

# NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

## MEETING OF THE EXECUTIVE COMMITTEE

02 SEPTEMBER 2021

### Present

Dr Stephen Axford  
Councillor Tony Randerson  
Mr Graham Collins  
Prof Mike Elliott  
Mr Gary Redshaw  
Mr Andrew Wheeler  
Councillor Phil Webster

### Representing

Chairman  
North Yorkshire County Council  
MMO appointee  
MMO appointee  
MMO appointee  
MMO appointee  
Vice Chairman

Clerk Caroline Lacey, East Riding of Yorkshire, Stephen Chandler East Riding of Yorkshire Council and David McCandless, Chief Officer also attended the meeting.

The meeting took place at The Spa, North Marine Drive, Bridlington, the meeting commenced at 09:30.

## 12. APOLOGIES

Apologies for absence were received from Councillor Ron Allcock.

## 13. DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS

**Resolved** – The Clerk asked Members to declare any personal or prejudicial interests with respect to items on the Agenda and the nature of such interests. No such interests were declared.

## 14. TO TAKE NOTES OF THE MEETING HELD ON 5 MARCH 2021 AS A CORRECT RECORD

**Resolved** – That the minutes of the meeting held on 05 March 2021 be approved as a correct record and signed by the Chairman.

## 15. STRATEGIC AND OPERATIONAL RISK REGISTER

The Clerk presented a report to inform members that in accordance with the Authority's Risk Management Strategy, a sixth monthly review of the Strategic and Operational Risk Registers has been undertaken and is reported for information.

**Resolved** - That the revised Strategic and Operational Risk Register be reviewed in six months' time

## 16. NEIFCA UPDATED STAFFING HANDBOOK

The Clerk and Chief Officer presented a report which provided members with a final draft version of the updated NEIFCA 'Staffing Handbook' for members approval. The Chief Officer informed members that following the period of staff consultation, there had been two items of feedback received. The comments received related to the functioning of the Deputy Chief Officer Role and the staffing structure. The Chief Officer advised that consideration

would be given to a revision of the staffing structure included in the staff handbook to provide greater clarity if needed. Comments had also been received regarding the necessity for a standby/callout policy. It was agreed at the meeting that there would be a review at the 2022 September Executive meeting to consider the need for such a policy based on evidence collated through the year.

- Resolved** – (a) That the updated version of the NEIFCA Staffing Handbook is approved.  
(b) That the handbook is subject to regular review, as a minimum, annually, with any proposed changes considered by the Executive Committee.  
(c) A revision of the staffing structure is considered following consultation with the Chief Officer, Clerk and HR.

**17. NEIFCA HEALTH AND SAFETY POLICY & SAFE WORKING PRACTICES  
2021/2022**

The Chief Officer presented a report to inform members of the completion of the Annual review of the Authority's Health & Safety provisions. Since the last review in March 2021 the Chief Officer was pleased to advise that there had been no notable incidents or accidents to report. Over and above the standard operational risk assessments and associated safe working practices, NEIFCA officers continued to respond rapidly to the unprecedented impacts and risks associated with the ongoing Covid-19 pandemic to both protect staff and comply with all current governmental advice. Members queried what provisions are in place for visitors aboard the Authority's patrol vessels, the Chief Officer assured members that visitors are given a safety briefing and PPE. The Chief Officer also reported that the Deputy Chief Officer along with the offshore team were currently looking at modifications to the Offshore Safe Working Practices to incorporate the new Cabin RIB.

**Resolved** – Members noted the report.

**18. BUDGET MONITORING 2021/2022**

The Treasurer presented a report to advise Members of the budget position at the end of month 03 (June) in 2020/21. At the end of June 2021, the Authority has net expenditure of £257,931 against an expected £283,113, underspending by £25,182. The forecast outturn underspend is £54,400 mainly due to employee underspends due to vacancies (£85,361). The underspend had been offset by expenditure on agency staff and patrol vessel overspends due to the increased insurance costs relating to the new Cabin RIB.

It was anticipated that the outturn position would be an underspend of £54,390 in addition to the planned transfer of £102,900 plus accrued interest into the Renewals Fund and £10,000 into the Vehicle Replacement Reserve. It was proposed that any underspend is transferred to the Renewals Fund towards the replacement of the patrol vessel.

- Resolved** – (a) That the revenue budget monitoring position is noted.  
(b) That the capital budget overspend is fully funded from in year underspends.  
(c) That any remaining underspend at the year-end be transferred to the Renewals Fund towards the replacement of the patrol vessel.

**19. NEIFCA ANNUAL REPORT**

The Chief Officer presented a report which provided members with a copy of the 2020/2021 NEIFCA Annual Report for members information. The Chief Officer reported that IFCA's were currently looking at how data is captured and presented at a national level and ways to capture more meaningful environmental data against performance indices.

**Resolved** - Members noted the report.

**20. ANY OTHER BUSINESS**

Nothing to report.

The meeting closed at 10:15.