

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

**Minutes of the Finance & General Purposes Committee
held on 9 December 2016 at Exeter Race Course, Exeter**

Present: Mike Williams (Chair)
Cllr Jim Knight (Devon)
Cllr Stuart Hughes (Devon)
Cllr Terry Napper (Somerset)
John Butterwith
David Rowe
Simon Pollentine
Simon Toms (EA)

Also Present: Tim Robbins (Chief Officer)
Peter Lappin (Finance DCC)
Angela Stirland (Finance DCC)
Hazel Mitchell (D&S IFCA)
Phil Higginbottom

Apologies: Elaine Hayes

1. Apologies for Absence

Apologies were noted

2. Minutes of last meeting held on 15 September 2016

That the minutes be approved and agreed true and accurate.

Proposed: John Butterwith Seconded: Cllr Jim Knight

Resolved

3. Business Arising

3. The review of Financial Regulations and Standing Orders will be discussed at agenda item 8.

4. Matters brought forward by the Chair

There were no matters brought forward by the Chair.

5. **Budget Monitoring Report**

The Budget monitoring at month 7 indicates that the budget will show a projected underspend at year end of £11,200. This is predominantly due to savings in employee wages due to vacant posts. The slight overspend in other areas of the budget will be covered by the current underspend. Cllr Knight questioned the overspend in rent/landlord charges of £1500 believing this figure to be set against contract. A more detailed answer would be provided in the next quarterly budget report. The Committee felt it was still important to keep the funding availability/option for the Communications post open.

The current projected General Reserve Fund balance as at 31 March 2017 is £547,341.

6. **Association of IFCAs**

It was confirmed the Chair, Elaine Hayes, has received to date no response to the letter she wrote on behalf of the Committee to John Lamb, Chair of the AIFCA on 25 November 2016 expressing her concerns and list of criteria to be addressed before a decision on the 2017/2018 payment to the AIFCA could be decided.

The issue is not the budget figure earmarked for the AIFCA, the major concern still remains as to whether the Devon & Severn IFCA are getting value for money with the financial contribution it makes in the way the AIFCA is currently working and run. The Chief Officer produced a new funding model; an alternative criterion method of charging each IFCA based on each IFCA budget. The Chief Officer intends after this meeting to write to the Directors of the AIFCA to make them aware of the Chairs letter to Mr J Lamb and will broach the remodelling of the funding at the same time. Perseverance to receive answers to the questions set out by bullet points in the letter was encouraged.

The following recommendation would be put to the main Authority for approval:

The CEO or Chair of the AIFCA are invited to present to the full Authority a case for the D&S IFCA to remain a member of the Association for the forthcoming year.

Proposed: David Rowe Seconded: Cllr Terry Napper

All in favour

The following recommendations would be put on hold until the outcome of an invitation to visit and address the full Authority by Mr S Bolt and Mr J Lamb at the March 2017 quarterly meeting:

1. Delay payment of the 2017/18 fee until any outstanding concerns of the D&S IFCA have been acted upon.
2. Negotiate a new funding formula for the AIFCA based on Table 1.
3. Resign from the AIFCA from the start of 2017 financial year. The CO to take over as the single point of contact for outside agencies.

Cllr Napper was still in favour of the delayed recommendation 2 above if a decision to pay an amount to the AIFCA is proposed in the future.

7. **Minutes of the Budget meeting held on 8 November 2016**

That the minutes be approved and agreed true and accurate.

Proposed: David Rowe Seconded: Cllr Jim Knight

All in favour

Budget Setting 2017/2018

Page 8, Line 34, Boat Moorings/Berths - The comment in reason for Budget Adjustment should include that the budget figure allows for the cost of 2 moorings

A proposed budget of £716,900 for 2017/2018 was put to the Committee. The proposed budget and levy for 2017/2018 represents an increase of 3.42%, the first increase in 6 years and that the levy is still below what it was in 2011/2012. The cost of the additional enforcement officer is also taken into account.

A proposal that the Revenue Budget and Capital Programme 2017/2018 be recommended to the main Authority for approval was made.

Proposed: Cllr Jim Knight Seconded: Cllr Terry Napper

All in favour

A note of thanks was made to Devon County Council Finance Team and the funding Authorities for their help and support in the budget setting process.

8. **Financial Regulations and Standing Orders Review**

Some minor typing errors and spelling mistakes were highlighted and would be corrected.

Financial Probity, page 3, paragraph 10 – The National Criminal Intelligence Service (NCIS) has changed its name to National Crime Agency (NCA). This will be updated.

Standing Orders, page 3, paragraph 9a - The current standing orders state “The election of the Chairman and Vice-Chairman shall take place annually and the length of continuous tenure of Chair should be limited to four years”. The current Chair Elaine Hayes has been in post for longer than 4 years as despite annual elections no other party has put forward their name to hold this position.

A suggestion that the wording be changed to “The election of the Chairman and Vice-Chairman shall take place annually and the length of continuous tenure of Chair should be **reconsidered after** four years”

Proposed: Cllr Jim Knight Seconded: John Butterwith

All in favour

The recommendation that the Authority is content with the amendments made to the Blue Book and adopts the new version effective from this meeting was proposed:

Proposed: Cllr Stuart Hughes Seconded: Cllr Jim Knight

All in favour

9. **Staffing Issues**

- Katherine Stephenson has announced that she is pregnant and due to go on maternity leave in March 2017. Stephanie Davies currently working with the IFCA funded by DEFRA money which ends in March 2017 will fulfil her maternity cover.
- A formal complaint has been received by the Chief Officer against an officer of the Authority under the data protection which is under investigation and headed up by the Chief Officer. A meeting has been held with Consultants who work on data protection and he has liaised with the Information Commissioners Office and it appears the complaint involves an inadvertent release of information. The Chief Officer will report back to the Authority.

Having established that Elected Members receive Data Protection training through their Council the question of whether it would be advisable for General Members to also receive training was discussed. It was considered appropriate and advantageous due to the material they receive. The following recommendation was proposed:

That consideration of Data Protection training to any voting member be looked into and organised by the IFCA, to take place ideally prior to the quarterly meeting in March 2017.

Proposed: David Rowe Seconded: Cllr Terry Napper

All in favour

10. **Health & Safety**

There were no issues or near misses to report. The new boarding dry suits purchased earlier in the year have an issue with the built in boot in that they slip whilst on wet decks. A suit has been returned to the manufacturer to have a look at to either fit a more suitable boot or replace with a dry sock.

11. **Any Other Business**

There was no any other business raised.

12. **Date of next meeting**

Thursday 16 March 2017 at Brixham Laboratory, Brixham

AGENDA ITEM	ACTION	RESPONSIBLE
5	More detailed explanation of the overspend in rent/landlord charges in the Budget Monitoring Report	Angela Stirland
6	Letter to all the Directors of the AIFCA with alternative charging method option and letter from Chair to J Lamb	Chief Officer
9	Availability and organising Data Protection training for General Members	Chief Officer