



Hertfordshire Climate Change and Sustainability Partnership

Terms of Reference

1. Overall Mission of the Hertfordshire Climate Change and Sustainability Partnership and its Relationship with the Hertfordshire Growth Board and Hertfordshire Leaders Group

The Hertfordshire Climate Change and Sustainability Partnership (HCCSP) shall have a strategic remit. Its overarching mission is to be the lead partnership organisation through which Hertfordshire Growth Board (HGB) fulfils its Sustainable County mission and through which Hertfordshire's local authorities and the Hertfordshire Local Enterprise Partnership (LEP) can work collaboratively on environmental, climate change and wider sustainability issues. HCCSP also has a role to support the development and delivery of activities related to the Regional Climate Change Forum (RCCF).

In order to maximise its strategic influence:

- HCCSP will support the delivery of its constituent members' shared sustainability and climate change objectives, notably those contained within the Sustainable County mission, identified by the Hertfordshire Leaders Group (HLG) in the HGB Vision 2024, as it is recognised that the HGB's Sustainable County mission includes actions and milestones that require HCCSP input;
- HCCSP will commission work in response to its constituent members' shared priorities and on the HGB's behalf in pursuit of delivery of the Sustainability County mission; and
- HCCSP can promote its aims by escalating matters to the HGB which need to be addressed and resolved at the highest level within the local authority family across Hertfordshire. When doing so, HCCSP can propose work and actions, along with associated resourcing requests, to the HGB for consideration.

2. Objectives and Way of Working

HCCSP provides a means to develop, coordinate and deliver a shared view between authorities and the Hertfordshire LEP on joint work programmes on environmental, climate change and wider sustainability issues of common concern across Hertfordshire and, where appropriate and desirable, across county borders.

Importantly, HCCSP provides a means for HGB to deliver its sustainability ambitions. This delivery is articulated in HGB's Vision and Missions (2024) for how Hertfordshire's leadership across local government, health, business and policing work together



concerning shared countywide goals that will deliver sustainable good growth for residents, communities and businesses for years to come.

More specifically, the Partnership will:

- enable local authorities across the county and the Hertfordshire LEP to work together effectively to promote and maximise sustainable development in Hertfordshire, where sustainable development is defined as development which meets the needs of the present without compromising the ability of future generations to meet their own needs
- work with a wider body of organisations, including the University of Hertfordshire, to conduct research, access external funding, identify, share and publicise good and leading edge practice and in doing so identify opportunities to encourage and maximise such practice in Hertfordshire through, though not limited to, at least annually-held consultative conferences
- promote sustainability, provide advice and expertise and raise awareness and understanding of the potential impacts of climate change in Hertfordshire across key stakeholder groups, embedding sustainability considerations in all activities and decision-making with the aim of making such work 'business as usual'
- collaborate with Hertfordshire Infrastructure and Planning Partnership, providing evidence and support for policies, targets and aspirations that meet the needs of Hertfordshire and the wider climate change agenda
- encourage, provide expertise, guidance and strategies/delivery plans or programmes to mitigate and adapt to climate change, through the delivery of HGB's Vision and further buy-in from as wide a range of partners and groupings as possible
- support the Hertfordshire Nature Recovery Partnership in its work to improve the natural environment across Hertfordshire.

HCCSP will work with appropriate cross-boundary, multi-agency groups and partnerships to further its aims, including though not limited to working with district-based environmental sustainability forums, Hertfordshire Forward, the Local Transport Body for Hertfordshire, the Hertfordshire Waste Partnership, the Hertfordshire Nature Recovery Partnership and other appropriate organisations with areas of shared interest.

HCCSP will work to highlight the potential for climate change, environmental and wider sustainability issues to be promoted through greater coordination between emerging and established joint strategic plans in the county. HCCSP commits to undertake actions, in accordance with the decisions of the HGB and through its constituent members, to support this emerging work.

HCCSP will not be a formal decision making body and will not fetter the decision making processes of individual authorities, the LEP or the HGB. It is recognised that different HCCSP members will, from time-to-time, have different emphases regarding the climate change, biodiversity, environmental and wider sustainability agendas and may wish to establish sub-countywide initiatives. This is not counter to the aims of HCCSP nor the HGB so long as the overall direction is the betterment of climate change, biodiversity, environmental and wider sustainability outcomes across the whole county. If individual HCCSP members come to a different view from any collective Hertfordshire position this may be explored through the HGB.

HCCSP may from time-to-time form time-limited working groups consisting of representatives from some or all of the HCCSP members and other stakeholders who the Partnership feels can contribute to its objectives.

Appendix 1 provides a governance diagram.

Hertfordshire Sustainability Officers Group

HCCSP shall establish and maintain a Hertfordshire Sustainability Officers Group (HSOG). This shall be composed of at least one officer from each of Hertfordshire's eleven local authorities and the Hertfordshire LEP. The HSOG shall:

- carry out operational work under the direction of HCCSP;
- bring matters and proposals to the attention of HCCSP;
- endeavour to keep an up-to-date view on local, regional, national and international key issues concerning the remit of the Partnership;
- provide representatives to participate in HCCSP's work and/or meetings as required by the Partnership; and
- invite representatives of the University of Hertfordshire to join meetings for consideration of relevant items for the purpose of knowledge exchange, exploring opportunities for outreach and research collaboration to promote sustainability, awareness raising and furthering the understanding of the potential impacts of climate change in Hertfordshire.

HSOG may from time-to-time form time-limited working groups consisting of representatives from some or all of the authorities and the LEP and other stakeholders who officers feel can contribute to its objectives.

3. Membership

The core membership of HCCSP shall be:



- one elected member (and named substitute) of each of Hertfordshire's eleven local authorities; preferably a member with executive responsibility for climate change, environmental and wider sustainability matters although it shall be the decision of each authority which member to nominate to HCCSP
- a Hertfordshire LEP representative who shall not be an elected member of a Hertfordshire local authority already nominated to HCCSP by their authority.

In addition, acting in an advisory capacity, a senior officer from each of Hertfordshire's eleven local authorities with decision-making authority regarding the remit of HCCSP shall attend HCCSP meetings.

Local authorities and the LEP may choose to send more than one elected member / board member and/or officer to any particular meeting, although the LEP and each local authority shall only have one vote when present at the meeting.

4. Chairing Arrangements

The Chair and Vice-Chair of HCCSP will be local authority elected members and/or LEP representatives, nominated by the Partnership. The Chair and Vice Chair will be subject to selection on an annual basis.

The Chair, or their deputy, will represent HCCSP as appropriate on external bodies, including the HGB.

5. Funding and Financial Procedures

On at least an annual basis, HCCSP shall review its budget and determine the resources required from subscriptions from partner authorities and the LEP so as to meet its liabilities. This will be done at an appropriate point within the financial year to enable partner authorities and the LEP to assign monies within their annual budgets if/as required. Upon request, the Partnership shall share its financial information with the HGB.

In determining its budgets and subscription rates, HCCSP shall have regard to any resources made available by the HGB or requests from the HGB for additional duties to be carried out. HCCSP reserves the right to make business cases to the HGB for additional resources to be channelled to it via the HGB either as an ongoing contribution to the Partnership's running costs or for delivery of a one-off project. HCCSP recognises that the HGB shall not be obliged to agree to any such request from HCCSP.

HCCSP shall not hold a budget other than any monies delegated to it in connection with the annual costed work programme and/or for expenditure on specific projects or activities identified by HCCSP or the HGB in-year outside of the costed work programme. Any monies made available shall be held by one or more of the member local authorities or the LEP as determined by HCCSP. There is no expectation that a single lead body will hold all

monies although the Partnership may choose to adopt this approach.

6. Meetings and Decision Making

Meetings of the Hertfordshire Climate Change and Sustainability Partnership will be held every six weeks or at any frequency so determined by the Partnership.

Each meeting will be chaired by the elected Chair or the Vice Chair in their absence. If neither the Chair nor Vice Chair is present a chair for that meeting will be elected by those present, with the presumption being that this person will be an elected member rather than an officer although there is no fetter on the elected members present determining that an officer should chair the meeting. For the remainder of this section, 'Chair' should be taken to mean the person chairing the meeting, whether HCCSP's Chair, Vice Chair or another person chairing the meeting in both these post-holders' absences.

For a quorum there must be at least seven elected members / LEP representative (or their substitutes) present representing separate local authorities/the LEP. For avoidance of doubt, any combination of local authorities with or without a LEP representative may constitute a quorum so long as seven different bodies are represented. For purposes of assessing whether a quorum has been achieved, an officer may represent an authority/the LEP in a member's absence, and thus contribute to the quorum, so long as if asked by anyone present at the meeting, the officer can demonstrate the authority to represent the authority's / LEP's member at the meeting.

The aim shall be to reach decisions through discussion and consensus-building, however, votes may be taken. Any member may ask for a vote to be taken and it shall be for the Chair to decide whether a vote shall be taken. If a vote is agreed by the Chair, a recorded vote shall be held if requested by at least one HCCSP member (or officer representing a member who is not present).

Matters may be discussed, agreed and/or voted on by the local authorities/LEP present and:

- each local authority and the LEP only has one vote regardless of the number of representatives present
- votes shall be cast by elected members/board members, not officers, unless only an officer is present and can, if so asked, demonstrate they have been granted authority to cast a vote for that HCCSP member
- the Chair of the meeting shall cast votes for their authority/LEP and shall not have a casting vote.

Any authority that disagrees with the outcome of a vote may present a minority report.

The order of business shall be as indicated on the agenda, or as otherwise prescribed by the Chair.

The Chair will control the conduct of the meeting. There will be no time limit on speeches and the number of times that individuals can speak. The Chair will use discretion to ensure that meetings are conducted in an open, transparent and constructive manner and will act impartially in seeking all views and summarising the views of those present prior to any vote.

The ruling of the Chair on any point of order shall be final.

The meetings will not be open to the public or press.

The HCCSP Co-ordinator shall take minutes or make arrangements for minutes to be taken. The minutes of the previous meeting will be circulated with the agenda for the next meeting and will be discussed and agreed at the start of each meeting.

7. Venues

Meetings will be held virtually, via MS Teams, unless with the agreement of the Partnership that an in-person meeting is to be held.

8. Officer support

Prior to HCCSP meetings, officers of individual authorities/the LEP will be expected to provide support and briefings for their own elected member/board member representatives.

9. Agreement of Terms of Reference

The terms of reference will be reviewed and revised by HCCSP and its members as necessary.

Version 6: approved by HCCSP on 11 April 2024



Appendix 1: Governance Structure

