

Tees Valley Review
Statutory Officers Working Group (SOWG)
Terms of Reference

1. Purpose

The purpose of the Statutory Officers Working Group is to inform the Tees Valley Combined Authority's response to the Recommendations in the Tees Valley Review. This shall include:

- (a) Status of the Working Group
 - Constituent Authorities - Consultee in respect of TVCA recommendations.
 - TVCA – Consultee in respect of LA recommendations
- (b) Agreed Terms of Reference – will be reported into next Chief Executives Group for information purposes
- (c) To review recommendations from Tees Valley Review and provide input into the TVCA response to the SoS letter.
- (d) Review Statutory Instruments – and ensure statutory obligations are captured appropriately
- (e) Approve the group's input to each recommendation
- (f) Support Briefings on the work of the SOWG to TVCA Cabinet, TVCA Overview & Scrutiny, TVCA Audit & Governance and STDC Audit & Governance.
- (g) Note TVCA Mayor's response to Secretary of State
- (h) The Group shall have the ability to delegate to smaller working groups to feed back into the main group on as specific subject.

2. Membership

Julie Gilhespie, Chief Executive Officer, TVCA/STDC
 Gary Macdonald, s73 Officer, TVCA/STDC
 Emma Simson, Acting Monitoring Officer, TVCA/STDC
 Denise McGuckin, Manging Director, Hartlepool Borough Council
 Clive Heaphy, Interim Chief Executive, Middlesbrough Council
 Phil Winstanley, s151 Officer, Redcar & Cleveland Borough Council
 Luke Swinhoe, Monitoring Officer, Darlington Borough Council
 Ged Morton, Monitoring Officer Stockton on Tees Borough Council.

Substitutes for SOWG meetings will be accepted from alternative Statutory officers within the Local Authority from which the relevant Member is unable to attend.

3. Reporting

The work of the SOWG will inform:

- 3.1 the Tees Valley Mayor's response to the Secretary of State, seeking confirmation of the proposed approach to the recommendations in the Tees Valley Review.
- 3.2 Briefing Sessions to be provided to TVCA Cabinet, TVCA Overview & Scrutiny Committee, TVCA Audit and Governance Committee and STDC Audit and Governance Committee.
- 3.3 Proposals to TVCA Cabinet and STDC Board for changes pursuant to the recommendations in the Tees Valley Review.

4. Meeting Frequency

This will be agreed between the Members are the SOWG's work progresses. It is expected that the SOWG will meet at least once every 3-4 weeks, with smaller expertise specific groups meeting in between in order to inform those wider meetings.

5. Scope

The scope of membership is to be cognisant of the each other's statutory responsibilities. Each statutory officer has their own responsibilities and it is not anticipated that these roles will be duplicated. It is not the responsibility of the Statutory Officers to duplicate the Statutory Officer roles. The role of the members of the group is one of a critical.