



APPENDIX 3

Title: Tees Valley Waste Project Board, established August 2019

Purpose / role of the group:

- To manage and implement the Outline Business Case for the procurement residual waste treatment solution to ensure the Tees Valley Local Authorities have a residual waste disposal provision after the expiration of current contracts in March 2025.
- To determine the optimal solution regarding the treatment and disposal of residual waste for the period 2025-2050.
- Appoint Programme Director and set up project delivery team
- Determine Governance structure
- Develop a detailed Procurement strategy
- Develop and agree Inter Authority Agreement between the Tees Valley Authorities and other Partner Authorities
- Provide strategic oversight for Project Director
- Manage and commission Technical advisors
- Receive Project update reports

Group established on behalf of the five Tees Valley local authorities

Key Objectives

- Work to the key objectives of the Strategic joint waste management strategy
- Maintain a unified approach for Tees Valley and contribute positively to the local circular economy
- Contribute towards becoming an exemplar region for clean energy and low carbon
- Maximise competition (by offering a site to the market with planning) and obtain value for money
- Seek local heat and electricity offtake
- Contribute positively to the future regeneration and infrastructure of key development sites.
- Promote jobs and growth

Membership:

Group Chair and Project Sponsor	Denise McGuckin, Director for Regeneration & Neighbourhoods, Hartlepool Borough Council
TV Local Authority representatives	Chris Little, Director of Finance and Policy, Hartlepool Borough Council Richard McGuckin, Director for Economic Growth, Stockton Borough Council Geoff Field, Director of Environment and Commercial Services. Middlesbrough Borough Council Sarah Hutchinson, Darlington Borough Council Will Gander, Interim Assistant Director, Redcar Borough Council - TBC
Programme Director	Stephen Foster, Local Partnerships
TVCA	Gary McDonald, Director of Resources
Local Partnerships	Dr Daryl Hill
Admin support	Garry Fisher, Middlesbrough Borough Council
Advisors	Technical, Financial and legal advisors will be commissioned during the project in relation to specific workstreams
Other	There may be occasions where representatives from specific organisations will be invited to attend and provide updates to the board

A stakeholder board for potential partner local authorities outside of the Tees Valley to be considered following determination of their OBC.

Accountability:

- Members of the board will be responsible for ensuring their organisation are kept informed of the progress of board in line with their governance structures.
- The Programme Sponsor & Director will be responsible for reporting to the TV Chief Executives.
- The Programme Sponsor & Director will be responsible for providing updates to other groups as requested e.g. the Directors of Finance and Resources as required.
- The Programme Sponsor & Director will be responsible for providing updates to a stakeholder board which will be determined following September 2019.

Review:

- Terms of reference will be reviewed in terms of the relevance and value of its work every six months.

Working methods / ways of working:

- Regular meetings will be diarised.
- Programme Director Update/progress reports will be provided at each meeting which will include amongst other items progress against programme, key risks and mitigations.
- The TV Waste Management Group to be tasked with duties associated with this project.

Meetings

- Meetings will be held monthly and the frequency reviewed after 6 months.
- Meetings will be held at TVCA offices, Cavendish House, Stockton-On-Tees.
- The Project Sponsor will organise and chair the meetings
- Agenda items to be agreed by the Project Sponsor 7 business days prior to circulation
- Meeting papers will be circulated at least 3 business days before the date of the meeting
- Non-members will be invited to meetings and as and when required
- Secretariat for the group will be provided by Middlesbrough Borough Council
- Information will be shared via Email.
- Confidential materials will be identified and it will be the responsibility of group members to ensure they are not shared wider than those involved.