

TEES VALLEY LIVING

**MINUTES OF THE EXECUTIVE GROUP MEETING
HELD ON FRIDAY 25 AUGUST 2006 AT 10.00 A.M.
AT ENDEAVOUR HOUSE, THORNABY**

Present: Bernard Williams Erimus Housing (Chair)
 Nigel Johnson Hartlepool BC
 Geraldine Wilcox Tees Valley Housing
 Roger Kay Redcar & Cleveland BC
 Janine Turner Middlesbrough BC
 Stephen Bray Accent North East
 Neil Etherington Chair TVL Board
 Mike Mealing TVL Strategy Manager
 Katie Dunstan TVL
 Irene Sams Tees Valley Joint Strategy Unit

		ACTION
251/06	Apologies Apologies were received from Jim Johnson, Angela Lockwood, Steve Turner, Maggie Drury, Mark Dutton, Clare Butterfield and John Lowther	
252/06	Minutes of the Meeting held on 4 August 2006 These were agreed	
253/06	Matters Arising 245/06 – MM confirmed that the Terms of Reference for both the Executive Group and the Programme Delivery Group had been agreed and are to be presented to the Board on 7 th September for endorsement. 248/06 – SB questioned whether there should be a joint Tees Valley submission in relation to the 'Northern Housing Challenge'. BW advised that it had been agreed that there was a greater chance that smaller, good projects would be more successful in securing funding.	
254/06	Attendance at the Executive Group by a representative of the Home Group MM advised the Group that he had met with Jim Rafferty of the Home Group. All agreed that a representative of the Home Group should be invited to attend TVL Executive Group meetings. Resolved	

	The Home Group is invited to send a representative to TVL Executive Group meetings.	MM
255/06	Draft of the submission to the Comprehensive Spending Review 2007	
	BW thanked everyone who had given a lot of their time to producing the draft submission.	
	MM detailed the timetable for the submission and stated that a copy of this would be attached to the notes when distributed.	
	All discussed the draft copy of the submission and it was agreed that a further draft should be produced for agreement at the Executive Group meeting Friday 1 st September	
	BW suggested that representatives should discuss the draft submission with their colleagues, in particular TVL Board members, prior to the Executive Group meeting 1 st September, to ensure that there is a reasonable degree of familiarisation with the substance and emphasis of the document prior to the Board meeting on 7 th September.	
	Resolved	
	Copy of timetable to be circulated with notes.	MM/IS
	Draft to be updated incorporating suggestions, with any additional comments forwarded to MM by Tuesday 29th August.	MM/ALL
	The report is to be edited by Thursday 31 August.	NE/JJ
	A revised draft to be circulated Thursday 31 August	MM
	Representatives to discuss with colleagues and respective Board members prior to 1st September.	LAs
	JT to prepare a draft of the section 'Long Term Value'.	JT
256/06	Any Other Business	
	None	
257/06	Date, Time and Location of Next Meeting	
	Next Meeting will take place Friday 1 st September at 10.00 a.m. at Endeavour House, Thornaby.	

Programme for Printing TVL CSR Submission.

Based on the absolute necessity to have copies of the document in the hands of the Government by 30 September, the following schedule will be required:

- Client copy and images to DTW by 5pm Wednesday 30 August
- First proof to TVL by 12 noon Tuesday 5 September
- Initial amends to DTW 2pm Wednesday 6 September
- Printing of 20 copies for Board Meeting by 5pm Thursday 7 September (Board Meeting at 6pm 7th September)
- Further amends to DTW by 12 noon, Wednesday, 13 September
- Second version to TVL by 12 noon Thursday, 14 September
- Amends to version 2 to DTW by noon Friday, 15 September
- Sign off by TVL by 5pm Friday, 15 September
- Colour proof to both TVL and DTW by 2pm Monday, 18 September
- Sign off of colour proof by TVL by 5pm Monday, 18 September
- Print starts – Tuesday, 19 September
- Delivery to TVL, Tuesday, 26 September

Delivery to TVL on 26 September will allow time for copies to be despatched with cover letters to the Government within the September deadline.