

**TEES VALLEY LIVING**

**MINUTES OF THE EXECUTIVE GROUP MEETING  
HELD ON TUESDAY 23 MAY 2006 AT 2.30PM. AT  
ENDEAVOUR HOUSE, ST MARK'S COURT, THORNABY**

Present: Neil Etherington (Chair)  
Mark Dutton Hartlepool BC  
Stephen Edmonds Darlington BC  
Angela Lockwood Endeavour Housing  
Sharon Lonegran Stockton BC  
Janine Turner Middlesbrough BC  
Paul Walker Erimus Housing  
Tracey McQuade Coast & Country Housing  
Colin Wilson Housing Hartlepool  
Geraldine Wilcox Tees Valley Housing  
John Lowther Tees Valley Joint Strategy Unit  
Steve Turner Tees Valley Joint Strategy Unit  
Jim Johnson TVL Director

**Action**

**221/06 Apologies**

Apologies were received from Bernard Williams, Erimus, Susan Douglass, Guinness Trust, Stephen Bray, Accent North East, Maggie Drury, Housing Corporation, Mike Mealing TVL, Irene Sams, TVJSU

**222/06 Minutes of Meeting held on 5<sup>th</sup> May 2006**

Agreed

**223/06 Matters Arising**

**215/06** – A meeting of RSL reps on the Executive group had met to select the individuals to represent the Executive group on the Board. They are Bernard Williams, Alison Thain and Cath Purdy.

**215/06** – It was reported that there had been one nomination for the Chair of the Executive Group. Bernard Williams is therefore installed as Chair of the Executive until April 2007. There were no nominations for the Vice Chair position. This position is considered essential. JJ will Continue to seek a volunteer.

**JJ**

**215/06** The nominees for the Programme Delivery Group are Stephen Edmonds, Darlington BC; Peter Scott, Hartlepool BC; Kevin Parks, Middlesbrough BC; (to be confirmed); Julie Allport Stockton BC.

**Roger Kay**

**217/06** A sub group had met to consider the issue of joint procurement in Tees Valley. Progress will be reported to the next meeting of the Executive group on 28<sup>th</sup> June 2006

**MM**

**224/06 TVL Staff Structure**

The purpose of this item was to consider final amendments to a report on a revised staff structure to present to the Board for final approval on 8<sup>th</sup> June 2006. It was agreed that the final report should spell out clearly the roles performed by the Director, Strategy Manager and Implementation Officer. The roles should avoid overlap and repetition, giving clearer explanations of terms such as “research”. The Implementation officer should be a secondee from a partner organisation on a salary level equivalent to S01/S02 LA career grade. There should be a full account of the salary plus JSU “on-costs” which make up the total budget entry. The secondment should be offered until March 2007, to be reviewed. The report should outline the key skills required by the Implementation officer.

**JJ**

The extra costs should be proposed to the Board to be extracted from the capital sum for HMR to be granted from the Department of Communities and Local Government.

**JJ**

**225/06 Appraisal of Housing Market Renewal Projects in Tees Valley.**

The purpose of this item was for the group to propose amendments to a draft TVL Project Appraisal Form (PAF) in order that a revised PAF could be presented to the Board for final approval. The amendments proposed were as follows. A “Project Description” section should be added to this list. There should be no scoring against criteria. At this stage a tick or cross to denote compliance will suffice. Scoring systems may be applied at a later date.

**MM**

JJ was instructed to seek a copy of the Bridging Newcastle Gateshead Project appraisal system to ensure that all the key areas necessary to gain the Regional Housing Board’s and DCLG’s approval had been covered.

**JJ**

**226/06 Revision of the HMR Strategy document.**

A re-examination of the HMR Strategy document was considered by the group. The original typesetting of the document had not been able to keep pace with the timescale of required changes. The Draft typeset document had therefore been superceded by the actual approved word document. The group considered that there was little point in updating a superceded document which had served its purpose. There was however a demand for a much shorter professionally processed document outlining each Councils intentions over the next two years as part of a 15 year programme.

**JJ**

**227/06 Neighbourhood Level Protocols**

Steve Turner raised the issue of a detailed information sharing protocol for neighbourhood level monitoring. This is now considered to be more appropriate at Executive level rather than the Board level. ST will circulate a detailed paper to the group and will prepare an item to seek delegation from the Board for the Executive to deal with these matters in future.

**ST**

**228/06 Next meeting**

The next meeting of the Executive Group will be held in the **TVR Boardroom at CAVENDISH HOUSE** at Teesdale at 2pm Wednesday 28<sup>th</sup> June.

**PLEASE NOTE CHANGE OF VENUE.**

