

# Monitoring Working Group –Terms of Reference

## 1. Purpose

- 1.1 The purpose of the Monitoring Working Group is for the partner Councils to work collaboratively to monitor implementation of recommendations contained in the report of the Crustacean Deaths Working Group.

## 2. Aims of the Monitoring Working Group

- 2.1 The key aims of the Group are as follows:

- To liaise with key stakeholders To understand how the recommendations outlined in the report of the Crustacean Deaths Working Group are being implemented

- 2.2 The key activities and deliverables are likely to include, but are not limited to:

- To proactively monitor progress with the implementation of the portfolio of recommendations made by the Crustacean Deaths Working Group; key milestones, risks, slippage or other potential issues. This will include liaising with relevant stakeholders to request updates on progress against the recommendations.
- Lobbying of relevant decision makers.

## 3. Working Group Administration Arrangements

- 3.1 The Chair and Vice Chair shall be agreed at the first meeting of the monitoring working group.

- 3.3 The organisation and facilitation of the working group meetings will be carried out by the Democratic Services Section of Redcar and Cleveland Borough Council. This will include providing secretariat support to the working group in terms of meeting organisation, minute taking, and recording and monitoring issues through the working group issues logs.

- 3.4 Meetings to be held virtually and in person, at the discretion of the Chair and Vice-Chair and dependant on the focus and function of the meeting. The dates and times of meetings to be determined by the working group

- 3.5 Meetings to be held in public, with the group reserving the right to meet in private where a witness or the work demands.

- 3.6 The working group can invite partners from external organisations to share information.

#### 4. Timescales

- 4.1 The work of the monitoring group will be limited to 12 months with quarterly meetings taking place between September 2025 and September 2026.

#### 5. Membership

- 5.1 Each Council can nominate up to four Members to attend the working group plus one officer. Other officers or external parties can be invited to join, with the approval of the working group.

#### 6. Conflict of Interest

- 6.1 Any member of the working group shall declare any conflict of interest which might arise at the start of the meeting and shall then withdraw and take no part in the relevant discussion and/or any decision relating to it.