

**Title:** Portfolio Advisory Boards  
**Portfolio:** All  
**Responsible Director:** Alan Reiss, Director of Operations

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## Report Summary

Cabinet agreed seven portfolio areas at the annual meeting in June 2025 and the establishment of a Portfolio Advisory Board for each one, to be chaired by the portfolio holder.

Cabinet delegated authority to the Chief Executive, in consultation with the relevant Portfolio Holder and Mayor, to finalise the terms of reference and membership of each Portfolio Advisory Board. This work has been completed and the terms of reference and membership of each board is attached in the appendices to this report for approval.

## Recommendations

The Chief Executive is recommended to approve the proposed Terms of Reference and membership of the North East CA Portfolio Advisory Boards as set out in appendix A and B of the report.

### A. Context

#### 1. Background

- 1.1. At the Cabinet meeting on 10 June 2025, the North East CA Cabinet portfolios were realigned with the five missions of the North East Combined Authority. The revised portfolio arrangements reflected the need for the Finance and Investment Board to continue to play its key role as part of the Single Assurance Framework, and the need to ensure sufficient advisory capacity on transport, given the volume of CA transport business.
  - 1.2. Seven new portfolios were agreed as follows:
    - Finance and Investment
    - Transport
    - Home of Real Opportunity
    - A North East we are Proud to Call Home
    - Home to a Growing and Vibrant Economy
    - Home to the Green Energy Revolution
    - A Welcoming Home to Global Trade
  - 1.3. The Cabinet Portfolios were allocated to Cabinet Members and it was agreed that Portfolio Advisory Boards, chaired by the portfolio holder, were to be established. Cabinet delegated the decision on the final membership and terms of reference for the Boards to the Chief Executive in consultation with the relevant Portfolio Holder and Mayor.
- #### 2. Terms of Reference
- 2.1. A set of terms of reference for the Portfolio Advisory Boards has been agreed and is set out in appendix A.

### **3. Membership**

- 3.1. The membership of each of the Portfolio Advisory Boards is set out in appendix B.
- 3.2. As set out in the terms of reference, the majority of the membership of a Portfolio Advisory Board will generally be people and organisations from outside the combined authority and represent key partners and organisations in each portfolio area.
- 3.3. Observers and guests can be invited to meetings for specific purposes. Each Portfolio Advisory Board will have available to them officers from the North East CA and its seven constituent authorities as appropriate to advise, support and facilitate their work.

### **B. Impact on North East Combined Authority Objectives**

The establishment of Portfolio Advisory Boards contributes to ensuring the combined authority works with partners and key regional organisations to deliver its missions to increase opportunity, create more well-paid employment, improve transport connections, build a greener North East and reduce child poverty.

### **C. Key risks**

None

### **D. Financial and other resource implications**

There are no additional financial or resource implications in these proposals.

### **E. Legal implications**

The Monitoring Officers comments have been included in the report.

### **F. Equalities Implications**

The North East CA follows the Public Sector Equality duty and due regard has been taken of the need to achieve the objectives set out under s149 of the Equality Act 2010. In June 2025, the North East CA adopted equality objectives to reflect the different roles of the Combined Authority as an employer, a commissioner and a convener and the work of the portfolio advisory boards supports the delivery of those.

### **G. Consultation and Engagement**

The Mayor and each Portfolio Holder has been consulted on the terms of reference and agreed their membership individually as well as seeing the membership across all of the Portfolio Advisory Boards. The Business and the CVS Members of Cabinet have also been consulted as have Universities North East England.

### **H. Appendices**

Appendix A Portfolio Advisory Boards Terms of Reference  
Appendix B Portfolio Advisory Boards Membership

### **I. Background papers**

None

### **J. Glossary**

None

**K. Sign-off**

|                           |                                     |                                               |                                  |
|---------------------------|-------------------------------------|-----------------------------------------------|----------------------------------|
| 1) Cabinet Member:<br>Yes | 2) Director/Head of<br>Service: Yes | 3) Director of Finance<br>and Investment: Yes | 4) Monitoring<br>Officer:<br>Yes |
|---------------------------|-------------------------------------|-----------------------------------------------|----------------------------------|

**Contact officer(s)**

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## Portfolio Advisory Boards Proposed Terms of Reference

### Purpose

The purpose of each Portfolio Advisory Board is to provide advice to the Mayor and Cabinet on the exercise of their functions. This includes:

- a) supporting members of the Authority in overseeing the delivery of the vision, ambitions and programmes of activity set out in the Authority's Corporate Plan and associated plans and strategies;
- b) bringing together key stakeholders to support the development and delivery of these ambitions and programmes; and
- c) providing advice and information to the Authority to ensure there is a robust evidence base for decision-making.

### Role and responsibilities

Portfolio Advisory Boards have no decision-making powers. Portfolio Advisory Boards will:

- a) consider and provide advice on policy proposals;
- b) work with a range of agencies and delivery partners to contribute to the development of delivery programmes to ensure they match the ambitions in the Authority's Corporate Plan.
- c) seek assurance that the Authority's strategies, policies and programmes are integrated with, or aligned to, other complementary strategies, communicating regularly with other relevant advisory boards, partnerships and forums;
- d) identify apparent strategic level barriers to delivery and broker agreement to resolve them; and
- e) secure the attendance of external persons with the relevant experience and expertise if they consider this necessary.

### The Chair

Each Portfolio Advisory Board will be chaired by the Portfolio Holder. This designation will be agreed by Cabinet, usually at its annual meeting. The Chair will nominate a member of the Portfolio Advisory Board to act as Chair of meetings in their absence.

### Membership

Membership of the Portfolio Advisory Boards will normally be determined annually by the Cabinet. The majority of the membership of a Portfolio Advisory Board will generally be people and organisations from outside the combined authority and represent key partners and organisations, and act as a voice from their sector, in each portfolio area. In-year appointments can be agreed by the Chief Executive, in consultation with the appropriate Board Chair.

The Finance and Investment Board, the Transport Advisory Board and the Proud to Call Home Advisory Board will include elected members from each constituent authority. With regard to the other Portfolio Advisory Boards, agendas and papers for each meeting will be shared with the relevant Cabinet members at each constituent authority for information. The Combined Authority portfolio holder will hold update meetings for these members from time to time regarding the work relating to the portfolio, and on occasion it may be appropriate for these members to be invited by the Chair to attend meetings of the Portfolio Advisory Board.

Any person appointed as a member of a Portfolio Advisory Board will be expected to adhere to the [Nolan Principles of Public Life](#) and will also be expected to declare any interests in matters to be considered.

Observers and guests can be invited to meetings for specific purposes. Each Portfolio Advisory Board will have available to them officers from the North East CA and its seven constituent authorities to advise, support and facilitate their work.

## **Attendance**

Consistent attendance by the same people will create a knowledgeable, effective and trusted working environment and each member is expected to commit to attend the Portfolio Advisory Board meetings. If a member is unable to attend a Portfolio Advisory Board meeting, then with the agreement of the Chair an alternative appropriate person could attend to represent them at that meeting.

## **Meetings**

Portfolio Advisory Boards are not decision making or formal committee meetings and as such will:

- meet in private to facilitate open and honest discussion
- meet online to support regular attendance
- ensure their work programme complements key decisions to be taken throughout the year
- not have a quorum
- circulate, via email, an agenda 5 working days in advance of the meeting

Portfolio Advisory Boards will agree a schedule of meetings at the beginning of the year and the frequency of the meetings will be at the discretion of the Chair with once a quarter the usual cycle, except for the Finance and Investment Board. Additional meetings can be called if required within the year and workshops or briefings can be arranged involving others who are not members of a board to facilitate wider, cross board working.

## **Reporting mechanism**

The Chair of each Portfolio Advisory Boards will be responsible for reporting to Cabinet the views, recommendations and considerations of the board. This can be done through a variety of methods, including but not limited to a report to Cabinet, specific sections of a report to Cabinet, contributing to a task and finish group or attendance at other meetings.

The Finance and Investment Portfolio Advisory Board has a specific function set out in the Single Assurance Framework and will ensure its reporting is in line with these requirements.

The Chair will be supported by a 'link officer(s)' – a named senior officer(s) within the appropriate area of work to assist in work planning, information gathering and briefings. The meetings will be supported by the North East CA Governance Team.

## **Review**

It is proposed that the organisation and terms of reference of Portfolio Advisory Boards will be reviewed and re-appointed by Cabinet on an annual basis. This will ensure that the boards reflect any changes in portfolios and that their methods of operation can be adapted to respond to lessons learned from experience.

## **North East Combined Authority Portfolio Advisory Boards**

- Finance and Investment
- Transport
- A North East we are Proud to Call Home
- A Welcoming Home to Global Trade
- Home of Real Opportunity
- Home to a Growing and Vibrant Economy
- Home to the Green Energy Revolution

(NB: The North East CA also has a Business and Economy Board which is an advisory board but not a Portfolio Advisory Board)

More information on the specific work areas of each Portfolio Advisory Board is below. Each Portfolio Advisory Board has a responsibility to consider how their work will interact with the other boards.

## ❖ Finance and Investment Portfolio Advisory Board

**Portfolio holder & Chair**     **Councillor Michael Mordey, Leader Sunderland City Council**

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Areas of work     | <ul style="list-style-type: none"><li>• To ensure there is strategic alignment between the Combined Authority's vision and commitments, and its financial programmes, to ensure greatest positive impact for the North East.</li><li>• To make recommendations to Cabinet, or the designated officer in line with agreed delegations, in respect to investment decisions on funding programmes operated by the North East CA.</li><li>• In accordance with the Single Assurance Framework, consider new funding applications and project variations and make recommendations to the Mayor and/or Cabinet, or designated officer, on investment decisions.</li><li>• Play a key part in the overall assurance arrangements of the Combined Authority through delivery of its functions.</li><li>• Assess investment proposals against strategic fit with North East CA's Investment Framework ensuring golden thread.</li><li>• Scrutinise the technical review of applications and project appraisals to provide assurance around value for money, due diligence, transparency and equity.</li><li>• Oversight of performance and management of strategic risk at a programme level</li><li>• As appropriate, act as a sounding board to provide strategic advice and guidance to North East CA on the development of external bids for additional funding, where North East CA will be the accountable body</li></ul> |
| Written Procedure | By exception, Members of the Board can consider reports by written procedure with 5 working days to respond unless an urgent decision is required. Nil response is taken as approval of the report and its recommendations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## ❖ **Transport Portfolio Advisory Board**

**Portfolio  
Holder &  
Chair**

**Councillor Martin Gannon, Leader Gateshead Council**

Areas of work      Development of the transport investment programme, including:

- Local Transport Plan (LTP) –Delivery
  - Input into the ongoing review, development and delivery of the LTP and its associated strategies, policies, and delivery plan.
  - Integration between transport and other NECA Portfolio areas  
Alignment of the policies and plans of partner delivery agencies to NECA Plans
  - Supporting NECA's Mayor and Transport Portfolio Holder in interactions and memberships of wider bodies, e.g. Transport for the North
  - Monitoring changes in government policy, regulation or funding approach, considering the impact on NECA's own activities, and supporting NECA's Mayor and Transport Portfolio Holder in developing an appropriate response
- Development of the Transport Programme
  - Considering prioritisation of transport investments and application of the Transport elements of the Single Assurance Framework
  - Monitoring project delivery and programme management, including upholding design standards where appropriate
  - Assisting in the development of transport funding bids to government and external bodies
  - Considering opportunities for partnership and private sector investment
  - Working with partner organisations to consider how NECA's delivery can be best achieved through effective joint working arrangements

## ❖ **A North East we are Proud to Call Home Portfolio Advisory Board**

**Portfolio holder &  
Chair**

**Councillor Andrew Husband, Leader Durham County Council**

Areas of work      This board supports our work on housing policy and delivery, including building more social housing, as well as rural issues and the Rural Growth Fund.

- Housing Policy and Delivery
- Social Housing
- Rural issues and Rural Growth Fund

## ❖ A Welcoming Home to Global Trade Portfolio Advisory Board

**Portfolio holder & Chair**      **Councillor Glen Sanderson, Leader, Northumberland County Council**

**Areas of work**      This board supports our drive to grow inward investment and build the North East's place on the world stage to increase exports and trade, as well as giving local firms access to new finance and investment funds.

- Inward investment and international relations/ export/trade
- Access to finance / investment funds

## ❖ Home of Real Opportunity Portfolio Advisory Board

**Portfolio holder & Chair**      **Councillor Tracey Dixon, Leader, South Tyneside Council**

**Areas of work**      This board supports our work to reduce child poverty, grow skills and increase local people's access to opportunity, including public service reform.

- Child Poverty Reduction
- Skills
- Public Service Reform
- Inclusion, Health, Prevention
- Access to cultural and creative experiences
- Employment, employability, and New Deal
- Deliver on High Streets Commission

## ❖ Home of a Growing and Vibrant Economy Portfolio Advisory Board

**Portfolio holder & Chair**      **Councillor Karen Kilgour, Leader, Newcastle Council**

**Areas of work**      This board supports our delivery of the North East's Local Growth Plan, our investment in the foundational economy, our support to develop culture and the creative industries, and our work to boost research, development and innovation across our businesses.

- Deliver the Local Growth Plan
- Invest in the foundational economy
- Support culture and creative industries
- Innovation / R&D

## ❖ Home to the Green Energy Revolution Portfolio Advisory Board

**Portfolio holder  
& Chair** Mayor Karen Clark, North Tyneside Council

**Areas of work** This board supports our work to grow the green energy sector in the region, including growing a skilled workforce to take advantage of the opportunities this brings, as well as our work to protect our environment and coastline, our investment in net zero measures to save on energy costs and our growing Carbon and Nature Marketplace.

- Energy industry (incl. skills)
- Net zero (incl. Retrofit and carbon marketplace)
- Environment and Coast

**Portfolio Advisory Boards  
Membership**

| <b>Finance and Investment</b> | <b>Councillor Michael Mordey (Chair)</b> | <b>Leader, Sunderland City Council</b>                                                |
|-------------------------------|------------------------------------------|---------------------------------------------------------------------------------------|
|                               | Councillor Darren Grimes                 | Deputy Leader, Durham County Council                                                  |
|                               | Councillor Gary Haley                    | Deputy Leader, Gateshead Council                                                      |
|                               | Councillor Alexander Hay                 | Deputy Leader, Newcastle City Council                                                 |
|                               | Councillor Carl Johnson                  | Deputy Mayor, North Tyneside Council                                                  |
|                               | Councillor Richard Wearmouth             | Deputy Leader, Northumberland County Council                                          |
|                               | Councillor Jim Foreman                   | Cabinet Member for Governance, Finance and Corporate Services, South Tyneside Council |
|                               |                                          | North East CA Business and Economy Board Member                                       |
|                               |                                          | VCSE representative                                                                   |

| <b>Transport</b> | <b>Councillor Martin Gannon</b> | <b>Leader, Gateshead Council</b>                |
|------------------|---------------------------------|-------------------------------------------------|
|                  | Cllr Tim McGuinness             | Durham                                          |
|                  | Cllr John McElroy               | Gateshead                                       |
|                  | Cllr Juna Sathian               | Newcastle                                       |
|                  | Cllr Carl Johnson               | North Tyneside                                  |
|                  | Cllr Richard Wearmouth          | Northumberland                                  |
|                  | Cllr Margaret Meling            | South Tyneside                                  |
|                  | Cllr Lindsey Leonard            | Sunderland                                      |
|                  | Kevin Bell                      | North East CA Business and Economy Board Member |
|                  | Victoria Armstrong              | VCSE representative                             |

| <b>A North East we are Proud to Call Home</b> | <b>Councillor Andrew Husband</b> | <b>Leader, Durham County Council</b>                            |
|-----------------------------------------------|----------------------------------|-----------------------------------------------------------------|
|                                               | Councillor Chris Buckley         | Gateshead                                                       |
|                                               | Councillor Paula Mains           | Newcastle                                                       |
|                                               | Councillor John Harrison         | North Tyneside                                                  |
|                                               | Councillor Colin Horncastle      | Northumberland                                                  |
|                                               | Councillor Jane Carter           | South Tyneside                                                  |
|                                               | Councillor Kevin Johnston        | Sunderland                                                      |
|                                               | Matthew Bell                     | Homes England                                                   |
|                                               | Peter Gladwell                   | Legal & General                                                 |
|                                               | Paul Fiddaman                    | Chair North East Housing Partnership                            |
|                                               | Patrick Murray                   | Northern Housing Consortium                                     |
|                                               | Dominic Smith                    | Home Builders Federation                                        |
|                                               | Shaun Hope                       | Bishop Auckland College                                         |
|                                               | Graham Thrower                   | Sunderland University                                           |
|                                               | Taylor Sharp                     | Business, Energy and Industrial Strategy                        |
|                                               | Jacqueline Myers                 | North East and Cumbria NHS ICB                                  |
|                                               | Stephen Bell                     | Changing Lives                                                  |
|                                               | Don, Baron Curry of Kirkhale     | Community Action Northumberland & Rural Design Centre           |
|                                               | Tony Gates                       | CEO Northumberland National Park Authority                      |
|                                               | Professor Sally Shortall         | Newcastle University                                            |
|                                               | Sandra Manson                    | North East CA Business and Economy Board Member (Pegasus Group) |
|                                               | Kate Burrows                     | VCSE Representative (Durham Community Action)                   |

| <b>A Welcoming Home to Global Trade</b> | <b>Councillor Glen Sanderson</b> | <b>Leader, Northumberland County Council</b>               |
|-----------------------------------------|----------------------------------|------------------------------------------------------------|
|                                         | Susie Izumi                      | Office for Investment                                      |
|                                         | Alice Andreason                  | Newcastle International Airport                            |
|                                         | Matthew Beeton                   | CEO Port of Tyne                                           |
|                                         | Matthew Hunt                     | Director Port of Sunderland                                |
|                                         | Martin Lawlor                    | Chief Executive Port of Blyth                              |
|                                         | Lee Hartley                      | Fairstone                                                  |
|                                         | Geoff Westmorland                | HSBC                                                       |
|                                         | Peter Snaith                     | Womble Bond Dickinson                                      |
|                                         | Andrew Dowler                    | Blackstone                                                 |
|                                         | Katy Evans                       | Cravens                                                    |
|                                         | Matt Bratton                     | CBI                                                        |
|                                         | Vicky Mears                      | British Business Bank                                      |
|                                         | Professor Milan Radosavljevic    | Universities North East England (University of Sunderland) |
|                                         | Kirsty Wells                     | North East CA Business and Economy Board Member (Merit)    |

| <b>Home of Real Opportunity</b> | <b>Councillor Tracey Dixon</b>  | <b>Leader, South Tyneside Council</b>                               |
|---------------------------------|---------------------------------|---------------------------------------------------------------------|
|                                 | Claire Riley                    | North East and North Cumbria Integrated Care Board                  |
|                                 | Chief Constable Vanessa Jardine | Northumbria Police                                                  |
|                                 | Audrey Kingham                  | Director of Children's Services Representative for region           |
|                                 | David Inness                    | Department for Work and Pensions                                    |
|                                 | Chris Todd                      | Chair of NE Colleges Forum                                          |
|                                 | Paul Atkinson                   | Secondary Head (Jarrow School)                                      |
|                                 | Rebecca Jackson                 | Primary Head (Cragside Primary School)                              |
|                                 | Dan Monnery                     | Universities North East England (Northumbria University)            |
|                                 | Graham Thrower                  | Sunderland University's Institute for Economic and Social Inclusion |
|                                 | Rhiannon Bearne                 | North East Chamber of Commerce                                      |
|                                 | Jenny Allinson                  | Bernicia                                                            |
|                                 | Paul Butler                     | Automotive Alliance                                                 |
|                                 | Shirley Spoors                  | Azko Nobel                                                          |
|                                 | Sam Blake                       | Newcastle Eagles                                                    |
|                                 | Lesley Spuhler                  | CEO Foundation of Light                                             |
|                                 | Keith Merrin                    | Chair of North East Museums                                         |
|                                 | Nick Kimber                     | Cabinet Office                                                      |
|                                 | Osian Jones                     | London Borough of Camden                                            |
|                                 | Reshma Begum                    | North East CA Business and Economy Board Representative             |
|                                 | Martin Brookes                  | VCSE Representative                                                 |

| <b>Home of Growing and Vibrant Economy</b> | <b>Councillor Karen Kilgour</b> | <b>Leader, Newcastle City Council</b>                  |
|--------------------------------------------|---------------------------------|--------------------------------------------------------|
|                                            | Jim Brewin                      | Hitachi, Durham                                        |
|                                            | Alison Gwynn                    | North East Screen                                      |
|                                            | Becky Jackson                   | Atomhawk                                               |
|                                            | Mads Howard                     | Sage                                                   |
|                                            | Darren Davidson                 | Siemens                                                |
|                                            | Ben Shaw                        | Lockheed Martin                                        |
|                                            | Sophie Milliken                 | Moja                                                   |
|                                            | Paul McEldon                    | NE BIC                                                 |
|                                            | Andy Broadbent                  | New College Durham                                     |
|                                            | Keith Merrin                    | NE Museums                                             |
|                                            | Professor Jane Robinson         | Universities North East England (Newcastle University) |
|                                            | Emily Cox                       | Business and Economy Board Representative              |

| <b>Home to the Green Energy Revolution</b> | <b>Mayor Karen Clark</b> | <b>Elected Mayor, North Tyneside Council</b>                 |
|--------------------------------------------|--------------------------|--------------------------------------------------------------|
|                                            | Jim Heslop               | North East Area Director, Environment Agency                 |
|                                            | David Hall               | National Farmers Union                                       |
|                                            |                          | Natural England                                              |
|                                            | Charles Thompson         | Offshore Renewable Energy Catapult                           |
|                                            | Dr Henna Bains           | Chief Technology Officer, Kinewell Energy                    |
|                                            | Martin Lawlor            | CEO, Port of Blyth and Energy Central Learning Hub           |
|                                            | Jim Gillon               | Gateshead District Energy Scheme                             |
|                                            | Gary Chapman             | Co-Head of North Region and Director, Lloyds Banking Group   |
|                                            | Heidi Mottram            | CEO, Northumbrian Water Group                                |
|                                            | Richard Dunkley          | Chief Executive, OnPath Energy                               |
|                                            | Tom Nightingale          | Equinor                                                      |
|                                            | Matt Forrest             | Thirteen Group                                               |
|                                            | Jim Cokill               | CEO, Durham Wildlife Trust                                   |
|                                            | Professor Janet Stewart  | Universities North East England (Durham University)          |
|                                            | Andy Dean                | Community Action Northumberland                              |
|                                            | Matthew Beeton           | Business and Economy Board Representative (CEO Port of Tyne) |