

**DEVON & SEVERN
INSHORE FISHERIES AND CONSERVATION AUTHORITY**

**Minutes of the Finance & General Purposes Committee
held on 20 March 2015 at Exeter Racecourse, Exeter**

Present: Ms Elaine Hayes (Chair)
Cllr Jim Knight (Devon)
Cllr Stuart Hughes (Devon)
Mr John Butterwith
Mr David Rowe
Mr Mike Williams
Mr Simon Pollentine
Mr Andrew Knights (NE)

Also Present: Mr Tim Robbins (Chief Officer)
Mrs Karlien Bond (Finance DCC)
Mrs Angela Stirland (Finance DCC)
Mrs Hazel Mitchell (D&S IFCA)

1. Apologies for Absence

There were no apologies given

2. Minutes of meeting held on 9 December 2014

That the minutes be approved.

Resolved

3. Matters Arising

4.c A draft document has been put together between the Chief Officer and Karlien Bond which will be put to the June meeting for discussion and approval after further overseeing by David Rowe and Mike Williams. The Chief Officer submitted Terms and Reference for this and any future Task and Finish Group. They were approved and would be adopted.

4. Matters brought forward by the Chair

- a. A reminder that the IFCA 4 year report was now available to read. The Chair considered the document did not show the efficiency, effectiveness or how we were meeting our objectives but that DEFRA took a more mechanistic approach to its findings.
- b. At a recent AIFCA meeting it was announced that £300,000 would be provided to the 10 IFCA's for work on the MPA's to be spent over a 1 year period.

Averaging out at £30,000 per IFCA a business case of requesting £50,000 each for the South West IFCA's who will provide a joint collaborative working bid will be submitted for consideration.

5. **Budget Monitoring Report**

Indications are at month 10 that the budget will show a projected overspend at year end of £25,000. This is mainly due to the late Phd invoice from Plymouth University. The decision on where the cost of the Rib outboard engines will come from will be decided at the end of the financial year.

The project General Reserve Fund balance as at 31 March 2015 is £495,149.

Due to the overspend on legal costs of £1,600 the Chair requested information on the amount it costs the IFCA to do prosecutions versus the actual amount that is actually recovered. **ACTION T ROBBINS**

6. **Staffing Issues**

- a. **Senior IFCA Enforcement Officer Resignation** - The Committee was notified of the resignation of Bill Lawrence on the 13 March 2015. A proposal to recruit 2 more Enforcement Officers with their grading to be determined when the staff evaluation has been completed was made.

Proposed: Cllr Stuart Hughes Seconded: Mike Williams

All in favour, none against.

- b. **Employee Assistance Programme** - This all inclusive staff benefits package offered by HR One at DCC to support the organisation in managing their Occupational Health requirements as well as offering guidance and support for employees was put to the Committee. The cost would be £22.50 plus VAT per employee, a cost to the IFCA of £225.00 per year.

Proposed: Cllr Jim Knight Seconded: John Butterwith

All in favour, none against.

- c. **HR Support** - The use of HROne at DCC to provide support through a service level agreement, providing 6 hours of work time for an HR advisor was discussed. The main project areas the Chief Officer would be seeking assistance with are: 1 - Policy Review, 2 - Staff Survey and 3 - 360 Appraisal Process. The Chief Officer would report back on any findings of the work once it was completed. The estimated cost would be £2,500 which would be covered by the HR provision for 2015-16.

Area 4 - Member Appraisal was highlighted. It has been decided that an annual appraisal of all MMO Appointees will need to be completed but discussions on the process are still ongoing. The IFCA is expecting the MMO to pay for this but a provision of £10-£12,000 in the 2015-16 budget to cover the cost of an independent assessor in the event of the IFCA having to pay was considered prudent.

A letter to the MMO stating that they were responsible for the cost of any annual appraisal would be sent.

**ACTION
T ROBBINS**

A recommendation that the Chief Officer finalise arrangements to implement this support was proposed.

Proposed: Cllr Jim Knight

Seconded: Mike Williams

All in favour, none against

- d. A request by the Chief Officer to acknowledge that Neil Townsend will have served 25 years in August was made. It was decided that if any contribution was made it would have to be by personal choice.

7. Health & Safety

There were no incidents to report.

8. Office Update

The Heads of Terms for the new office had been agreed. The equipment in the store at Galampton had been moved and is due to be handed back to the landlord on 31 March 2015. The move to the new offices will take place on 30 March 2015.

9. Any Other Business

There was no other business

11. Date of next meeting

Thursday 18 June 2015 at Brixham Laboratory, Brixham.