

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

**Minutes of the Finance & General Purposes Committee
held on 24 September 2015 at Exeter Racecourse, Exeter**

Present: Mike Williams (Chair)
Cllr Jim Knight (Devon)
Cllr Rufus Gilbert (Devon) deputising for Cllr Stuart Hughes
John Butterwith
David Rowe
Simon Pollentine
Simon Toms (EA)

Also Present: Tim Robbins (Chief Officer)
Karlien Bond (Finance DCC)
Angela Stirland (Finance DCC)
Hazel Mitchell (D&S IFCA)
Mat Mander (D&S IFCA)
Sarah Clark (D&S IFCA)
Martin Hutchings (DCC)

Apologies: Cllr Stuart Hughes (Devon), Elaine Hayes

The Chair welcomed Cllr Rufus Gilbert who was deputising for Cllr Stuart Hughes and Martin Hutchings, officer supporting Devon County Council who has replaced Aidan Winder.

1. Apologies for Absence

Apologies were noted

2. Minutes of meeting held on 18 June 2015

That the minutes be approved as a true and accurate record.

Proposed: Cllr Jim Knight Seconded: John Butterwith

Resolved

3. Matters Arising

It was brought to the attention of the Chair that as an Authority the agenda item description of 'Matters Arising' was illegal and that the future agendas should read 'Business Arising'. Item points should then be listed under the agenda heading. Future agendas would reflect this.

6 A letter to the MMO concerning the cost of appraisals for MMO Appointees had been written and sent. The MMO had issued guidance to the IFCA's on how to

undertake the appraisals. The IFCA's have responded to the guidance issued with questions and are now awaiting a response. The Chief Officer will report back to the Committee when an agreed procedure has been made.

- 9 Talks have been held and are ongoing with the MMO to try and change the legislation for increasing the timescale to repay FAPs. Pressure from the other IFCA's and the AIFCA to address this issue has been made.
- 10 HROne at Devon County Council have been approached and a job evaluation process for the new Communications Post that was undertaken and a job specification agreed. The outcome was decided on the post being Scale point 23, starting at £20,849 up to a maximum £24,472 per annum.

4. **Matters brought forward by the Chair**

There no matters brought forward by the Chair

5. **Budget Monitoring Report**

Indications are at month 4 that the budget will show a projected underspend at year end of £40,800. This is mainly due to savings in employee wages due to late recruitment. The slight overspend in other areas of the budget will be covered by the employee underspend.

The current projected General Reserve Fund balance as at 31 March 2016 is £566,285.

The Chief Officer wanted to make the Committee aware that he had recently had a meeting with DEFRA where New Burdens funding was discussed. The Comprehensive Spending Review has not yet been decided so DEFRA have not been allocated a budget. DEFRA are reviewing where possible savings could be made if required but no decision on whether New Burdens Funding would be targeted has been indicated yet.

A paper on potential liability of our funding local Authorities under localism legislation and EU Infringement procedures would be sent out to members of the Committee and Council elected members for information. **ACTION T ROBBINS**

6. **Staffing Issues**

- a The 2 new Enforcement Officers of Gavin Mayhew and Laura Bullock started on 17 August 2015 and were settling in and undertaking relevant training.
- b. Stephanie Davies started work with the Environment Team on 24 August 2015 funded by the DEFRA grant to help with work on the Marine Protected Areas.

7. **Declaration of Interest Forms for Officers.**

To mirror similar organisations for transparency the D&S IFCA Officers are being required to sign a Declaration of Interest Form. The form would be kept on record and would be the responsibility of the individual officer to update regularly.

Proposed: Cllr Rufus Gilbert

Seconded: Cllr Jim Knight

Resolved

8. **Health & Safety**

There were no incidents to report.

The cost of Officer's PPE equipment has increased and with the recruitment of new staff has currently exceeded the budget allocated in this current year. Even though this overspend has been absorbed by the underspend in employee costs the figure will be monitored.

9. **Any Other Business**

Cllr Knight suggested that papers should be sent out by email rather than hard copy to save cost. An email would be sent to all members to inform them that this would be adopted and to ascertain who would still require a hard copy to be sent. **ACTION
T ROBBINS**

11. **Date of next meeting**

Friday 11 December 2015 – Exeter Race Course, Exeter