

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

STANDING ORDERS

1. Quarterly Meetings and Quorums

The quarterly meetings of the Authority shall be held in the months of March, June, September and December. Business shall not be transacted unless

- (i) eight or more members are present;
- (ii) at least one of those members is a council member; and
- (iii) at least one of those members is a general member.

Named elected deputies for councilor members shall be permissible provided that they are not used more than twice a year and not consecutively. The deputies would have voting rights. If an MMO appointee is unable to attend any meeting they cannot nominate a deputy to attend on their behalf.

2. Annual Meeting

The quarterly meeting of the Authority held in June shall also be known as the Annual General Meeting.

3. Chairman of meeting

The Chairman will, if present, preside at all meetings of the Authority but in his/her absence the powers and duties of the Chairman will be exercised by a Vice-Chairman or the person appointed by the Authority to preside at the meeting.

4. Places and Times of Meetings

The meetings shall be held within the District at a suitable place and time as determined by the Authority.

5. Minutes

The minutes of each meeting shall be recorded in a book to be kept by the Clerk for that purpose, and a printed copy of such minutes shall be forwarded electronically to every member of the Authority. The minutes shall be taken by the Clerk or his nominee.

As soon as the minutes have been read, or taken as read, the Chairman shall put the question that the minutes be signed as a true and correct record; no motion or discussion shall take place on the minutes except upon their accuracy, and any question of accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Chairman shall sign the minutes. Declaration of interests by members shall be recorded in the minutes.

6. Special Meetings

The Clerk shall, upon request of the Chairman, or upon requisition in writing signed by at least three members of the Authority, summon a Special Meeting of the Authority, and if he, for three working days, fails to comply with such request or requisition, the Chairman or three members as the case may be, may summon such a meeting.

7. Delivery of Agenda

At least ten working days before any meeting of the Authority an agenda, specifying the business to be transacted and signed by the Clerk, shall be sent by post to the usual place of residence of each member PROVIDED that the want of service of the agenda on any member shall not affect the validity of the meeting.

8. Order of Business

The election of the Chairman shall be the first business transacted at the Annual Meeting to be followed by the election of the Vice-Chairman.

Subject to the above, the order of business at every meeting shall be:

- (a) to choose a person to preside if the Chairman and Vice-Chairman are absent.
- (b) to confirm the minutes of the last meeting.
- (c) to deal with any business expressly required by Statute to be done at the meeting.
- (d) to deal with any correspondence, communications, or any other business specially brought forward by direction of the Chairman.
- (e) to receive the reports of any sub-committees.
- (f) dispose of business, if any, adjourned from the last meeting.
- (g) to deal with notices of motion in the order in which they have been received.
- (h) other business, if any, specified in the agenda.
- (i) At the Chairs discretion, members of the public may be invited to address the Authority provided 48 hours' notice is given. A total of 30

minutes' public time, with a maximum of 5 minutes per person, with no repetition of points raised will be allowed.

Business falling under (a) or (b) above shall not be displaced but subject thereto the Chairman may at his/her discretion vary the order of business or the Authority may do so by a resolution passed on a motion duly moved and seconded.

9. **Election of Chairman and Vice-Chairman**

- (a) The election of a Chairman and Vice-Chairs shall take place annually and the length of continuous tenure of Chair should be reconsidered after four years. The length of service may be accumulated over a number of individual years and the tenure of the Chairmanship may precede or follow that of the vice-chairmanship.
- (b) The election of the Chairman shall be by ballot and nominations for this purpose shall be made orally to the Clerk in open meeting.
- (c) In the event of any equality of votes the Clerk shall decide between the persons nominated for appointment as Chairman by lot.
- (d) The Vice-Chairs shall also be elected likewise by ballot nominations for this purpose being made orally to the Chairman.
- (e) In the absence of a nominee specifically authorised by the Authority, the Authority's representatives for external meetings of other bodies shall be appointed by the Authority or otherwise by the Chairman or his delegated nominee.
- (f) That the Chairman, Vice-Chairs, Clerk, and the Chief Officer or their nominated representatives be the official representatives of the Devon & Severn Inshore Fisheries and Conservation Authority when attending meetings of the Association of Inshore Fisheries and Conservation Authorities.

NOTICE OF MOTION

10. **Submission of Notice of Motion**

Except as provided by Standing Order 15 every notice of motion shall be in writing signed by the member giving notice and delivered at the office of the clerk who shall arrange for it to be included in the agenda of the Authority or the appropriate committee.

11. **Inspection of Notices of Motion**

Every notice of motion shall be open to inspection by every member of the Authority.

12. **Relevance of Motions**

Every notice of motion shall be relevant to some power or duty of the Authority or some matter that impinges on such powers or duties.

13. **Rescission of Preceding Resolutions**

- (a) No motion to rescind any resolution passed by the Authority within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be moved unless the notice thereof given in pursuance of Standing Order 9 bears the names of at least five members.
- (b) When any such motion has been disposed of by the Authority, no member shall move a similar motion within a further period of six months.
- (c) This standing order shall not apply to motions moved in or in respect of the report or recommendation of a committee.

14. **Confidential Matters**

A member shall not disclose without permission of the Authority or of the appropriate sub- committee

- (a) the contents of any document marked confidential or exempt, and
- (b) any item dealt with as a confidential matter, unless or until it has been made public by the Authority or the sub-committee.

RULES OF DEBATE

15. **Motions and Amendments which may be moved without notice**

The following motions may be moved without notice:-

- (a) appointment of a Chairman of the meeting at which the motion is moved;
- (b) accuracy of the minutes;
- (c)
 - (i) the question be now put
 - (ii) the debate be now adjourned
 - (iii) the Authority do now adjourn
 - (iv) the Authority proceed to the next business;
- (d) reference to a sub-committee;
- (e) adoption of reports and recommendations of sub-committees or officers and any consequent resolutions;

- (f) leave to withdraw a motion;
- (g) amendment to a motion;
- (h) precedence for an item of business specified in the summons;
- (i) suspension of Standing Orders in accordance with the provision of Standing Order 39;
- (j) giving consent of the Authority where required by these Standing Orders;
- (k) exclusion of the public and press.

16. Motions and Amendments

A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 9 it shall, if required by the Chairman, be put in writing and handed to the Chairman before it is further discussed or put to the meeting.

17. Limit to Number of Speeches

A member shall be entitled to speak once on any motion, but shall not be entitled to speak more than once except

- (a) to speak on an amendment moved by another member;
- (b) if the motion has been amended since they last spoke, to move a further amendment;
- (c) in exercise of a right of reply given by Standing Order 22;
- (d) by way of personal explanation;
- (e) to ask a question.

18. Seconder of Motion Reserving Speech

A member when seconding a motion or amendment may, if they then declare their intention to do so, reserve their speech until later in the debate.

19. Motions and Amendments Not Seconded

Motions and amendments not seconded shall not be entered in the minutes.

20. **Withdrawal of Motion or Amendment**

A motion of amendment may be withdrawn by the mover with the consent of his seconder and of the Authority which shall be signified without discussion by ruling of the Chairman. No member may speak upon it after the mover has asked permission for its withdrawal, unless permission has been refused.

21. **Amendments to Motions**

An amendment shall be relevant to the motion and shall be either

- (a) to leave out words; or
- (b) to leave out words and insert or add others; or
- (c) to insert or add words.

Such omission, insertion or addition of words shall not have the effect of negating the motion before the Authority.

22. **Order in which Amendments are to be taken**

- (a) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been dealt with.
- (b) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

23. **Right of Reply**

- (a) The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. In his reply he shall strictly confine himself to answering previous speakers and shall not introduce any new matter into the debate.
- (b) If an amendment is moved, the mover of the original motion shall also have a right of reply to the debate on his amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.
- (c) A member may, however,
 - (i) explain any material part of his speech which he believes to have been misunderstood;
 - (ii) if he is the Chairman or other member who has presented the report of a sub- committee, with the Chairman's consent, make a statement of the

facts at the outset of the debate and also reply generally to the debate;
and

- (iii) if he is the mover of a motion, speak with the leave of the Chairman on the motion or on any amendment thereto at any time during the debate.

24. **Right to Speak on a Point of Order**

- (a) A member may raise a point of order or in personal explanation and shall be entitled to be heard forthwith.
- (b) A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the member shall specify the Standing Order or statutory provision and the way in which he considers it has been broken.
- (c) A personal explanation shall be confined to some material part of his speech which he considers has been misunderstood.
- (d) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

25. **Motions which may be moved during Debate**

When a motion is under debate no other motion shall be moved except

- (a) to amend the motion;
- (b) to postpone consideration of the motion;
- (c) to adjourn the meeting;
- (d) to adjourn the debate;
- (e) to proceed to the next business;
- (f) that the question be now put;
- (g) that a member be not further heard;
- (h) that the subject of debate be referred back to a sub-committee;
- (i) to suspend Standing Orders under Standing Order 39.

26. **Closure Motions**

A member who has spoken in the debate may move without comment at the conclusion of a speech by another member

- (a) "that the Authority proceed to the next business";
- (b) "that the question be now put";
- (c) "that the debate be now adjourned";
- (d) "that the Authority do now adjourn";

on the seconding of which the Chairman shall proceed as follows:-

(i) on a motion to proceed to the next business

unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to the next business.

(ii) on a motion that the question be now put

unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his right of reply under Standing Order 22 before putting his motion to the vote.

(iii) on a motion to adjourn the debate or the meeting

if in his opinion the matter before the meeting has been insufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover of the original motion his right to reply on that occasion.

QUESTIONS

27. (a) A member of the Authority may ask the Chairman any question upon an item of a report of the Authority when an item is under consideration by the committee.
- (b) A member of the Authority may
- (i) if three clear days' notice in writing has been given to the Clerk, ask the Chairman or the Chairman of any committee any question on any matter relating to which the Authority has powers or duties or which affect the District.
 - (ii) with the permission of the Chairman, put to him/her or the Chairman of any committee any question relating to urgent business, of which such notice has been given; but a copy of any such question shall, if possible, be delivered to the Clerk not later than ten o'clock in the morning of the day of the meeting.

- (iii) every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer at that meeting.
- (iv) an answer may take the form of
 - a direct or answer; or
 - where the desired information is contained in a publication of the Authority, a reference to that publication; or
 - where the reply to the question cannot conveniently be given orally, a written answer circulated to members of the Authority.

VOTING

28. (a) Every question shall be determined by a show of hands PROVIDED that if five members present at the meeting so require, the names of the members to be called out and recorded in the minutes.
- (b) In the case of an equality of votes the person presiding at a meeting shall have a second or casting vote.
- (c) Where more than two persons are nominated for any appointment and one of the votes given there is not a majority in favour of one of them, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.

DISTURBANCE

29. (a) If a member persistently ignores or disobeys the ruling of the Chairman or behaves irregularly, improperly or offensively or deliberately obstructs the business of the meeting any other member may move 'That the member named be not further heard' which, if seconded, must be put to the vote without discussion.

If the same member continues to misbehave the Chairman will either move 'that the member named do leave the meeting' (in which case the motion shall be determined without seconding or discussion) or adjourn the meeting for such time as he/she thinks fit.

- (b) If a motion, 'that the member named do leave the meeting' is approved by a meeting the Chairman will then order the member concerned to leave the room for the rest of the meeting. If the member refuses to go the Chairman can order that he/she be removed.

- (c) In the event of a general disturbance which in the opinion of the Chairman renders the orderly dispatch of business impossible, the Chairman in addition to any other power vested in him may, without question put, adjourn the meeting for such period as he in his discretion shall consider expedient.
- (d) If a member of the public interrupts the proceedings of a meeting the Chairman shall warn him. If he continues the interruption the Chairman shall order his removal from the Committee Room. In the case of general disturbance in the part of the Committee Room open to the public, the Chairman shall order that part to be cleared.

COMMITTEES

30. Appointment of Committees

The Authority shall appoint any standing committees at the annual meeting.

31. Appointment of Chairman and Vice-Chairman of Sub-Committees

- (a) The Chairman and Vice Chairman of the Authority shall be ex-officio members of every committee or sub-committee.
- (b) Subject to (a) above, each committee shall, at its first meeting following the annual meeting of the Authority before proceeding to any other business, elect a Chairman and Vice-Chairman.
- (c) Standing Order 8 shall apply for the purpose of electing Chairmen and Vice-Chairmen of committees.
- (d) At the discretion of the Chairman of a committee, public or expert opinion can be invited.
- (e) The Authority shall delegate powers to the Finance and General Purposes committee to consider and authorise spending within the budget in line with the Financial Probity and Financial and Administrative Regulations of the main Authority. All decisions shall be reported to the main Authority at the next full quarterly meeting.

32. Absence of Chairman and Vice-Chairman of Committees

In the absence from a meeting of a committee of both the Chairman and Vice-Chairman, a Chairman for the meeting shall be appointed.

33. Meetings of Committees

A committee shall meet as requested by the Chairman.

34. **Special Meetings**

The Chairman of a committee may request the Clerk to summon a special meeting of the committee at any time.

35. **Quorum of Committees**

Business shall not be transacted at a meeting of any committee exercising delegated powers unless at least four members of the committee are present including one council member and one general member.

36. **Application of Standing Orders to Committees**

The following Standing Orders

Minutes (4)
Rescission of Preceding Resolution (12)
Rules of Debate (14-25)
Voting (27)
Disturbance (28)

shall also apply to the meetings of committees.

37. **Reports of Committees**

Every committee shall make a report to the Authority of its meetings held in the preceding quarter.

GENERAL PROVISIONS WITH REGARD TO STANDING ORDERS

38. **Authority to Prosecute**

That the Authority to Prosecute is vested in the Chief Officer and Chairman, or Vice Chairman of the Devon & Severn IFCA.

39. **Variation and Revocation**

Any motion to vary or revoke these Standings Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

40. **Suspension**

Any of the preceding Standing Orders may be suspended by the Authority for any item of business at the meeting where its suspension is moved, but except upon notice of motion under Standing Order 10 shall not be suspended unless at least one-half of the whole number of members of the Authority are present.

41 **Record of Attendance**

The Clerk or Deputy Clerk shall record the attendance of members at meetings of the Authority and Committees.

42. **Issue to Members**

A copy of these Standing Orders shall be issued to each member.

43. **Interpretation of Standing Orders**

The ruling of the Chairman or, where appropriate, the Chairman of a committee as to the construction or application of any of these Standing Orders, or as to any proceedings at a meeting, shall be final.

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

FINANCIAL PROBITY

1. Interest of Members in Contracts and Other Matters

If any member of the Authority has a pecuniary interest direct or indirect within the meaning of Section 95 of the Local Government Act 1972 in any contract, proposed contract, or other matter, that member shall withdraw from the meeting and if the meeting is held in a building shall withdraw from the room including the public gallery while the contract, proposed contract, or other matter, is under consideration by the Authority unless

- (a) the disability to discuss that matter imposed upon them has been removed by the Secretary of State under Section 97(1); or
- (b) the contract, proposed contract, or other matter, is under consideration by the Authority as part of the report and is not itself the subject of debate.

2. Pecuniary Interest of Members

If any member of the Authority or any sub-committee thereof has any pecuniary interest in any contract, proposed contract, or other matter, the member shall declare that interest immediately before the item is considered and shall withdraw from the meeting while it is under consideration.

3. Interest of Officers in Contracts

The Clerk shall record in a book to be kept for the purpose particulars of any notice given by an officer of the Authority under Section 117 of the Local Government Act 1972, of a pecuniary interest in a contract, and the book shall be open during office hours to the inspection of any member of the Authority.

4. Authentication of Documents for Legal Proceedings

Where any document will form a necessary step in legal proceedings on behalf of the Authority it shall be signed by the Chief Officer unless any enactment otherwise requires or authorizes, or the Authority gives the necessary authority to some other person for the purpose of such proceedings.

5. **Conformity with Financial and Administrative Regulations**

Value for money is at the core of the Authority's financial activity and the way in which it administers its financial affairs.

Compliance with statutory requirements, accounting standards and appropriate codes of practice will be inherent in the Authority's arrangements for financial matters.

No contract shall be entered into unless the expenditure involved may properly be incurred under the Authority's Financial and Administrative Regulations.

6. **Purchasing Authority**

(a) Delegated Purchasing Authority

Where the purchase price does not exceed £5,000 the Chief Officer shall be empowered to arrange procurement in accordance with the Authority's Financial and Administrative Regulations.

(b) Single Quotations and Tenders

The use of single tendering is allowed but will be restricted to items of specialist equipment where competitive tendering is not possible. In the event of a single tender item over £5,000 the Authority will be consulted.

(c) Quotation and Tender Acceptance

The Authority does not bind itself to accept the lowest quote, but will seek best value.

7. **Tendering Procedure over £5,000**

(a) Whenever a tender is invited, the invitations shall state that each tender shall be delivered to the Chief Officer not later than a specified date and time, enclosed in a sealed envelope bearing the word "tender" followed by the subject to which it relates.

(b) Tenders shall be opened at one and the same time in the presence of the Chairman or a responsible member designated by him/her and of the Chief Officer, or a responsible officer designated for the purpose. A record shall be maintained showing the number of tenders received and all tenders shall be kept for two years.

(c) The envelope of any tender received after the latest date and time for receipt shall be endorsed by the Chief Officer or his designated officer, with a note of the date and time of receipt. He shall open the late

tender and inform the person who submitted it that it was received too late for consideration.

8. **Compliance with British Standards**

Where, in the opinion of the Chief Officer, a British Standard Specification, British Standard Code of Practice issued by the British Standards Institution or an EEC Standard is appropriate, the contract shall require compliance therewith.

9. **Cancellation of Contract**

In every written contract a clause shall be inserted to ensure that the Authority shall be entitled to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation if any of the terms of the agreement are not met.

10. **Money Laundering Reporting**

For the Authority the Chief Officer is appointed as the Money Laundering Reporting Officer and the Head of Devon Audit Services is appointed as the Deputy Money Laundering Reporting Officer.

They will be responsible for notifying the National Crime Agency (NCA) of any suspected cases of money laundering committed within the accounts of the Authority as soon as possible and fulfil other duties as defined by legislation or regulation related to the post. Simultaneously, the Authority Member's will be kept informed of any notifications to NCA and of any issues arising from them.

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

FINANCIAL AND ADMINISTRATIVE REGULATIONS

1. (a) The Authority shall be responsible for the appointment of the Treasurer. For the time being, this shall be the officer of Devon County Council who holds Section 151 responsibilities under the Local Government Act 1972. It shall be the Treasurer's duty to ensure that safe and efficient arrangements are made for the management of the Authority's financial affairs. The Treasurer shall be the "responsible financial officer" for the purposes of the Accounts and Audit Regulations 2015 and shall be the Authority's principal advisor on financial matters. The Treasurer is responsible to the Authority for the discharge of his duties.
- (b) The Chief Officer and Treasurer shall prepare estimates of expenditure, income budgets and cash flow predictions in consultation with and in such form and at such times as the Authority may require.
- (c) The precept shall be submitted by the Chief Officer and Treasurer to the Authority and after any revisions, it shall approve them for submission to the funding authorities.
- (d) Approval of the budget will authorize the Authority's officer to expend the sums listed within the constraints detailed in paragraph 2. No transfers of funds may take place between the main cost centres of Administration, Patrol Vessels, Vehicles and Travel, New Equipment and Reserve except with the approval of the full Authority, but transfers between sub cost centres may be authorized by the Chief Officer. Any excess funds will be automatically transferred to the General Reserve Fund at the end of the financial year. All other transfers to this fund are to be approved by the full Authority.
- (e) The Chief Officer and Treasurer shall be responsible for the prompt settlement of all bills incurred and for keeping pay accounts of all Authority employees, ensuring the prompt payment of salaries due, as well as liaison with the various authorities to ensure correct deductions are made and pension contributions paid. With the Authority's approval and where it is expedient and cost effective these financial services may be contracted out to one of the funding authorities.
- (f) No hire purchase/credit/leasing arrangement or other borrowing shall be entered into without the specific approval of the Authority.

- (g) Acquisition of items of a capital nature - real property, boats, vehicles, plant and major items of equipment - shall require the approval of the Authority prior to any acquisition being made.
- (h) Depreciation will be set as follows:
 - for marine vessels, including engines shall be depreciated over 10 years on a straight line method
 - vehicles and other equipment depreciated over 4 years on a straight line method.
- (i) Movable and attractive items (e.g. computers) are to be marked as "The property of Devon & Severn IFCA".
- (j) Inventories shall be kept of all the Authority's property and updated annually.

2. **Authority for Expenditure**

- (a) The Chief Officer and the authorized Principal Officer are authorized to make payments of up to £500.
- (b) Payments of in excess of £500 which are anticipated expenditure may be authorized in writing by the Chief Officer or the authorized Principal Officer.
- (c) Payments over a value of £500 which are classified as extraordinary expenditure are to have the written authorization of the Chairman or Vice Chairman.
- (d) The Committee shall authorize a petty cash account to a maximum of £100 which will be run by the Office Manager for cash transactions such as stationery, postage, etc. It is to be accounted for using a cash book supported by receipts/stamp book, checked and countersigned by the Chief Fisheries Officer or the authorized Principal Officer monthly.

3. **Accounting Procedures**

- (a) The Treasurer is responsible for keeping the accounts and financial records of the Authority.
- (b) All financial and appropriate service information is to be available to the Chief Officer.

- (c) Accounting procedures will reflect recommended professional practices, and follow accounting principles determined from time to time by Devon County Council.
- (d) The Treasurer will prepare the Authority's annual accounts, reports and Annual Return to meet statutory requirements, which will be approved by the Authority members at the June meeting.

4. **Audit of the Accounts**

The audit of the Accounts, the certification of which forms part of the Annual Return, shall be carried out by Devon County Council Internal Audit or such accountants approved by the Authority following tender action.

5. **Maintenance of Reserves**

It is the responsibility of the Chief Officer, with the assistance of the Finance Officer, to provide a written report on the levels of reserves and their future uses, are considered prudent.

6. **Revenue Budget Monitoring and Control**

The Chief Officer and Finance Officer will jointly carry out regular budget monitoring and reporting to identify financial problems and key issues and to recommend the management action necessary to resolve them. Responsibility for the management action rests with the Chief Officer

Monitoring reports defining service financial problems and key issues with recommended action will be made at the quarterly meeting of the Financial and General Purposes committee

7. **Income**

- (a) The Chief Officer and Treasurer shall be responsible for approving and supervising arrangements for the collection and banking of all income due to the Authority ensuring that cash held overnight shall not exceed the amount covered by insurance.
- (b) All amounts due to the Authority which have passed the settlement terms will be pursued by the Authority's Chief Officer. No debtor shall be excused payment due to the Authority other than with the approval of the Authority's members.
- (c) In order to obtain secure investment interest, the Authority funds shall only be deposited with one of the British Clearing Banks.

8. Equipment and Stores

- (a) The Chief Officer shall be responsible for maintaining inventories of the patrol vessel, its equipment and other movable articles on board and all other items of equipment owned by the Authority.
- (b) Personnel should take any necessary precautions to ensure the safety and security of equipment and stores under their control.

9. Travel, Subsistence and Financial Loss Allowances

All claims for payment of car allowances, subsistence allowances, travelling and incidental expenses must be submitted with all relevant receipts in accordance with the terms and conditions of the Devon County Council scheme. The claims must be duly certified and in a form approved by the Treasurer and made up to a specified day of each month within twenty-one days thereof. The names of officers authorized to sign such records must be sent to the Treasurer by the Chief Officer and be amended on the occasion of any change together with specimen signatures. The certification will be taken to mean that the allowances are properly payable.

Claims should be submitted for process within two months of the expenditure being incurred.

10. Company Credit Cards

The Chief Officer is responsible for ensuring that the “company card” credit cards used are only held by the appropriate staff and are used in compliance with specific guidance issued by the Chief Finance Officer.

11. Imprest Account

- (a) Advances will be made to appropriate officers on account of imprest expenditure.
- (b) The Office Manager must maintain a complete record of all transactions. At least once in each month expenditure must be certified by the Chief Officer or the authorized Principal Officer.
- (c) Each cheque must be signed by the Certifying Officer and an Authorised Officer. Single payments must not exceed £500. The exception being that cheques issued to Devon County Council may be permitted with a value of more than £500.
- (d) None of the following items of expenditure shall be paid out of the imprest:
 - sums which fall due for payment periodically (e.g. rents);

- travelling expenses of officers (other than very minor items below £5 for occasions that are neither regular nor frequent) or of Members of the Authority;
 - payment of (or on account of) salaries and wages or payment to an individual of employed status
- (e) Payments must not normally be made from the imprest to creditors with whom the Authority has regular dealings
- (f) All reasonable steps should be taken for the secure storage of cash.
- (g) In the interests of expediency and efficiency direct debits may be operated from the imprest account on the authorization of the Chief Officer.

12. **Banking Arrangements**

The Treasurer and the Chief Officer are authorized to make arrangements regarding the Authority's bank accounts. All such bank accounts will be in the name of Devon & Severn Inshore Fisheries and Conservation Authority.

13. **Investments**

All investments of money (e.g. Treasury Deposits) under its control shall be made in the name of the Authority to the Authority's bank and shall be approved by the Chief Officer.

- (a) Treasury deposit valued of £500,000 can be placed in a three month deposit
- (b) Other treasury deposit are to be placed in a one month deposit
- (c) A minimum balance of £200,000 must remain in the bank account

14. **Purchase of Services**

All purchasing and service arrangements shall be made through competent and recognised suppliers by the Chief Officer.

- (a) For equipment or services not exceeding £2,500 at least two verbal quotes shall be obtained.
- (b) For equipment or services not exceeding £10,000 at least three written quotes shall be obtained.
- (c) For equipment or services in excess of £10,000 but less than £50,000 at least three formal quotations to be submitted in writing by a specified date and time based on a written specification and evaluation criteria.

- (d) For equipment or services in excess of £50,000 but less than EU thresholds a minimum of four tenders.
- (e) For single quote purchases over £5,000 suitable paper work shall be made readily available to confirm due process has been followed and that all single tendering exercises over £5,000, including spends relating to Grants and Boat Repairs are reported to the Finance & General Purposes Committee. Notwithstanding the provisions above, given the specialist nature of the service, it may only be possible to obtain certain equipment from authorized dealers within the South West Region. Therefore, in such cases only one quote or tender will be the norm.
- (f) Purchase order are required for the purchase of all goods and services except:
 - rents
 - rates and water charges
 - gas and electricity
 - telephone charges, grants and minor cash purchases - but a record of the submission for payment of such items must be kept;
 - where purchased in an emergency situation;
 - where purchased via an Authority credit card;
 - a formal written contract
 - small items purchased from imprest accounts.

15. **Disposal of Assets**

- (a) Assets estimated to exceed £5,000 in value shall be disposed of after public advertisement by such method as the Chief Officer considers will achieve the best price reasonably obtainable.
- (b) Assets of an estimated value exceeding £1,000 shall be disposed of by public auction or by tender after public advertisement.
- (c) Assets of an estimated value of £1,000 or less shall be disposed of at the discretion and written authority of the Chief Officer.

16. **Insurance**

The Chief Officer shall effect insurances in accordance with the policy of the Authority. The range of cover is to be reviewed annually.

17. **Payroll**

Regulations in this area are vital to ensuring staff are paid accurately, on time and that payroll information of sound quality is available to management

18. **Salaries wages and pensions**

The Chief Officer must promptly notify the Finance Officer on all matters affecting the payment of such emoluments, and in particular :

- (a) appointments, resignations, dismissals, suspensions, secondments and transfers;
- (b) absences from duty for sickness or other reason, apart from approved leave;
- (c) changes in remuneration, other than normal increments and pay awards and agreements of general application;
- (d) information necessary to maintain records of service for superannuation, income tax, National Insurance etc.

19. **Taxation**

Compliance with taxation rules is important for the Authority to meet its legal requirements and avoid unnecessary costs. Failure to comply with tax legislation can result in penalties and interest payments or may lead to the overpayment or under-recovery of taxes.

For taxation purposes the Authority under statute will use Devon County Council VAT registration.

20. **External Funding**

The Chief Finance Officer must be consulted on the financial and probity implications of all projects involving funding from external sources (e.g. European Funds etc).

All funding received from external bodies or associated parties must be properly recorded in the Authority's accounts

Key conditions of funding and any statutory requirements must be understood and followed

Any match-funding requirements must be given due consideration prior to entering into long term agreements and future revenue budgets must reflect those requirements.

21. **Work for Third Parties**

Proposals should be costed properly before an agreement is reached to do work for a third party. Formal contracts or a memorandum of understanding should be drawn up prior to any work commencing

22. **Grants and Subscriptions**

The approval of the Authority is required before payment is made of any grant or subscription.

23. **Capital Expenditure**

The de-minimus limit for capitalizing expenditure is £10,000.