



HERTFORDSHIRE INFRASTRUCTURE & PLANNING PARTNERSHIP

## Terms of Reference

January 2019

### 1. Relationship with Hertfordshire Growth Board (HGB)

HIPP works to support the outcomes identified by the HGB. It can promote issue to the HGB which need to be addressed and resolved and HIPP can propose work and actions to progress these matters. It can also receive requests and instructions from the HGB, commissioning work as necessary and appropriate to deliver on such matters.

### 2. Objectives

HIPP provides a forum to discuss and develop a shared view and propose joint work programmes on infrastructure and planning issues of common concern working co-operatively within Hertfordshire and across the county borders, 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 and other appropriate organisations in areas of shared interest to develop and where possible and necessary propose joint approaches to common issues.

In particular HIPP will work to highlight the potential for and ensure coordination between emerging joint strategic plans in the County. It will undertake actions, in accordance with the decisions of the HGB, and through its constituent members, to support this emerging work.

The Chairman, or their deputy, will represent the Partnership as appropriate on external bodies, including the HGB and 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 or of the HGB. If individual authorities come to a different view from any collective Hertfordshire position they will ensure that all the other authorities are duly notified.

### 3. 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.

#### **4. Chairman and Vice Chairman**

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

#### **5. 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.

#### **6. 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.

The Chairman of the Hertfordshire Planning Group (HPG) 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 Chairman of the HPG 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.

#### **7. 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.

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.

## **8. Agreement of Terms of Reference**

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