

# **RESPONSIBILITY FOR EXECUTIVE FUNCTIONS**

<b>Who is Responsible</b>	<b>Membership</b>	<b>Executive Functions</b>	<b>Delegation of Functions</b>
Cabinet	Up to 10 Members of the Council to be determined by the Leader	<p>Executive Functions are all functions that are not reserved by law to Council.</p> <p>These include:</p> <ol style="list-style-type: none"> <li>1. Review and approval of all relevant strategies, plans and policies that can be determined by the Executive</li> <li>2. To drive forward and review the Corporate Objectives and policy programme within the policy and budgetary framework, shaping overall strategy, overseeing policy implementation and organisational performance in the round</li> <li>3. To consider the capital strategy and the annual budget of the Council and make recommendations for final approval by the Council</li> <li>4. The setting of the Council tax base and approval of the NNDR 1 form (Government return on Business Rates)</li> <li>5. To have overall responsibility for the financial administration and monitoring of the Council's expenditure and income</li> <li>6. To determine policies in relation to land acquisition and disposal</li> <li>7. To work in partnership with, assist and provide leadership to key partners, local people and local groups to foster a sense of community, co-operation and pride within the Borough</li> <li>8. To develop joint working with the Health partners, Police, County Council, private companies and other bodies in order to deliver better outcomes for residents</li> <li>9. To consider and agree the Council's strategies under the Equality Act 2010 or any consequential equalities legislation</li> <li>10. To promote health and wellbeing in the Borough</li> <li>11. To promote community safety in the Borough</li> <li>12. To promote high quality and adequate housing, particularly affordable housing, within the Borough</li> <li>13. To drive forward the Council's corporate environmental strategy and organisation wide approach to the environment</li> <li>14. To promote favourable transportation and infrastructure policies for the borough</li> </ol>	Please see Officer Delegations detailed in Part 3 of this Constitution

Who is Responsible	Membership	Executive Functions	Delegation of Functions
		<ol style="list-style-type: none"> <li>15. To provide the strategic direction, provision, management and improvement of all Borough leisure facilities and services and work in partnership with all relevant external partners</li> <li>16. To be responsible for the formulation of the Council's planning strategies for the Council and make appropriate recommendation to Council for adoption of the Local Plan</li> <li>17. To approve the policies and administration of the Welwyn Garden City Estate Management Scheme</li> <li>18. To promote economic development and investment to the borough to achieve, in partnership with others, a buoyant and robust local economy, with steady and sustainable development</li> </ol>	
Cabinet Housing Panel	<p>As determined by the Leader</p> <p>And to include co-opted members consisting of two Tenants Panel representatives and two Independent Representatives (professionals in housing and development)</p>	<ol style="list-style-type: none"> <li>1. To work on the development of strategies, policies and plans relating to operational and strategic housing functions and make recommendations to Cabinet in relation to the adoption of such strategies, policies and plans</li> <li>2. To consider the results of performance reports in relation to the provision of services to tenants and leaseholders and the repair and maintenance of housing properties and make recommendations to Cabinet as appropriate in the light of performance</li> <li>3. To monitor progress of the Housing and Homelessness Strategy and other related strategies and plans</li> <li>4. To consider reports arising from the scrutiny of housing operations as tabled by the Borough's Tenants Panel and make recommendations to Cabinet on service improvements identified through this scrutiny process</li> <li>5. To consider reports from the council's housing company against its business plan targets and make any appropriate recommendations to Cabinet</li> <li>6. To agree responses to consultations where relevant</li> </ol>	Please see Officer Delegations detailed in Part 3 of this Constitution.

Who is Responsible	Membership	Executive Functions	Delegation of Functions
Cabinet Planning and Parking Panel	As determined by the Leader	<ol style="list-style-type: none"> <li>1. To work on the development of strategies, policies and plans relating to planning and transportation matters and make recommendations to Cabinet in relation to the adoption of such strategies, policies and plans. In doing so, to consider the results of any sustainability appraisal report of such policies and plans where relevant and the results of any public consultation</li> <li>2. To evaluate and submit representations to planning documents (through officers) prepared by other local planning authorities, statutory bodies and non-statutory bodies on county-wide minerals plans, waste plans, transport plans, infrastructure plans and other plans</li> <li>3. To consider the results of the Annual Monitoring Report including progress in meeting the key milestones in the Local Development Scheme and to make recommendations to the Cabinet as appropriate in the light of the Annual Monitoring Report</li> <li>4. To agree responses to consultations where relevant</li> </ol>	Please see Officer Delegations detailed in Part 3 of this Constitution.
Grants Board	As determined by the Leader	Acting in accordance with the Council's budget provision for grants and the Community Grants Policy, to allocate small community grants, make recommendations to Cabinet for the allocation of larger annual grants, and too determine the eligibility criteria for good causes and make decisions in relation to the Community Lottery Scheme.	
Cabinet Grants Appeals Committee	3 Members of the Cabinet as determined by the Leader	<ol style="list-style-type: none"> <li>1. To determine appeals from applicants turned down for grant aid by Officers.</li> <li>2. To hear and determine appeals from organisations that are entitled to make personal representations, if they believe the decisions taken by the Business Rate Section are unjust or they believe they have additional information which may increase their entitlement to rate relief</li> </ol>	

Who is Responsible	Membership	Executive Functions	Delegation of Functions
Campus West Cabinet Panel	As determined by the Leader	<p>To recommend to Cabinet:</p> <ol style="list-style-type: none"> <li>1. The setting of a three-year investment programme with an accompanying Strategy, and develop an indicative five to ten years Business Plan for Campus West</li> <li>2. Proposals for the enhancing of Campus West's reputation as a well-regarded provider of arts and leisure services in the Borough, so the business is seen to be both community minded and commercially sensitive</li> </ol>	Please see Officer Delegations detailed in Part 3 of this Constitution
Estate Management Scheme Member Group	7 Members, with a preference for Welwyn Garden City ward councillors	<ol style="list-style-type: none"> <li>1. To consider and make policy recommendations to Cabinet</li> <li>2. To consider and make design guide recommendations to Cabinet</li> <li>3. To consider and make enforcement protocol recommendations to Cabinet</li> <li>4. To consider and make fee recommendations to Cabinet and Council</li> </ol> <p>The Group will not decide any individual applications, appeals or enforcement cases.</p>	Please see Officer Delegations detailed in Part 3 of this Constitution.
Welwyn Garden City Estate Management Appeals Panel	As determined by the Leader, ideally selected from members within the Estate Management Scheme area	<ol style="list-style-type: none"> <li>1. To consider appeals against the refusal of Welwyn Garden City Estate Management Consent where the applicant is not in agreement with the decision and negotiation has proved ineffective</li> <li>2. To consider enforcement and further action under the Welwyn Garden City Estate Management Scheme</li> </ol>	Please see Officer Delegations detailed in Part 3 of this Constitution.
Welwyn Garden City Estate Management Panel	7 Members, with a preference for Welwyn Garden City ward councillors	<ol style="list-style-type: none"> <li>1. To consider and determine applications for Welwyn Garden City Estate Management Consent referred to the panel by the Head of Planning and applications for Welwyn Garden City Estate Management Consent called in to the Panel for determination by a Member of the Council.</li> </ol>	Please see Officer Delegations detailed in Part 3 of this Constitution.
Hertfordshire Growth <a href="#">Board</a>	12 Members, comprising one Member from each council and one Member from the LEP	<p>See attached:</p> <ol style="list-style-type: none"> <li>1. Terms of Reference of the Hertfordshire Growth Board”</li> <li>2. “Hertfordshire Growth Board Standing Orders”</li> <li>3. “Hertfordshire Growth Board Scrutiny Committee Terms of Reference”</li> <li>4. “Hertfordshire Growth Board Scrutiny Committee Standing Orders”</li> </ol>	

Who is Responsible	Membership	Executive Functions	Delegation of Functions
Customer Service Project Board	7 Members, politically proportionate.	<p>The Cross Party Customer Services Project Board will oversee the development of customer service elements of the Transformation Strategy associated projects, as appropriate, including:</p> <ol style="list-style-type: none"> <li>1. Review progress of the development of the Customer Service Strategy;</li> <li>2. Input into the key objectives and performance standards;</li> <li>3. Oversee the overarching communications plan for resident engagement of the new strategy;</li> <li>4. Review any project risk registers and associated contingency plans, as appropriate</li> <li>5. Review the Council's approach to non-statutory consultations, making recommendations to Cabinet, as appropriate.</li> </ol>	TBC

# 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

- 21 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

- 31 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.
- 32 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.
- 33 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.
- 34 The HGB may appoint representatives to other outside bodies of which the HGB has membership. FUNCTIONS

## General Functions

35 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;

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.

- h) 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.
- i) 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

- 36 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.
- 37 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;<sup>2</sup>
  - 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.

## **4. PROFESSIONAL AND ADMINISTRATIVE SUPPORT**

- 4.1 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.
- 4.2 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 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.
- 4.3 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.
- 4.4 Committee management and administrative support to the HGB will be provided by Hertfordshire County Council.

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<sup>2</sup>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

4.5 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.

## **5. STANDING ORDERS**

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

## **6. ADVISORY SUB-GROUPS**

6.1 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.

6.2 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.

## **7. WITHDRAWAL**

7.1 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.

7.2 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.

## **8. COSTS**

8.1 The costs of running the HGB will be funded from the HGB Growth Fund in combination with officer time contributions from constituent councils.

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

## 9. DISPUTE RESOLUTION

- 9.1 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**).
- 9.2 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).

# **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.

With effect from the Annual General Meeting 2023 the appointment of the Chair and Vice Chairs shall be decided annually as the first substantive item of business at the AGM.

- 4.2 There shall be no term limits for Vice-Chairs.

4.3 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 any one 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**

**20.** The ruling of the Chair of the HGB as to the application of these Standing Orders shall be final.

## **21. Suspension of Standing Orders**

21.1 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.

# **PART 3C -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**

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

## **7. COSTS**

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

# 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.

72 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 meetings of the HGB in order to allow the HGB Scrutiny Committee to consider issues the HGB will be taking decisions on and advise accordingly.

## 9. 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**

- 101 All HGB Scrutiny Committee members will be voting members.
- 102 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**

131 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 any one 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).

132 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.