

**Tees Valley Combined Authority (TVCA) Audit and Governance
Committee**

Thursday 20th January 2022 at 10.00am

PRESENT

Members

Councillor Paul Crudass, Chair (Darlington Borough Council)
Councillor Barry Woodhouse (Stockton-on-Tees Borough Council)
Councillor Michael Lockwood (Redcar and Cleveland Borough Council)
Councillor Brian Hubbard (Middlesbrough Borough Council)
Jonny Munby (Independent Member)
Angus Kidd (Independent Member)
James Stuart (Independent Member)

Apologies for Absence

Gary Macdonald (Group Finance & Resources Director, TVCA)
Cllr Tom Feeney (Hartlepool Borough Council)

IN ATTENDANCE

Officers

Alison Fellows (Group Commercial Director, TVCA)
Victoria Smith (Group Financial Controller, TVCA)
Peter Judge (Group Chief Legal Officer, TVCA)
Natalie Robinson (Group Risk Manager, TVCA)
Charlie Kemp (Head of Creative Place, TVCA)
Ruth Callaghan (Acting Governance & Business Support Manager, TVCA)
Nicola Dean (Governance Support Officer, TVCA)

Also in Attendance

Cameron Waddell (Mazars – External Auditors)
Michael Gibson (RSM – Internal Auditors)

AGC 41/21	APOLOGIES FOR ABSENCE Apologies for absence were submitted as detailed above and it was noted that Alison Fellows, Group Financial Director for TVCA and Victoria Smith, Group Financial Controller for TVCA were in attendance in the absence of Gary Macdonald.
AGC 42/21	DECLARATIONS OF INTEREST No declarations of interest were received.

<p>AGC 43/21</p>	<p>APPOINTMENT OF VICE CHAIR</p> <p>The Chair noted that Cllr Mike Lockwood would be willing to take the role as Vice Chair of the Committee and no other nominations were received. Committee members approved the appointment.</p>
<p>AGC 44/21</p>	<p>MINUTES OF MEETING HELD ON 1st DECEMBER 2021</p> <p>The minutes of the previous meeting were agreed as a true record.</p>
<p>AGC 45/21</p>	<p>ACTION TRACKER 2021-2022</p> <p>The outstanding actions were discussed, and Members were advised that the actions were discharged as noted and updates on outstanding actions were provided as follows:</p> <ul style="list-style-type: none"> • The Audit reports for STDC/TIAL and Goosepool would be shared as soon as they were available once finalised • Natalie Robinson, Risk Manager at TVCA had met with Mike Gibson, RSM, to progress the action of an Open Actions Report to be shared periodically with Members • The Self Evaluation and Skills Audit Questionnaire for Members is being developed and a Paper with a proposal on this will be provided at the next meeting.
<p>AGC 46/21</p>	<p>DEEP DIVE – CREATIVE PLACE</p> <p>Charlie Kemp, Head of Creative Place at TVCA, provided a presentation on the Creative Place programme to update on delivery through the pandemic to date. The presentation covered the following areas:</p> <ul style="list-style-type: none"> • Creative Place Pandemic Recovery programme • Work undertaken to establish and agree the main Creative Place programme • How arrangements for this programme will be governed and managed. <p>Members asked:</p> <ul style="list-style-type: none"> • Is there anything included for NEET students or children in care? Charlie Kemp, Head of Creative Place explained as the detail of TVCA's interventions is developed in terms of the skills development element, there will be opportunities for engaging with programmes that intersect with those areas. • Why do LAs not appear to be mentioned anywhere? Members were assured that representatives from each LA are part of the Creative Place Advisory Group and work closely with TVCA on day-to-day basis, so relevant officers are contributing and engaging to shape that area. • Enjoy Tees Valley and social media is a great way to sell this but is there any update on print versions of Newsletters etc. to highlight events? It was advised that the Place marketing team leads on this and pre-pandemic there was a print version of this, but this was pulled when the pandemic hit, although there is a plan to reintroduce it. • Do we know what the trends are and how global megatrends have been interpreted in our context? CK discussed the Destination Management Plan, advising that key markets have been identified in the Tees Valley around what we can offer, and these reflect those trends – emphasizing the importance of experience and not just about the place. We have an opportunity to build on these in the Tees Valley with the large number of independent businesses and hospitality sector businesses that

need support and help to “join up”. People are interested in where things are sourced, so we are making sure we are working with local business to demonstrate the capability of the area. Members were assured TVCA is cognisant of those trends and once the Destination Management Plan is finalised, it will be shared with Members.

- What are risks to delivery and what relationships to Skills and Digital is there? Charlie Kemp, Head of Creative Place, advised there are systemic issues in the creative place and hospitality areas. Members were informed there are fewer courses in schools around that sort of career, with 54% of the sector in the North East being freelance. It was agreed that there is a need to focus on how we can promote that there are successful careers in this area and address the potential pipeline issue. Digital was explained to be connected to that and, in the pandemic, businesses had to put more online, but still need considered approaches to engaging with their audiences. We need to embed digital in business practices in this sector in terms of step-changes to business models, to reach new audiences beyond immediate geography, and there is a need for more targeted focus on that. Members were assured that the Creative Place team is working closely with TVCA EES team with cross-cutting work embodied in creative education partnership and we recognise that there is more work to do on this.
- Visitor infrastructure has collapsed and how do you capitalize on it? Alison Fellows, TVCA Group Commercial Director informed members that significant capital has been invested in the programme with TVCA putting funding into the Railway Heritage Quarter in Darlington, Kirkleatham Walled Garden, Hartlepool marina, Redcar seafront projects such as the new cinema, Hartlepool Film Studios, and work on Stockton Town Centre. It was also emphasized that LAs are themselves investing in culture and we need to ensure collectively that this infrastructure supports the region.
- In terms of festivals and the £2.8m spent, how is the return of 9:1 measured? Charlie Kemp advised that she could share the methodology on this and explained that research is undertaken through various routes including in person business surveys, on-line surveys, and meetings with businesses to determine the return. Other factors are considered such as business investment leveraged through the pot, displacement – looking at new spend generated and also movement across the boroughs, as well as visitors that come into the area. Members were given assurance that work had been done with all festivals to look at their methodologies to engage with audiences.
- Was all the £345K spent and how do you get the message out that you have funding? It was confirmed that yes, all money was claimed and that the message is communicated to ensure as much coverage as possible for people to engage with the team. Methods of communication were explained to be via press releases, engagement with media, social media channels, direct contacts on internal mailing lists, members of Task Force and advocating LAs.
- How is the procurement of consultants sourced? It was explained that there is a tendering portal to advertise opportunities where tenders are submitted to bid for the consultancy work. Interested parties must register to be on the portal and consultants regularly check to see what opportunities are there.
- What about the wider offer in the North East, for example someone visiting the area for walking, golfing – what’s our engagement with North Yorkshire etc.? The Tourism Alliance meeting was advised to be an arena where all North East culture people meet to identify opportunities in the area and develop joined-up responses

	<p>for areas of activity such as walking. Understand the need to be outward looking and we actively seek collaboration where able to.</p>
<p>AGC 47/21</p>	<p>GROUP UPDATE</p> <p>The Group Update was shared with Members detailing the key activities of the Combined Authority since the last Committee meeting. There were no questions raised.</p> <p>RESOLVED that: Members noted the Report.</p>
<p>AGC 48/21</p>	<p>EXTERNAL AUDIT PROGRESS UPDATE</p> <p>CW provided a verbal update on progress of the external audit. It was advised that the TVCA single entity audit was near completion but can't complete until STDC is complete. TIA Audit is complete, but Tait Walker still need to finalise Goosepool before sign off. The STDC single entity audit was advised to be making good progress but awaiting Tait Walker finishing work on Teesworks, STSC and STDL.</p> <p>Tait Walker appear to be on track to complete everything by March 2022 subject to getting all the information they need. It was reported that there was good communication between all parties on progress, findings or any escalation of issues identified.</p>
<p>AGC 49/21</p>	<p>INTERNAL AUDIT PROGRESS UPDATE</p> <p>An update was provided to members on the progress of work on the Internal Audit. A more recent Report will be forwarded to Members following the meeting.</p> <p>MG assured members that all activities are in progress as detailed in the Report.</p>
<p>AGC 50/21</p>	<p>STDC/TIAL UPDATE</p> <p>A Paper was provided to Members in advance of the meeting providing assurance updates on the progress of the South Tees Development Corporation (STDC) Programme and Teesside International Airport Limited (TIAL) Investment.</p> <p>Members asked:</p> <ul style="list-style-type: none"> • Will all staff move to the Airport? Alison Fellows, Group Commercial Director advised that the lease for Cavendish House is due to run out in March and staff will move to the airport for an interim period then moving to Darlington at a later date. <p>RESOLVED that: Members noted the Report.</p>
<p>AGC 51/21</p>	<p>UPDATE ON GDPR</p> <p>A Report with an update on the TVCA Group's GDPR compliance was circulated, and Members were asked to consider and make comment on the progress and proposals.</p> <p>RESOLVED that: Members noted the Report.</p>

AGC 52/21	FORWARD PLAN The Forward Plan was reviewed, and the work identified for the future, was agreed.
AGC 53/21	RISK REGISTER UPDATE A resolution was passed to exclude the press and public under paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972 for a presentation to be delivered to the Committee. RESOLVED that: Members noted the Risk Register Report.
AGC 54/21	DATE & TIME OF NEXT MEETING TBC