

Dead Crustaceans Collaborative Working Group – Draft Terms of Reference

1. Purpose

1.1 The purpose of the Working Group is for the partner Councils to work collaboratively with regards to their response to the mass mortality crustacean event that occurred in late 2021.

2. Aims of the Working Group

2.1 The key aims of the working group are as follows:

- To consider evidence from various sources, including written reports and presentations from expert witnesses and stakeholders, to better understand:
 - The reasons for the event
 - The impact it has had on local communities
 - The response of key partners
 - Recommendations for future actions
- To consider and make recommendations to partner authorities and government agencies, including future meetings of the Environment, Food and Rural Affairs (EFRA) Committee or any other investigation into the issue.

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

- Joint lobbying of government on the issue
- Sharing of expertise and knowledge
- Gathering and compiling evidence from stakeholders, eg, the fishing industry
- Submitting evidence to future meetings of the Environment, Food and Rural Affairs (EFRA) or any other investigation into the issue.
- Jointly commissioning any agreed further research or evidence gathering, subject to agreement of constituent councils.

3. Working Group Administration Arrangements

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

3.2 Lead Officer support will be provided by the Adult and Communities Directorate of Redcar and Cleveland Borough Council.

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 and / or jointly commission further research
- 3.7 Minutes and associated reports to be produced by Redcar and Cleveland Borough Council but reported back to individual authorities in a manner appropriate to their respective governance structures.

4. Timescales

- 4.1 A review of the progress of the investigation to be undertaken 6 months after the date of the initial meeting.

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.