

**NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY**

**SPECIAL EXECUTIVE MEETING**

**Room A, County Hall, Cross Street, Beverley, HU17 9BA.**

**Wednesday 5 February 2020**

**COMMENCING 10:00am**

**AGENDA**

1. Apologies for absence
2. Declaration of Personal or Prejudicial Interests – Members to declare any interests in items on the Agenda and the nature of such interests
3. To take the notes of the Special Executive meeting held on 15 November 2019 as a correct record

**Items for Decision**

The public are likely to be excluded from the meeting for consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 8 and 9 of part 1 of Schedule 12A of the Local Government Act 1972.

4. NEIFCA Organisational Review Implementation Update

Any other items which the Chairman decides are urgent by reason of special circumstances which must be specified

# NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

## MEETING OF THE EXECUTIVE COMMITTEE

15 NOVEMBER 2019

**Present**

Dr Stephen Axford  
Kirsten Carter  
Prof Mike Elliot  
Councillor Chris Matthews  
Councillor Tony Randerson  
Mr Gary Redshaw

**Representing**

MMO appointee  
MMO appointee  
MMO appointee  
East Riding of Yorkshire Council  
North Yorkshire County Council  
MMO appointee

Chief Officer Mr David McCandless, Clerk Caroline Lacey, Treasurer Stephen Chandler also attended the meeting.

The Committee met at the Bridlington Business Centre, Enterprise Way, Bessingby Industrial Estate, Bridlington. The meeting started at 10:00.

<b>1.</b>	<b>APOLOGIES</b>
	Apologies for absence were received from Council Members Allcock, and Bell.
<b>2.</b>	<b>DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS</b>
	<b>Resolved</b> – 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.
<b>3.</b>	<b>EXCLUSION OF THE PUBLIC</b>
	That the public be excluded from the meeting for consideration of the following item (Minutes 4) on the grounds that it involves the likely disclosure of exempt information defined in Paragraphs 8 and 9 of part 1 of Schedule 12A of the Local Government Act 1972.
	<b>Resolved</b> – that the public be excluded from the meeting for consideration of the following item (minutes 4).
<b>4.</b>	<b>NEIFCA STAFFING REVIEW</b>
	The Chief Officer submitted a report to present the findings and consider the recommendations emanating from an internal organisational review undertaken by the Chief Officer during 2019. The Chief Officer highlighted the reasoning behind the review and the primary objectives which included the following:  To identify recommendations that would further support the recruitment of talented and experienced individuals. <ul style="list-style-type: none"> <li>• Enhance staff retention levels.</li> <li>• Build an organisation within which staff will feel motivated, recognised and rewarded for the work they do.</li> </ul>

	<ul style="list-style-type: none"> <li>Strengthen the effectiveness and efficiency of operational delivery.</li> </ul> <p>The Chief officer informed members of the review methodology, which included a collation of baseline information relating to organisational structure, roles, duties and responsibilities and salaries paid by the IFCAs, as well as a review of comparative roles and salaries paid within partner organisations and the private sector. The Chief Officer advised that he had also held ‘one to one’ meetings with all NEIFCA staff, which had been both positive and informative.</p> <p>Following a detailed discussion and debate by all members, the Clerk summarised that all members recognised that the findings of the review needed to be addressed. Members agreed to recommend to the full Authority an increase in the levy, indicative of 5% per year for 3 years. Members also agreed to recommend to the Authority that full delegation should be given to the Executive Committee to look at the review package as a whole to enable implementation in a timely manner.</p>
	<p><b>Resolved</b> (a) That Members considered the report.  (b) That Members support the recommendations contained within the report.  (c) Members recommend to the Full Authority an increase in the levy of 5% for 3 years.  (d) Members request delegation from the full Authority to implement the review.  (e) Three meetings of the Executive Committee are scheduled to enable implementation on the 1 April 2020.</p>
<b>5.</b>	<b>BUDGET MONITORING 2019/20</b>
	<p>The Treasurer of the Authority presented a report detailing the budget position at the end of month 4 (July) in 2019/20. At its meeting on 6 December 2018, the Authority set a levy totalling £1,224,320 for the current financial year, including £102,900 plus accrued interest transferred to the renewals fund and £10,000 transferred to the vehicle replacement reserve. At the end of July 2019, the Authority has net expenditure of £317,479 against an expected £331,537, underspending by £14,058. The projected outturn shows a balanced budget.</p>
	<p><b>Resolved</b> – Members noted the report.</p>
<b>6.</b>	<b>STRATEGIC &amp; OPERATIONAL RISK REGISTER REVIEW</b>
	<p>In accordance with the Risk Management Strategy an annual review had been undertaken. The Clerk and Chief Officer presented the revised Strategy to Members for their consideration and approval. The Chief Officer highlighted that in the main, identified strategic and operational risk had largely remained unchanged since March 2019, although the primary risk areas relating to funding for a replacement patrol vessel and implications surrounding the outcome of the 2019 Organisational Review remain. Members expressed concerns surrounding the risks associated with the replacement patrol vessel, members agreed the score should be reviewed following the completion of the ongoing work stream to look at the actual cost of a replacement vessel. Members also suggested that the risks surrounding Brexit should be included in the covering report, the impact of which remains unknown.</p>
	<p><b>Resolved</b> – (a) That the revised Risk Management Strategy be adopted and the revised Strategic and Operational Risk Register be approved and reviewed in six months’ time.  (b) That the risk and associated scoring relating to the replacement patrol vessel should be reviewed when a more accurate cost has been secured.</p>
<b>7.</b>	<b>NEIFCA HEALTH &amp; SAFETY POLICY &amp; SAFE WORKING PRACTICES</b>

<b>2019/20 REVIEW</b>	
	<p>The Chief Officer provided a report to inform members of the completion of the annual review of the Authority's Health &amp; Safety provisions; a revised policy was included within the report. The Chief Officer reported that policy and provisions were reviewed continuously throughout the year at NEIFCA staffing and Senior Management Team meetings and the guidance documents represented the most current version at the time the report was written.</p> <p>Members were informed that since the last review in March 2019 there have been no notable incidents to report and as part of this standard six-monthly review all the Safe Working Practices and supporting risk assessments have been fully reviewed and updated. The Chief Officer assured members that the health and safety documents and risk assessments are continually reviewed at both SMT and staff level.</p>
	<b>Resolved</b> – (a) Members noted the report.
<b>93.</b>	<b>ANY OTHER BUSINESS</b>
	Nothing to report.
	The meeting closed at 11:50am