



Tees Valley Combined Authority Public Participation Protocol

1. This protocol applies to all public meetings of Cabinet and its Committees published on the Tees Valley Combined Authority (TVCA) website unless otherwise stated in this protocol.

[Meetings - About \(teesvalley-ca.gov.uk\)](https://teesvalley-ca.gov.uk)

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

Participating at Cabinet and Committees

3. All Statutory meetings are open to the public except parts of those meetings when exempt or confidential information is being discussed. This will be clearly identified on the Agenda for the relevant meeting, with a reason given for the proposed exclusion of the public, in accordance with Schedule 12A of the Local Government Act 1972. 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 does this Protocol say about it?

5. Any member of the public living or working in the Tees Valley area, may submit questions for consideration. Anyone wishing to do so must submit their questions at least three clear working days before the meeting their questions relate to takes place, by providing their name and address.
6. A maximum of three questions are permitted to be asked by any person for any meeting, where more than three questions are received by an individual, or one question contains several supplementary questions, the first three questions (in whole or supplementary) will be answered with the others disregarded. You can register by emailing tvagovernance@teesvalley-ca.gov.uk



7. Questions must pertain to an item on the published agenda for that meeting. If a member of the public has a request for information outside of this, they are free to ask them through the relevant information legislative regime. These requests are subject to the relevant legislation, further can be found on the Information Commissioner's website.

Email addresses for the group entities 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
8. At the discretion of the Chair, replies to questions may be given verbally at the meeting to which they relate. 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.
 9. The Monitoring Officer or their nominated deputy may reject a question under the Public Participation Protocol on the following basis:
 - (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.



10. If a member of the public has any accessibility needs or require any adjustments to allow them to submit a question, please contact us.

[Contact - About](#)

Reviewed: April 2025