submitted to the HGB, save that questions which in the opinion of the Chair are vexatious shall not be addressed;
- (b) Notice of the question should be submitted the Chief Legal Officer of Hertfordshire County Council at the latest by 10am three working days before the meeting;
- (c) Questions must be limited to a maximum of 300 words;
- (d) Answers will be given in writing and will be circulated at the meeting;
- (e) With the Chair's permission, the questioner may ask a supplementary question relevant to the original question (or its answer). The questioner's supplementary question must not last longer than two minutes. The answer to the supplementary question may be: (i) an oral answer lasting no more than three minutes; or (ii) where the desired information is contained in a publication of the Council, a reference to that publication; or (iii) in writing (to be available within seven days); or (iv) a combination of the above;
- (f) Questioners will not be permitted to raise the competence or performance of a member of the HGB Scrutiny Committee or the HGB, nor any matter involving exempt information (normally considered as 'confidential');
- (g) Questioners cannot make any abusive or defamatory comments, or raise points which in the opinion of the Chair are vexatious;
- (h) If any clarification of what the questioner has said is required, the Chair will have the discretion to allow other HGB Scrutiny Committee members to ask questions;
- (i) The questioning member will not be permitted to participate in any subsequent discussion and will not be entitled to vote;

- (j) In the event that one of the questions considered by the Chair is duplicated by later questions, 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
- (k) Questions should relate to items that are on the agenda for discussion at the meeting in question. However, the Chair will have discretion to allow questions to be asked on other issues.

13. Petitions

13.1 At the discretion of the Chair, 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 of people living or working in Hertfordshire. 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 either (i) in hard copy, or (ii) via the HGB e-petition platform, in the format prescribed on the HGB portal, at least 10 clear working days before the date of the meeting. Petitions shall be administered by the Democratic Services Team of Hertfordshire County Council;
- (f) Subject to the discretion of the Chair, a maximum of two petitions will be considered at anyone meeting;
- (g) 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;
- (h) Where more than one petition is received in time for a particular meeting and they are considered by the Chair 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;
- (i) Petitions will be rejected if the Chair 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');

(j) Petitions on the same subject matter will not be accepted within a six-month period, unless there has been a material change of circumstances. Whether there has been a material change in circumstances will be determined by the Chief Legal Officer of Hertfordshire County Council in consultation with the Chair (or Vice-Chair).

13.2 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 Scrutiny Committee Meetings by Other Members of Partner Councils or Other Representatives of Partner Bodies

14.1 At the discretion of the Chair, 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.

15. Minutes

15.1 The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair 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.

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 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 Scrutiny Committee is permitted, except:

- a. Where the Chair, 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 standing order 16).

18. Disturbance by the Public

- 18.1 If a member of the public interrupts proceedings, the Chair, or person presiding over the meeting, will warn the person concerned. If the individual continues to interrupt, the Chair 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 Chair, 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 Chair, 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 Chair as to the application of these Standing Orders shall be final.

20. Suspension of Standing Orders

- 20.1 With the exception of Standing Orders 5, 7.1, 10 and 15, and as far as is lawful, 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



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