



Business Board held on Monday, 2 June 2025 at 1.00pm

Venue: Teesside Airport Business Suite, Teesside International Airport, Darlington, England, DL2 1NJ

MINUTES

(These Minutes are in draft form until approved at the next Business Board meeting and are therefore subject to amendments.)

Chair:	Siobhan McArdle (SM)
Members:	Imran Anwar (IA) Matthew Ord (MO) Alison Gwynn (AG) Sophie Walton (SW) David Gardner (DG) Tania Cooper (TC) Stephen Cummings (SC)
Officers and other representatives:	Tom Bryant (TB), TVCA Interim Chief Executive Connor Malone (CM), TVCA Governance and Scrutiny Officer

No	Agenda Item	Summary of Discussion
1.	Welcome and Introductions	The Chair welcomed all in attendance to the June Business Board meeting.
2.	Apologies for Absence	Apologies for absence were submitted by Kevin O'Hare, Mike Racz, Katrina Morley, David Gardner.
3.	Declarations of Interest	There were no declarations made at this point.
4.	Minutes of the last meeting	Minutes of the meeting held on 07 April 2025 were approved as accurate record. CM was asked to chase on outstanding actions noted in the last board meeting.
5.	Chair's Update	The Chair informed members that the Board was not required to formally be consulted on the Value for Money improvement plan. Officers are happy for the Board to act as a 'critical friend' to support the plan.

		<p>Tom Bryant, interim Chief Executive, provided some oversight on the process and offered to share the draft plan with members.</p> <p>ACTION POINT;</p> <ul style="list-style-type: none"> - CM to liaise with TB to circulate the draft improvement plan to Board.
6.	<p><i>Tees Valley Mayors Questions – Discussion on investment strategy</i></p>	<p>The Chair informed members that originally the Mayor was to attend to answer questions of the Board, they have offered apologies due to diary constraints.</p> <p>Tom Bryant, Interim Chief Executive, used the opportunity to provide an update on the proposed relationship between the Authority and the board. They noted that the Authority was keen to ensure that the expertise of the board was maximised and used effectively.</p> <p>Members discussed the Growth Plans and National Investment Strategy with a desire to see life sciences and defence considered within the region as emerging sectors. Some discussion was held on the ‘space’ industry and potential opportunities there. They felt that a workshop with the board would provide support to the development of plans.</p> <p>Further discussion was held on the intentions of the Investment Zone Board and the requirements of the Business Board. Tom Bryant would review this and provide an update to Board.</p> <p>ACTION POINT;</p> <ul style="list-style-type: none"> - TB to clarify information on the Investment Zone Board function to members.
7.	<p>Business Board – Governance Review</p>	<p>Business Board – Governance Review</p> <p>Members engaged on a discussion regarding the governance arrangements of the Business Board, covering the thematic topics below. They were informed that the majority of members terms were due to expire in October 2025 and they would need to consider if they wished to remain on the Board utilising the term extension.</p> <p><u>Terms of Reference Review</u></p> <p>Members were provided with the current Terms of Reference and the existing Business Board provisions within the constitution. They were informed that the constitution provides that the Board will utilise a recruitment process and appointment of Chair that would be established within the Terms of Reference. Terms for the Board are 2 years with a potential 2-year extension.</p>

Members felt that the wording of 'develop' implies the Board holds more responsibility than purely as advisory. They felt that utilising advise / endorse would be better suited.

Equally they noted that the Board is suggested as being required to review the TVCA Budget in advance of approval by Cabinet. They felt that this isn't something the Board does or should do.

Recruitment Process

Members were informed that the Board utilised a skills matrix when establishing the first sitting. The Chair discussed how they attempted to provide as range of expertise on the Board and cover the 5 Authority areas.

Members discussed the potential representation of the third sector and the NHS. They felt that the Boards current size was suitable as too many members will restrict its capability to function and that it should broadly represent the Authorities intentions within the sectors established within growth / investment plans. It was agreed a seat on the Board should be allocated to a member of the voluntary sector.

A general discussion was held on the concerns of conflict for Members who have established roles on other Boards and the potential issues they may face.

Chair Appointments

Members felt that the Board should elect its own Chair and Deputy Chairs from within the membership. This was felt on the basis that the Board should have a degree of separation from the Authority and have a level of independence and autonomy.

They held discussions on the proposed changes to the Boards function and how this may align with the current makeup. Fundamentally they want to be considered impartial where practical and have a level of independence. However, they understood the proposed IZ Board would require further exploration and explanation.

Strategic Action Group Roles and Responsibilities

Members discussed the current strategic action groups and the support that they provide to the respective advisory groups of the Authority.

Some felt that the groups they attended weren't supportive or that they weren't utilised appropriately as expertise. Largely, members discussed the engagement they had with their respective groups and the support they have received from Officers or the advisory groups themselves.

		<p>They discussed the need to ensure that the groups have purpose and that they provide value in existing.</p> <p><u>Board Resourcing</u></p> <p>Discussion was held on the current resourcing of the Board. Members felt that it was adequately resourced for its existing requirements.</p> <p><u>25/26 Meeting Schedule</u></p> <p>Members requested that meetings follow the flow of Cabinet approval for papers so they can suitably review papers as required within the process.</p> <p>ACTION POINT;</p> <ul style="list-style-type: none"> - CM / SM to email members to confirm intentions in advance of September.
8.	Date and Time of Next Meeting	Meeting schedule to be confirmed.

DRAFT