



Overview and Scrutiny Committee

Date: Wednesday, 3 July 2024 at 10.00am.

Venue: Tees Valley Combined Authority (Teesside Airport Business Suite, Teesside International Airport, Darlington, England, DL2 1NJ)

***Membership:**

Councillor Ian Haszeldine (Darlington Borough Council)
Councillor Sonia Kane (Darlington Borough Council)
Councillor Andy Keir (Darlington Borough Council)
Councillor Rachel Creevy (Hartlepool Borough Council)
Councillor John Nelson (Hartlepool Borough Council)
Councillor Mike Young (Hartlepool Borough Council)
Councillor Ian Blades (Middlesbrough Council)
Councillor David Branson (Middlesbrough Council)
Councillor Dennis McCabe (Middlesbrough Council)
Councillor Craig Hannaway (Redcar and Cleveland Borough Council)
Councillor Margaret O'Donoghue (Redcar and Cleveland Borough Council)
Councillor Glynn Nightingale (Redcar and Cleveland Borough Council)
Councillor Lynn Hall (Stockton-on-Tees Borough Council)
Councillor Steve Nelson (Stockton-on-Tees Borough Council)
Councillor Tony Riordan (Stockton-on-Tees Borough Council)

*The above membership is subject to confirmation at Cabinet AGM on Thursday, 27 June 2024

AGENDA

1. Appointment of Chair and Vice-Chair

To appoint a Chair and Vice-Chair for the 2024/25 municipal year.

2. Apologies for Absence and Notification of Substitutes

To receive any apologies for absence and notification of substitutes.

3. Declarations of Interest

To receive any declarations of interest.

4. Minutes

To approve as a correct record the minutes of the meeting held on 14 March 2024.

5. Work Programme

To receive and consider a report from the Governance and Scrutiny Manager presenting an initial draft work programme for the 2024/25 municipal year.

6. Delegated Decisions

To receive a list of delegated decisions covering the period March 2024 – May 2024.

7. Date and Time of Meetings for 2024/25:

- Wednesday, 4 September 2024
- Wednesday, 16 October 2024
- Wednesday, 6 November 2024
- Wednesday, 15 January 2025
- Wednesday, 9 April 2025

(All the above meetings to commence at 10.00a.m.)

For Information:

Terms of Reference – Attached for information purposes.

Members of the Public - Rights to Attend Meeting

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A (4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting or for details of access to the meeting for disabled people, please contact:

Connor Malone
Governance and Scrutiny Officer
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AGENDA ITEM 1

REPORT TO THE TEES VALLEY COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

REPORT OF THE GOVERNANCE AND SCRUTINY MANAGER

3 JULY 2024

Appointment of Chair and Vice-Chair

Summary

This report briefly summarises the process of nominations for the position of Chair and Vice-Chair of Overview and Scrutiny Committee.

Recommendation

The Overview and Scrutiny Committee is asked to appoint a Chair and Vice-Chair for the 2024/25 municipal year.

Detail

At the first meeting of the municipal year, the Overview and Scrutiny Committee is asked to appoint a Chair and Vice-Chair.

In accordance with the TVCA Constitution, the Chair cannot be a member of the same political party as the sitting Mayor.

The Chair and Vice-Chair of Overview and Scrutiny Committee shall be appointed by Cabinet at its meeting on 19 July 2024, following a proposal by Overview and Scrutiny Committee.

Name of Contact Officer: Connor Malone

Post Title: Governance and Scrutiny Officer

Email Address: Connor.Malone@teesvalley-ca.gov.uk



Tees Valley Combined Authority Declaration of Interests Procedures

1. The purpose of this note is to provide advice and guidance to all members (the Mayor, elected and co-opted members, substitute members and associate members) of the Combined Authority Cabinet, Sub-Committees and Business Board, on the procedure for declaring interests. The procedure is set out in full in the [Combined Authority's Constitution](#) under the "Code of Conduct for Members" (Appendix 8).

Personal Interests

2. The Code of Conduct sets out in full, the principles on the general conduct of members in their capacity at the Combined Authority. As a general principle, members should act impartially and should not use their position at the Combined Authority to further their personal or private interests.
3. There are two types of personal interests covered by the constitution:
 - a. "disclosable pecuniary interests". In general, a disclosable pecuniary interest will involve any financial interests, such as paid employment or membership of a body, interests in contracts, or ownership of land or shares. Members have a pecuniary interest in a matter where there is a reasonable likelihood or expectation that the business to be considered will affect your well-being or financial position, or the well-being or financial position of the following persons:
 - i. a member of your family;
 - ii. any person with whom you have a close association;
 - iii. in relation to a) and b) above, their employer, any firm in which they are a partner, or a company of which they are a director;
 - iv. any person or body in whom persons described in a) and b) above have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - v. any body as described in paragraph 3 b) i) and ii) below.
 - b. Any other personal interests. You have a personal interest in any business of the Combined Authority where it relates to or is likely to affect:
 - i. any body of which you are a member (or in a position of general control or management) and to which you are appointed or nominated by the Combined Authority;
 - ii. any body which:
 - exercises functions of a public nature;
 - is directed to charitable purposes;
 - one of whose principle purposes includes influencing public opinion or policy (including any political party or trade union) of which you are a member (or in a position of general control or management).

Declarations of interest relating to the Councils' commercial role

4. The constituent councils of the Combined Authority are closely integrated with its governance and financial arrangements, and financial relationships between the Combined Authority and Councils do not in themselves create a conflict of interest for Council Leaders who are also Combined Authority Cabinet members. Nor is it a conflict of interest if the Combined Authority supports activities within a particular council boundary. Nevertheless, there are specific circumstances where the Cabinet is considering entering into direct contractual arrangements with a council, for example in relation to a particular commercial investment project, or in which that council is a co-funder. In these circumstances a non-pecuniary declaration of interest should be made by the Council Leader or their substitute.

Procedures for Declaring Interests

5. In line with the Code of Conduct, members are required to adhere to the following procedures for declaring interests:

Register of Interests

6. Each member is required to complete a register of interests form with their personal interests, within 28 days of their appointment to the Combined Authority. If no declaration is received from elected members within 28 days the matter may be referred to the Head of Paid Service of your local authority and Leader of the political group you represent on your council for action. If a declaration is not submitted within an appropriate timescale you may be prevented from attending committee meetings.
7. Details of any personal interests registered will be published on the Combined Authority's website, with the full register available at the Combined Authority's offices for public inspection. The form will be updated on an annual basis but it is the responsibility of each member to notify the Monitoring Officer of any changes to the register throughout the year. Notification of a change must be made to the Monitoring Officer within 28 days of becoming aware of that change.

Declaration of Interests at Meetings

8. The Combined Authority will include a standing item at the start of each meeting for declaration of interests. Where members are aware that any of their personal interests are relevant to an item of business being considered at a meeting they are attending, they must declare that interest either during the standing item on the agenda, at the start of the consideration of the item of business, or when the interest becomes apparent, if later.
9. Where members consider that their interest could be considered by the public as so significant that it is likely to prejudice the members' judgement then they may not participate in any discussion and voting on the matter at the meeting, but may attend the meeting to make representations, answer questions or give evidence relating to the business, before it is discussed and voted upon.

Anything is possible

10. If the interest is a disclosable pecuniary interest (as summarised in paragraph 3a) then the member must leave the meeting room during discussion and voting on the item of business, but may make representations, give evidence and answer questions before leaving the meeting room. Failure to comply with the requirements in relation to disclosable pecuniary interests is a criminal offence.

Sensitive Information

11. Members can seek the advice of the monitoring officer if they consider that the disclosure of their personal interests contains sensitive information.



**Tees Valley Combined Authority Overview and Scrutiny Committee
Tees Valley Combined Authority Offices; Teesside Airport Business Suite,
Teesside International Airport, Darlington, DL2 1NJ**

Thursday, 14 March 2024 at 10.00am

These Minutes are in draft form until approved at the next Overview and Scrutiny Committee and are therefore subject to amendments.

Present:

Members

| | |
|--------------------------------|---------------------------------------|
| Councillor Ian Haszeldine | Darlington Borough Council (Chair) |
| Councillor Sonia Kane | Darlington Borough Council |
| Councillor Andy Keir | Darlington Borough Council |
| Councillor Brenda Harrison | Hartlepool Borough Council |
| Councillor Margaret O'Donoghue | Redcar and Cleveland Borough Council |
| Councillor Paul Salvin | Redcar and Cleveland Borough Council |
| Councillor Steve Nelson | Stockton Borough Council (Vice-Chair) |
| Councillor Pauline Beall | Stockton Borough Council |
| Councillor Lynn Hall | Stockton Borough Council |
| Councillor David Branson | Middlesbrough Council |
| Councillor Matt Storey | Middlesbrough Council |

In Attendance

| | |
|-------------------|---|
| Mayor Ben Houchen | Tees Valley Mayor |
| Julie Gilhespie | Group Chief Executive, TVCA |
| Gary Macdonald | Group Director of Finance & Resources, TVCA |
| Emma Simson | Acting Group Chief Legal Officer and Monitoring Officer, TVCA |
| Guy Close | Governance and Scrutiny Manager, TVCA |
| Connor Malone | Governance and Scrutiny Officer, TVCA |

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| <p>OSC 33/24</p> | <p>Apologies for Absence and Notification of Substitution</p> <p>Apologies for absence were submitted by Councillors Glynn Nightingale (Redcar and Cleveland Borough Council) and Councillor Tony Riordan (Stockton Borough Council).</p> <p>Notification had been received that Councillor Lynn Hall was to substitute for Councillor Tony Riordan.</p> |
| <p>OSC 34/24</p> | <p>Declarations of Interest</p> <p>There were no declarations of interest.</p> |
| <p>OSC 35/24</p> | <p>Minutes of previous meeting</p> <p>Resolved: That the minutes of the meeting held on 22 February 2024 be approved as correct record.</p> |
| <p>OSC 36/24</p> | <p>Scrutiny Protocol: Briefing Paper</p> <p>Connor Malone, Governance and Scrutiny Officer submitted a briefing paper updating the Committee on the research that TVCA had undertaken in relation to the Scrutiny Protocol announced in November 2023.</p> <p>Members sought clarification on the legislative background and introduction to the protocol. It was advised that the protocol was being considered alongside the recommendations as set out in the Tees Valley Report, further explanation made clear the intention to implement where possible but to deliver any changes when satisfied that they had been thoroughly explored and appropriately scrutinised. It was noted that it had a significant relationship with Level 4 devolution, which TVCA was in the process of reviewing.</p> <p>The Committee considered setting up a Sub-Committee to review the Scrutiny Protocol in greater detail and utilise the time leading up to the TVCA Annual General Meeting (AGM), to explore the necessary requirements to fully introduce the key principles. Members supported the creation of a Sub-Committee to deliver this work, and Councillor Ian Haszeldine was nominated to Chair it.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1) That a Sub-Committee is established for the purpose of exploring the Scrutiny Protocol in greater detail with a view to fully introducing the key principles. 2) That the Chair of the Overview and Scrutiny Committee explores the possibility of inviting technical expertise (potentially from the Centre of Governance and Scrutiny) to support the Sub-Committee. 3) That Councillor Ian Haszeldine is to be Chair the Sub-Committee. |

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| <p>OSC 37/24</p> | <p>Overview and Scrutiny Annual Report 2023/24</p> <p>Guy Close, Governance and Scrutiny Manager presented the Overview and Scrutiny Annual Report 2023/24.</p> <p>Members welcomed the activity of the Committee noting that it had been productive year with a desire to continue delivering on the skills they had developed.</p> <p>The Committee was informed that there was an intention to develop a recommendation tracking system in 2024/25 to monitor progress made against each of the recommendations that had been agreed, particularly in terms of whether progress made was acceptable or required further action.</p> <p>Resolved – That the Committee submits the report to Cabinet to endorse.</p> |
| <p>OSC 38/24</p> | <p>Response to the Secretary of State in relation to the Tees Valley Review</p> <p>The Acting Group Chief Legal Officer and Monitoring Officer, Emma Simson, submitted a report which presented an update on the Independent Review into the Tees Valley Combined Authority's oversight of the South Tees Development Corporation and Teesworks Joint Venture (Teesworks Limited) and to set out the process for implementation of the recommendations.</p> <p>Members were informed that all constituent local authorities had been involved in the creation of the action plan with a Statutory Officer Working Group created involving Monitoring Officers, s151/s73 Officers, and Chief Executives/ Managing Directors. The Committee were advised that there were several requests for clarification due in relation to items within the recommendations.</p> <p>The Committee sought a more direct relationship with the implementation of the recommendations, particularly in relation to scrutiny activities. Members were informed that several workshops were to be delivered over the coming months for members of Cabinet, Overview and Scrutiny and Audit and Governance Committee. Prior to implementation of the plan there would be opportunities for the Overview and Scrutiny Committee to review it before being presented to Cabinet for approval. Members requested an additional appendix within the implementation plan, which captured any additional feedback and comments was not featured elsewhere in the action plan.</p> <p>The Committee considered the option of engaging with constituent local authorities and encouraging their respective Overview and Scrutiny Committees to review the Tees Valley Review and feedback any comments they had. It was advised that TVCA could not instruct constituent local authorities to review the Report but could inform them of the request of the Overview and Scrutiny Committee to do so.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1) That the Committee note the contents of the report and appendices. |

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| | <p>2) That Officers engage with Chief Officers of the constituent local authorities to suggest that their respective Overview and Scrutiny Committees review the action plan and feedback any comments that they had.</p> <p>3) That an additional appendix be added to the implementation plan, which captures any additional feedback and comments that is not featured elsewhere in the action plan.</p> |
| OSC 39/24 | <p>Delegated Decisions</p> <p>Resolved – That the delegated decisions covering the period January – February 2024 be noted.</p> |
| OSC 40/24 | <p>Date and Time of Next Meeting</p> <p>To be confirmed.</p> |



AGENDA ITEM 5

REPORT TO THE TEES VALLEY COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

REPORT OF THE GOVERNANCE AND SCRUTINY MANAGER

3 JULY 2024

Work Programme

Introduction

1. This report presents an initial draft work programme for the 2024/25 municipal year.

Recommendations

- a) Members are asked to consider the matters outlined in the report and agree (or amend) the work programme (as presented as an appendix to the report) for the 2024/25 municipal year;
- b) Agree up to two areas to review through the establishment of Sub-Committees; and
- c) Agree the membership of the Sub-Committee's and the Chairperson for each.

Detail

2. A draft work programme is presented to the Overview and Scrutiny Committee at the first meeting of the new municipal year and which sets out the key activities to be undertaken.
3. In 2023/24, the Overview and Scrutiny Committee undertook two reviews in relation to South Tees Development Corporation (STDC) and Transport: Buses.
4. The Tees Valley Combined Authority has three key directorates: Finance and Resources, Business Solutions, and Infrastructure. Each directorate has several teams within it. These are outlined below:

Finance and Resources

Director: Gary MacDonald

- Legal and Governance

- Performance, Risk and Assurance
- Finance

Business Solutions

Director: Helen Kemp

- Freeport
- Business Solutions
- Creative Place
- Net Zero

Infrastructure

Director: Tom Bryant

- Investment Development
- Transport
- Digital

Consultation Response Topics

5. It's important to emphasise that it is a matter for the Overview and Scrutiny Committee to determine those areas that it wishes to focus on as part of its scrutiny review work.
6. To assist Overview and Scrutiny Committee, Cabinet members were asked to identify areas that they would like to see the Overview and Scrutiny Committee undertake more in-depth scrutiny activity.
7. Cabinet members responded with suggestions listed below. Members of Overview and Scrutiny Committee may wish to consider some or all of these topics as part of its overall discussion of the work programme.

Transport:

- City Region Sustainable Transport Settlements: Review of the programme of works.
- Tees Flex and Bus Subsidy: Review of the future funding and viability of services.
- Trains: Review of connectivity and multimodal operations.

STDC:

- Teesworks: Review of social value, job creation, tenancy of Teesworks.

Education, Employment and Skills:

- Post education offers: Review of opportunities, such as apprenticeships / courses / work experience, within the Tees Valley which are supported by TVCA.

Tees Valley Strategic Economic Plan (2016-2026)

- Strategic Economic Plan (SEP): Review of progress to deliver priorities and targets identified in the SEP. This should include a review of activity that has directly contributed to SEP priorities, and evidence of its impact.
- 8. Officers have been invited to attend the meeting to respond to members' questions and comments on the above areas put forward for consideration. Any areas submitted after the time of agenda publication will be reported verbally at the meeting and recorded in the minutes.

General approach to developing the work programme

- 9. In agreeing the work programme it's important to recognise that it should not be considered a fixed and rigid schedule, it should be something that can be adapted to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.
- 10. However, when considering any developments and / or modifications to the work programme, effort should be made to:
 - Avoid unnecessary duplication by taking into account any existing groups already monitoring a particular issue.
 - Ensure that any review work to be undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
 - Seek advice about available resources and relevant timings, taking into account the Overview and Scrutiny Committee's workload and the type of activity taking place.
 - Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.
- 11. In order to deliver the work programme, the Overview and Scrutiny Committee may need to take a flexible approach and undertake activities outside the formal schedule of meetings, such as Sub-Committee's. This flexible approach may also require additional formal meetings of the Overview and Scrutiny Committee.

Name of Contact Officer: Connor Malone

Post Title: Governance and Scrutiny Officer

Email Address: Connor.Malone@teesvalley-ca.gov.uk

Overview and Scrutiny Work Programme 2024/2025

| Overview and Scrutiny Committee | | |
|---------------------------------|--------------|--|
| Date | Venue | Item |
| Wednesday, 3 July 2024 | TVCA Offices | <ul style="list-style-type: none"> - Appointment of Chair and Vice-Chair – To appoint a Chair and Vice Chair of the Overview and Scrutiny Committee for the 2024/25 municipal year - Work Programme – To agree the draft work programme for the 2024/25 municipal year. |
| Wednesday, 4 September 2024 | TVCA Offices | <ul style="list-style-type: none"> - Independent Review – To consider and agree Overview and Scrutiny Committee’s response to Cabinet. |
| Wednesday, 16 October 2024 | TVCA Offices | <ul style="list-style-type: none"> - To receive a presentation on Sub-Committee (1) and agree terms of reference - To receive a presentation on Sub-Committee (2) and agree terms of reference - Scrutiny Protocol – To make recommendations to Cabinet on implementation of the Scrutiny Protocol. |
| October / November 2024 | MS Teams | <ul style="list-style-type: none"> - Sub-Committee (1) Review – Session one – Information and evidence gathering. |
| October / November 2024 | MS Teams | <ul style="list-style-type: none"> - Sub-Committee (2) Review – Session one – Information and evidence gathering. |
| Wednesday, 16 November 2024 | TVCA Offices | <ul style="list-style-type: none"> - Progress update on Sub-Committees (1) and (2). - Recommendation Tracking – To review progress made against recommendations arising from scrutiny reviews in 2023/24 |
| December 2024 | MS Teams | <ul style="list-style-type: none"> - Sub-Committee (1) Review – Session two – To agree the Sub-Committee’s findings for presenting to Overview and Scrutiny Committee. |
| December 2024 | MS Teams | <ul style="list-style-type: none"> - Sub-Committee (2) Review – Session two – To agree the Sub-Committee’s findings for presenting to Overview and Scrutiny Committee. |

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| December 2024 | MS Teams | <ul style="list-style-type: none"> - Finance and Resources Sub-Committee – To consider and agree the Sub-Committee’s response to Overview and Scrutiny Committee. |
| Wednesday, 15 January 2025 | TVCA Offices | <ul style="list-style-type: none"> - Finance and Resources Sub-Committee – Overview and Scrutiny Committee to agree its response to Cabinet as part of the budget consultation process. - Progress update on Sub-Committees (1) and (2). |
| Wednesday, 9 April 2025 | TVCA Offices | <ul style="list-style-type: none"> - Final review report for Sub-Committee (1) – To consider and agree its response to Cabinet - Final review report for Sub-Committee (2) – To consider and agree its response to Cabinet - Overview and Scrutiny Annual Report 2024/25 – To consider and agree the Overview and Scrutiny Annual Report 2024/25. |

**REPORT TO THE TEES VALLEY COMBINED AUTHORITY
OVERVIEW AND SCRUTINY COMMITTEE**

3 JULY 2024

DELEGATED DECISIONS COVERING THE PERIOD MARCH 2024 – MAY 2024

SUMMARY

The table below shows the delegated decisions approved by the Combined Authority between March 2024 and May 2024.

RECOMMENDATIONS

That the Overview and Scrutiny Committee notes the table below.

DETAIL

1. The table below shows the Delegated Decisions signed off by the Combined Authority between March 2024 and May 2024:

| Title | Amount | Date signed | Key Decision |
|---|-------------------|-------------------|--------------|
| <p>Woodland Road Phase 2 Design and Development Work</p> <p>As agreed in our LCWIP Project Management Framework, projects will be delivered by the Local Authorities. In order to progress Woodland Road Phase 2, design and development work must be carried out. A maximum of £226,978.96 is now sought as advance funding to Darlington Borough Council to allow them to undertake this design and development work. This amount includes but is not limited to internal engineering fees, Highways Direct Labour Organisation costs, surveys and external appointments, preliminary and detailed design, consultation/engagement activity, approvals and notifications, design management, construction management, expenses, and project management fees.</p> | <p>£226,979</p> | <p>19/03/2024</p> | <p>No</p> |
| <p>Nunthorpe to Guisborough Walking and Cycling Scheme</p> <p>As agreed in our LCWIP Project Management Framework, projects will be delivered by the Local Authorities. To progress the Nunthorpe to Guisborough Walking and Cycling Scheme towards the delivery phase, Redcar and Cleveland Borough Council require a funding advance of a maximum of £21,043.82.</p> | <p>£31,043.82</p> | <p>03/04/2024</p> | <p>No</p> |

| Title | Amount | Date signed | Key Decision |
|--|--------------------|-------------------|--------------|
| <p>This advance will be used to purchase a licence for TVCA to use a section of land for construction works on the scheme.</p> | | | |
| <p>DBC Bus Service Improvements – Design and Development Works</p> <p>A maximum of £168,824.44 is now sought as advanced funding to Darlington Borough Council to allow them to undertake design, feasibility and development works on the following work package.</p> <p><u>Branksome to Red Hall and Darlington to Middlesbrough bus corridor</u></p> <ul style="list-style-type: none"> • ID11AC-Bondgate Roundabout Bus Lane Improvements - £21,835.04 • ID11F-Greenbank Road-Portland Place Junction Improvements -£22,715.67 • ID12A-Town Centre Bus Routes Improvements - £7,683.13 • ID17AC-McMullen Road-Tornado Way Junction Improvements £47,106.44 <p><u>Darlington to Durham bus corridor</u></p> <ul style="list-style-type: none"> • ID20G – A167 Burtree Lane Junction Improvements £69,484.16 | <p>£168,824.44</p> | <p>23/05/2024</p> | <p>No</p> |
| <p>Yarm Road to Teesside International Airport LCWIP Scheme</p> <p>As outlined in our LCWIP Project Management Framework, projects will be delivered by the Local Authorities. To progress the Yarm Road to Teesside International Airport Local Cycling and Walking Infrastructure scheme, design and development work must be carried out. A maximum of £7,338.68 is now sought as advance funding to Darlington Borough Council to allow them to undertake this design and development work. This amount includes but is not limited to internal engineering fees, and surveys and external appointments.</p> | <p>£37,338.68</p> | <p>31/05/2024</p> | <p>No</p> |

2. All key decisions are sent to the Overview and Scrutiny Committee within two days of being made. All other delegated decisions are provided for information at the next scheduled Committee meeting.



FINANCIAL IMPLICATIONS

3. There are no direct financial implications arising from this report. The report derives from the Constitution and Assurance Framework for the Combined Authority, which have embedded within them the statutory financial regulations.

LEGAL IMPLICATIONS

4. The report derives from the Constitution and the Assurance Framework for the Combined Authority which sets out the appropriate statutory framework and is legally binding.

RISK ASSESSMENT

5. The report is categorised as low risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.

CONSULTATION AND COMMUNICATION

6. Not Applicable

Name of Contact Officer: Julie Gilhespie
Post Title: Group Chief Executive
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Tees Valley Combined Authority Overview and Scrutiny Committee

Terms of Reference

(These Terms of Reference should be read alongside and in conjunction with the Tees Valley Combined Authority Constitution including the Rules of Procedure for Statutory Committees at Part 3.)

Background and Introduction

Tees Valley Combined Authority (TVCA) has established an Overview and Scrutiny Committee in accordance with the relevant statutes and the Combined Authority's own Constitution, in order to scrutinise and support the decision-making of the Combined Authority Cabinet and the Tees Valley Mayor. TVCA recognises that its ways of working and formal governance need to support transparent and publicly accountable decision making.

Purpose of the Overview and Scrutiny Committee

The purpose of the Overview and Scrutiny Committee includes:

- 1) Monitoring the decisions of or other action taken by the Cabinet and Mayor and to submit reports and make recommendations for improvement and/or change;
- 2) Reviewing the strategies and policies of the Combined Authority and holding the Mayor, other Cabinet Members, and Officers, to account for their delivery.

The Overview and Scrutiny Committee acknowledges the need for it to act in accordance with the Member Code of Conduct and the Rules of Procedure as detailed in the TVCA Constitution. The scrutiny element of activities should always be undertaken in the best interests of the people of the Tees Valley with the objective of achieving positive outcomes. Members agree for that reason, the Overview and Scrutiny Committee should be apolitical, taking an unbiased position in regard to political matters.

The Overview and Scrutiny Committee is responsible for determining its own work programme, having taken advice from relevant officers. When considering its work programme, the Overview and Scrutiny Committee shall:

- Determine whether an issue is more appropriately dealt with by one of the Constituent Authorities or by some other organisation or in some other way and will not duplicate the work of existing bodies or agencies.
- Take into account the resources available to support that programme, and avoid establishing priorities for which the costs exceed the likely benefits.
- Avoid initiating enquiries at a time, or in a manner which disrupts the effective and efficient operation of the Combined Authority, or unnecessarily delays the conduct of its business.



Functions of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee has power to:

- i. Review or scrutinise decisions made or other action taken, in connection with the discharge of any functions which are the responsibility of the Mayor or Combined Authority;
- ii. Make reports or recommendations to the Mayor or Combined Authority with respect to the discharge of any of their functions;
- iii. Make reports or recommendations to the Mayor or Combined Authority on matters that affect the Authority's area or the residents of the Tees Valley.
- iv. To "call-in" for review or scrutiny decisions made by the Combined Authority, but not implemented, and to direct that that decision is not implemented while it is under review or scrutiny.

The Overview and Scrutiny Committee may invite Members or statutory officers of the Combined Authority or of the Constituent Authorities to attend before it to answer questions and give evidence. Such invitations must be made through the Chief Executive of the Combined Authority or the relevant Constituent Authority.

Membership

Fifteen members (three from each Constituent Authority) will form the Overview and Scrutiny Committee with a substitute pool of an additional fifteen members (three from each Constituent Authority), appointed annually by the TVCA Cabinet.

Membership must reflect (as far as reasonably practicable) the political balance of the whole TVCA area.

The Overview and Scrutiny Committee will appoint a Chair and Vice Chair. These requirements also apply to the chairing of any temporary working groups or task and finish groups.

Meetings

As a minimum, the Overview and Scrutiny Committee will meet quarterly and will undertake its work in accordance with the TVCA Constitution.

The Overview and Scrutiny Committee shall hold at least four meetings per year and may convene additional meetings if necessary.

Quorum for any Overview and Scrutiny Committee meeting is ten members representing no fewer than four Constituent Authorities.

The Chair will approve the agenda for each annual meeting and any other meetings to be held.

Any member of the Overview and Scrutiny Committee may raise with the Chair a matter which is relevant to the functions of the Overview and Scrutiny Committee, for consideration by the Overview and Scrutiny Committee.



Different approaches to scrutiny reviews may be taken in each case, but members shall seek to act in an inclusive manner and take evidence from a wide range of opinion. The Overview and Scrutiny Committee shall make specific efforts to engage with groups who would otherwise be excluded.

The Overview and Scrutiny Committee may establish temporary working groups to consider specific issues in more depth and to report back to the Committee.

Legal, Governance and Scrutiny Support

Legal, Governance and Scrutiny support will be provided by the Tees Valley Combined Authority from its Monitoring Officer, Governance and Scrutiny Manager and Governance and Scrutiny Officer, who will provide advice, guidance, administrative support and be present at meetings.