

# **Hertfordshire Infrastructure and Planning Partnership**

## **Terms of Reference (Amended following the HIPP meeting on 27 June 2016)**

### **1. Objective**

To provide a forum to discuss and, where appropriate, undertake a lobbying role and develop a shared view and agree joint work programmes on infrastructure and planning issues of common concern working co-operatively within Hertfordshire and across the county borders, including in respect of the development and review of the London Plan and other significant regional and sub regional strategies, according to the principles of localism and the duty to co-operate.

The Partnership will work together with Hertfordshire Forward, Hertfordshire Local Enterprise Partnership, the Local Transport Body for Hertfordshire, the Local Nature Partnership, other local authorities within the wider south east and other appropriate organisations, groups and partnerships in areas of shared interest to develop and where possible and necessary agree joint approaches to common issues. In particular the Partnership will work together to develop and maintain a shared Strategic Planning Framework for the County that will be consistent with the proposals of each constituent local authority and will set out the broad strategic direction and infrastructure needs of Hertfordshire. In a similar way the partnership will seek to provide a forum for challenging the priorities and proposals of the strategic economic plan, and any future reviews, ensuring that it is aligned with the strategic planning framework and local plans, and has political support. It will also take a lead role in progressing work around Devolution and the development of shared services.

The Chairman, or their deputy, will represent the Partnership as appropriate on external bodies, including the Board of the Local Transport Body for Hertfordshire.

The Partnership will not be a formal decision making-body and will not fetter the decision making processes of individual authorities. If individual authorities come to a different view from any collective Hertfordshire position they will ensure that all the other authorities are duly notified.

### **2. Membership**

All eleven Hertfordshire local authorities.

The names of the accredited voting Member (and substitute) for each Authority should be registered with the Chairman of the Hertfordshire Planning Group. Accredited voting members and substitutes will be eligible to attend meetings.

Hertfordshire Local Enterprise Partnership (LEP) and other appropriate outside bodies will be invited to attend to speak where appropriate but will not be able to vote. There is a permanent invitation for Hertfordshire LEP to attend and participate at HIPP meetings.

### **3. Chairman and Vice Chairman**

A Chairman and Vice Chairman will be elected annually at the first meeting of the municipal year.

### **4. Venues**

Meetings will normally be held at County Hall, Hertford but any HIPP Member may host a meeting if they wish. The host authority will be responsible for organising the meeting room and refreshments.

### **5. Officer support**

For partnership meetings, officers of individual authorities will be expected to provide support and briefings for their own Member representatives.

There is an expectation that officers from all authorities will actively contribute to delivery of the work programme and any other actions of the Partnership.

Secretariat support will be provided by the Hertfordshire Planning Co-ordinator, in liaison with the Chairman of the Hertfordshire Planning Group, who will be responsible for:

- Organising venues.
- Drafting agendas (which will be circulated, with any necessary papers, at least 7 days in advance of the meeting). If an individual authority wishes a specific item to be on the agenda they should notify the Hertfordshire Planning Co-ordinator at least 10 days in advance of the meeting.
- Ensuring that papers are drafted.
- Organising presentations.
- Drafting, circulating and finalising the minutes of the meetings.
- Actioning any collective decisions made by the Partnership.

### **6. Meetings**

Each meeting will be Chaired by the elected Chairman, or the Vice Chairman in their absence. If neither the Chairman nor Vice Chairman is present a Chairman for that meeting will be elected by those present.

For a quorum there must be at least 6 voting Members present representing separate local authorities. However where a quorum is not present provisional decisions may be made for circulation to non attending Members

for their approval. The relevant decision will then become effective once a majority of HIPP Members, when added to those who attended the meeting and supported the decision, have confirmed their agreement.

If a vote is taken it will be by a show of hands and each local authority will have one vote. This can only be exercised by an accredited Member (or substitute Member) as nominated by that authority.

Decisions will be taken on a majority view of those eligible to vote where a unanimous view cannot be reached following reasonable debate. Any authority that disagrees with a vote will have the opportunity to present a minority report. Recorded votes shall be held if requested by at least one authority.

The Chairman will not have a casting vote.

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

The Chairman 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 Chairman will though 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 Chairman on any point of order shall be final.

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

Draft minutes will be circulated to each authority for comments within 7 days of the meeting. The subsequently amended 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. Agreement of Terms of Reference**

The terms of reference will be reviewed and revised by the Partnership as necessary.