Public Participation Protocol

1. These rules apply to all public meetings of Cabinet, Boards and Committees published on the Tees Valley Combined Authority (TVCA) website unless otherwise stated in this protocol.

   Meetings - About (teesvalley-ca.gov.uk)

2. The Monitoring Officer and the Governance and Scrutiny Manager will review this protocol annually to ensure it remains fit for purpose.

   Participating at Cabinet, Boards and Committees

3. All meetings are open to the public except when exempt or confidential information is being discussed. Agendas and reports for meetings can be found on the TVCA website, at least five clear working days before the meeting.

4. You can also contact Governance Services by emailing tvcagovernance@teesvalley-ca.gov.uk to find out when a meeting is taking place.

   How do I do this and what are the rules?

5. Any member of the public living or working in the Tees Valley area, may submit questions for consideration at the meeting. Anyone wishing to do so must submit their questions at least three clear working days before the meeting takes place by providing their name and address. You can register by emailing tvcagovernance@teesvalley-ca.gov.uk

6. Questions must pertain to an item on the published agenda for that meeting. If a member of the public has questions outside of this, they are free to ask them through the Freedom of Information Act.

   Email addresses are as follows:

   - Tees Valley Combined Authority (TVCA) – tvcafoi@teesvalley-ca.gov.uk;
   - Hartlepool Development Corporation (HDC) – hdcfoi@teesvalley-ca.gov.uk
   - Middlesbrough Development Corporation (MDC) – mdcfoi@teesvalley-ca.gov.uk

- South Tees Development Corporation – stdcfoi@teesvalley-ca.gov.uk

7. At the discretion of the Chair, replies to questions may be given verbally. Written responses to all questions whether answered verbally or not, will be provided within 10 clear working days of the meeting and published on the TVCA website.

8. The Monitoring Officer may reject a question if it does not apply to the following:

   (a) matters which are not directly related to TVCA functions;
   (b) matters which do not directly relate to TVCA or the Tees Valley Region;
   (c) matters which are better addressed to a Constituent Council (or other relevant authority);
   (d) matters outside the remit of TVCA Cabinet, Boards and Committees;
   (e) matters which concern an individual's circumstances where it would be inappropriate for details to be made public;
   (f) any business or contractual matter considered to be under negotiation or otherwise commercially sensitive;
   (g) any matter that may require the disclosure of confidential or exempt information;
   (h) allegations against individual Members or Officers of TVCA, Cabinet, Boards and Committees or a Constituent Council (in these cases TVCA or relevant body's complaints or code of conduct procedures should be used);or
   (i) any defamatory, frivolous or offensive submissions.

Reviewed: March 2024