



Inshore Fisheries and  
Conservation Authority

**Papers for a meeting of the  
FINANCE & PERSONNEL SUB-COMMITTEE**

**to be held at**

**Eastern IFCA Offices,  
6 North Lynn Business Village, Bergen Way, King's Lynn, PE30 2JG**

**16<sup>th</sup> January 2013  
1030 hours**



Meeting: **Finance and Personnel Sub-Committee**

Date: 16 January 2013

Time: 10.30 hours

Venue: Eastern IFCA Office  
6 North Lynn Business Village  
Bergen Way  
King's Lynn  
Norfolk  
PE30 2JG



*"Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry."*

### **Agenda**

- 1 Welcome by the Chair
- 2 Apologies for absence
- 3 Declaration of members' interests

### **Action Items**

- 4 Minutes of the Finance & Personnel Sub-Committee meeting on 6 December 2012
- 5 Matters Arising
- 6 Provisional Estimates of Expenditure for the period 1 April 2013 to 31 March 2014
- 7 Provisional Forecasts of Estimates of Expenditure for the period 1 April 2014 to 31 March 2017

### **Information Items**

- 8 Recruitment processes for Engineer and fourth Research officer posts.
- 9 Any other urgent business  
*To consider any other items which the Chair is of the opinion are matters of urgency by reason of special circumstances which must be specified*

Philip Haslam  
Chief Executive Officer  
Date: 8<sup>th</sup> January 2013

## Finance & Personnel Sub-Committee

*"EIFCA will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economical benefits to ensure healthy seas, sustainable fisheries and a viable industry".*



A meeting of the Finance & Personnel Sub-Committee took place at True's Yard, North Street, King's Lynn on 6 December 2012 at 12.00 hours

### Members Present:

Cllr Tony Goldson	Chair	Suffolk County Council
Cllr Stephen Williams	Vice-Chair	Lincolnshire County Council
Peter Barham		Marine Management Organisation
Cllr Michael Chenery of Horsburgh		Norfolk County Council
Cllr Brian Hannah		Norfolk County Council
Cllr Ken Sale		Suffolk County Council
Cllr Hilary Thompson		Norfolk County Council
Cllr Tony Turner MBE JP		Lincolnshire County Council
Stephen Worrall		Marine Management Organisation

### Eastern IFCA Officers Present:

Philip Haslam	Chief Executive Officer (CEO)
Eden Hannam	Head of Environment & Research
Julian Gregory	Head of Marine Protection
Christine Hurley	Head of Finance
Nichola Freer	Head of Human Resources (HR)

### **F&P12/60 Welcome by the Chair**

The Chair welcomed members to the meeting.

### **F&P12/61 Apologies for absence**

There were no apologies for absence.

### **F&P12/62 Declarations of Interest**

There were no declarations of interest by Members.

### **F&P12/63 Minutes of the Finance and Personnel Sub-Committee meeting held on 26<sup>th</sup> September 2012**

Members agreed to accept the minutes of the meeting as a true record of proceedings.

**Proposed: Peter Barham**

**Seconded: Councillor Stephen Williams**

**All Agreed**

### **F&P12/64 Matters Arising**

There were no matters arising from the minutes.

### **F&P12/65 Employee Communication Policy**

Members considered the Head of HR's report setting out an Employee Communication Policy for the Authority. This item had been deferred from the Sub-Committee's meeting of 26 September 2012.

**Members agreed to approve the Employee Communication Policy for use by EIFCA Officers.**

**Proposed: Peter Barham**

**Seconded: Councillor Hilary Thompson**

**All Agreed**

**F&P12/66 Retention of Area Inshore Fisheries and Conservation Officer posts**

The Head of Marine Protection presented the report. He said that in July 2011 the Authority had rejected a proposal to reduce the number of Area Officer posts from three to four pending a review of the decision of six months. This review had now taken place, as set out in the report, with the outcome that officers recommended the retention of all four posts.

**Members agreed to retain the four Area Officer posts as part of the Authority's establishment.**

**Proposed: Councillor Stephen Williams**

**Seconded: Councillor Ken Sale**

**All Agreed**

**F&P12/67 It was resolved that, in line with Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for items 9 and 10 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.**

The Sub-Committee was satisfied that, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**Proposed: Councillor Stephen Williams**

**Seconded: Mr Worrall**

**All Agreed**

*At this point, members of the public and officers in the public area were asked to leave the room*

**F&P12/68 Salary Review**

The Head of Human Resources presented the report setting out proposals for a new salary structure for the Authority and the data on which the proposals were based. Appendix 1 to the report contained the results of the job evaluation exercise carried out by Norfolk County Council's Reward Team; Appendix 2 set out the Reward Team's concerns about the salary structure that had been proposed to the Authority in December 2011; Appendix 3 set out the salary structure recommended by officers, taking into account the Reward Team's advice; Appendix 4 concerned the review of job descriptions that had been carried out. Appendix 5 set out the costs of each of the three options available to the Authority which were: the December 2011 proposal (Option A); that proposal adjusted to remove one of the anomalies that could put the Authority at risk of challenge (Option B); the proposal in Appendix 3 which removed all the anomalies in the December 2011 proposal.

Officers recommended that the Authority should adopt the structure set out in Appendix 3 and in Option C of Appendix 5. While this option cost more than the others, it was the only one that provided a robust, predictable structure that would withstand challenge and future organisational change, and facilitate financial planning. The costs could be met within existing resources.

The report also proposed that a staff performance management mechanism should be developed and brought to the Authority's July meeting.

Members considered it was essential that the Authority should be brought into line with modern employment practice, to include a performance

management system which featured training and self-appraisal and encouraged staff progression.

**Members agreed to:**

- 1. Note the Reward Team's feedback.**
- 2. Agree the new salary structure set out in Appendix 3 to the report with the costs as set out in Option C of Appendix 5.**
- 3. Request the CEO to bring a staff performance management proposal to the July 2013 Authority meeting, to include a system of self-evaluation.**

**Proposed: Councillor Stephen Williams**

**Seconded: Councillor Ken Sale**

**All Agreed**

**F&P12/69 Head of Marine Protection and Marine Environment Officer (GIS) probation periods**

The CEO presented the report and recommended that the Head of Marine Protection and Marine Environment Officer (GIS) should be confirmed in their posts following successful completion of their six month probationary periods.

**Members agreed to confirm the appointments of the Head of Marine Protection and Marine Environment Officer (GIS).**

**Proposed: Cllr Ken Sale**

**Seconded: Cllr Michael Chenery of Horsburgh**

**All Agreed**

**F&P12/70 Any other urgent business**

There was no other business.

*The meeting closed at 1230 hours*

## Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



**Finance & Personnel Sub-Committee  
16<sup>th</sup> January 2013**

**Action Item 6**

**To receive and recommend to the Authority, provisional estimates of expenditure for the period 1 April 2013 to 31 March 2014**

**Report by:** Christine Hurley – Head of Finance

### **Purpose of report**

To set out the background information and calculations use to determine the Provisional Estimates for 2013/2014.

### **Recommendations**

#### **Members are asked to**

- **agree to the Provisional Estimates for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014**
- **and recommend to the Authority that they accept the provisional estimates at the meeting to be held on 30<sup>th</sup> January 2013.**

### **Background**

The provisional estimates of expenditure for the financial year 2013/2014 are summarised under the main budget headings shown on Table 1, (page 12). The details of expenditure are shown in Tables 2 & 3 (pages 13 & 14) which are attached.

Table 1 also shows the budget approved for the current financial year (2012/2013) and the projected outcome for this year. The format of Table 1 shows the total estimates of expenditure less income including 'New Burden' costs. The New Burden Funding is then deducted from the total expenditure less income to establish the Levy contribution from County Council Funds.

The projected expenditure less income for 2012/2013 shows a saving of £173,235 (ie. £1,431,205 - £1,257,970).

The saving is mainly due to the early sale of ESF Protector III together with Seaspray and to date no replacement vessel purchase or operational costs have been expended. Also there have been significant savings in Departmental Operations costs notably Enforcement as there has been no expenditure relating to VMS units and Communication and Development due to a decision not to 'buy in' services relating to Publicity. There have been further savings mainly due to the IFCA operating at less than full capacity for part of the year. There has also been an above budget increase in Income of £16,070 derived from Licence Tolls and CEFAS Angling Surveys.

It is suggested that some of the unspent funds may be utilised to purchase a suitable interim vessel, as part of the solution to replace ESF Protector III and Seaspray, if one becomes available before the end of the current financial year. If not it is proposed that any unspent funds be used to 'top-up' the existing Vessel Replacement and Vehicle Renewals Funds.

The calculation of the Provisional Estimate for 2013/2014 (Table 1, page 12) shows further savings in the County Councils' Levy, notably a saving of £40,135 (3.9%) compared to 2012/2013 Budget and £332,311 (25.0%) compared to the Base Levy at the start of the four year period.

Members will note that the 25% reduction in spending initially requested over a four year period will have been met by year 3.

### Notes on Expenditure

Members may find the notes below helpful in relation to Tables 1, 2 & 3, (pages 12, 13 & 14).

Variations from 2012/2013 Budget (including inflation) of the 2012/2013 Projection and 2013/2014 Provisional Estimate are summarised under the main budget headings in the following table:

	2012/2013 Budget inc Infl £	2012/2013 Projection £	2013/2014 Provisional Estimate £
Salaries & Wages	875,470	-13,650	46,225
General Expenditure	208,790	-7,866	-3,025
Departmental Operating Costs	96,750	-64,750	-36,750
Vessels	234,365	-69,419	-55,175
Vehicles	21,830	-1,480	1,122
<b>TOTAL</b>	<b>1,437,205</b>	<b>-157,165</b>	<b>-47,603</b>

### Salaries & Wages

2012/2013 Projection	2013/2014 Provisional Estimate
<p>a) Salaries have been calculated incorporating the 2012 staff salary review as approved by the Finance &amp; Personnel sub-committee (FPSC) on December 6<sup>th</sup> 2012.</p> <p>b) Employer's NI contributions are calculated at 2012/2013 rates.</p> <p>c) Employer's pension contributions are calculated at 19% of gross pay.</p> <p>The saving in salaries compared to 2012/2013 Budget is due in part to staff turnover and also part-time working arrangements currently undertaken by certain officers.</p>	<p>a) Salaries have been calculated for the whole complement of staff at the revised salary rates as approved by the F&amp;PSC.</p> <p>b) Salary increments are included where appropriate.</p> <p>c) Employer's NI Contributions are calculated at 2012/2013 rates</p> <p>d) Employer's pension contributions are calculated at 19.5% of gross pay.</p> <p>The increase in salaries compared with 2012/2013 Budget is due to the implementation of the Salary Review for all posts including allowances for annual increments, and partly due to the anticipated increase in employer's pension costs.</p>



## General Expenditure

2012/2013 Projection	2013/2014 Provisional Estimate
<p>Savings compared to 2012/2013 Budget are mainly due to:-</p> <ul style="list-style-type: none"> <li>a) A negotiated reduction in IT Support costs</li> <li>b) Lower than anticipated Training costs.</li> </ul> <p>These savings have been partially offset by:-</p> <ul style="list-style-type: none"> <li>a) Unbudgeted costs for potential office alterations/improvement</li> <li>b) Increase in Sundry expenditure due to recruitment costs and increased meeting costs.</li> <li>c) Increase in Officer's Travel &amp; Subsistence as the changes to Terms and Conditions of Employment relating to reduced subsistence payment did not come into effect until November 2012.</li> </ul>	<p>Savings compared to 2012/2013 Budget are mainly due to the negotiated reduction in IT Support costs.</p> <p>The saving is partially offset by:</p> <ul style="list-style-type: none"> <li>a) A potential increase in office rent as the final rent review for the present office premises is due with effect from 10<sup>th</sup> December 2013.</li> <li>b) An anticipated above inflation increase in Business Rates.</li> <li>c) A potential increase in employers liability insurance rates following the increases in salaries of sea-going officers.</li> <li>d) Anticipated increase in the cost of Officer's Travel &amp; Subsistence based on current patterns of expenditure.</li> <li>e) Anticipated increase in the cost of Member's Travel &amp; Financial Loss Allowance based on claims received in 2012/2013</li> <li>f) Anticipated increase in Training costs, associated with a full year's programme of Training including provision for Travel &amp; Accommodation costs</li> </ul>

## Department Operational Costs

These costs were added to the budget headings for the first time in 2012/2013. These budgets were to reflect the need for specific expenditure in these areas, i.e. Research and Environment, Enforcement and Communication and Development, in order to carry out the new duties of the Authority.

The Research and Environment budget covers such items as software, equipment repairs, maintenance, attendance at conferences and other costs relating to the expanded environment remit.

The Enforcement budget was originally intended to include cover for the maintenance of VMS equipment.

The Communication & Development budget originally included provision for 'bought in' services relating to Public Relations estimated at £30,000 p.a.

2012/2013 Projection	2013/2014 Provisional Estimate
<p>Significant savings due mainly to:</p> <ul style="list-style-type: none"> <li>a) Enforcement, there will be no expenditure on VMS equipment maintenance.</li> <li>b) Communication &amp; Development, no expenditure on bought in services for Public Relations.</li> </ul>	<p>Significant savings due mainly to:-</p> <ul style="list-style-type: none"> <li>a) Enforcement, no provision for expenditure on VMS equipment maintenance</li> <li>b) Reduced budget for Communication and Development in line with current spending patterns.</li> </ul> <p>These savings are partially offset by a provision for £25,000 for Enforcement relating to potential additional legal and professional fees associated with the review of Byelaws.</p>

## Vessels

<u>2012/2013 Projection</u>	<u>2013/2014 Provisional Estimate</u>
<p>Significant savings mainly due to:</p> <p>a) Saving due to the early sale of ESF Protector III and Seaspray. To date there is no replacement vessel and the operational costs for Enforcement vessels are predominantly the costs for ESF Protector III and Seaspray up to the point of sale and a modest budget for running a possible interim vessel.</p> <p>b) There is also a significant saving in Vessel Hire compared to 2012/2013 Budget.</p> <p>This saving is partially offset by:-</p> <p>a) Increased operational costs of Three Counties to allow for a second Refit in February 2013 in order to change the date of the Annual Refit to a more appropriate time operationally. All subsequent refits will be carried out in February each year.</p> <p>b) Increased operational costs of Pisces III/Pacific 22 RIB associated with carrying out more enforcement duties in the interim.</p>	<p>The final solution to the type of enforcement vessel(s) to replace ESF Protector III and Seaspray has still to be determined. The operational costs budgeted for enforcement vessel(s) in 2013/2014 have been estimated to cover the current most likely scenarios.</p> <p>There is a significant saving compared to 2012/2013 budget mainly due to</p> <p>a) The reduced operating costs for enforcement vessel(s) compared to the cost of ESF Protector III and Seaspray.</p> <p>b) Further saving in anticipated costs of Vessel Hire once vessel replacement project is complete.</p> <p>This saving has been partially offset by:</p> <p>a) Higher mooring costs due to a provision for a rent increase following a mandatory rent review effective from July 2013 and higher costs of berthing in line with potential operation requirements for enforcement vessel(s).</p> <p>b) Provision for increased fuel costs for Three Counties in line with anticipated increased research activity.</p> <p>c) Provision for higher fuel costs for Pisces III or a Pacific 22 RIB in line with anticipated increased usage.</p>

## Vehicles

<u>2012/2013 Projection</u>	<u>2013/2014 Provisional Estimate</u>
<p>Saving mainly due to lower fuel costs than anticipated in 2012/2013 Budget.</p>	<p>Increase to allow for the revenue costs associated with a possible change in vehicle use, i.e. to allow for the possible replacement of two Peugeot 207SW's with 4x4 vehicles which may be more appropriate vehicles for the worked carried out by two of the Area IFCO's.</p>

## Inflation Contingency

An inflation contingency of 1% on salaries and 2% on prices excluding Rent and Rates is included in the Provisional Estimate.

## Income

<u>2012/2013 Projection</u>	<u>2013/2014 Provisional Estimate</u>
<p>The projected income for 2012/2013 is made up of estimated Bank Interest plus Income from Licence Tolls and CEFAS Angling Surveys.</p>	<p>Income from 2013/2014 includes an estimate of Bank Interest plus a modest allowance for miscellaneous income.</p>

## Reserves

The amounts held in EIFCA's ear-marked reserves estimated at 31.12.2012 are given below:

	£
Research Fund	89,921
Vessel Contingency Fund	207,454
Vessel Replacement Fund	882,382
Vehicle Renewals Fund	36,242
Legal and Enforcement Fund	41,547
ICT Fund	26,242
Operational Reserve Fund	484,787

## Levies

The resultant Levies on the constituent County Councils from the Provisional Estimates of Expenditure for 2013/2014 are:

	Norfolk County Council	Suffolk County Council	Lincolnshire County Council
	£	£	£
Contribution from County Council Funds	383,816	288,111	324,998
New Burden Funding Allocation	151,999	114,420	127,726
Total Levy	535,815	402,531	452,724
	38.5%	28.9%	32.6%
<u>For Information</u> <u>2012/2013</u> Total Levy	551,267	414,130	465,808

**EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY**

Table 1

**Provisional Estimates of Expenditure 2013/2014**

	2012/2013 Budget Inc. Infl £	2012/2013 Act/Proj £	2013/2014 Provisional Estimate £
Salaries & Wages	875,470	861,820	921,695
General Expenditure	208,790	200,924	205,765
<b>Departmental Operational Costs</b>			
Research and Environment	15,150	15,000	15,000
Enforcement	30,600	0	25,000
Communication and Development	51,000	17,000	20,000
<b>Vessels</b>			
Moorings & Harbour Dues	16,955	16,425	17,490
Research Vessel - Three Counties	64,361	84,221	69,000
Enforcement Vessels - ESF Protector III/ RIB(S)	120,562	44,500	75,000
Pisces III/Pacific 22	1,887	4,800	7,700
Vessel Hire	30,600	15,000	10,000
Vehicles	21,830	20,350	22,952
<b>TOTAL EXPENDITURE</b>	<b>£ 1,437,205</b>	<b>£ 1,280,040</b>	<b>£ 1,389,602</b>
INFLATION CONTINGENCY	0	0	17,468
INCOME	-6,000	-22,070	-16,000
<b>EXPENDITURE LESS INCOME</b>	<b>£ 1,431,205</b>	<b>£ 1,257,970</b>	<b>£ 1,391,070</b>
<i>LESS New Burden Funding</i>	-£394,145		<b>£394,145</b>
<b>LEVY to be funded by County Councils</b>	<b>£ 1,037,060</b>		<b>£ 996,925</b>
Percentage reduction from Base Levy( <b>£1,329,236</b> )	<b>-22.0%</b>		<b>-25.00%</b>

**Provisional Estimates of Expenditure 2013/2014**

Details of Expenditure - Salaries &amp; Wages and General Expenditure

	2012/2013 Budget Inc. Infl	2012/2013 Projection	2013/2014 Provisional Estimate
<b><u>SALARIES</u></b>			
Staff Remuneration	692,098	679,337	726,862
Superannuation	131,582	128,105	138,394
National Insurance	51,790	54,378	56,439
<b>TOTAL</b>	<b>875,470</b>	<b>861,820</b>	<b>921,695</b>
<b><u>GENERAL EXPENDITURE</u></b>			
<i><u>Accommodation</u></i>			
<i>(Rent, Rates, Insurances, Utilities)</i>			
Rent	26,500	25,625	27,000
Business Rates	11,500	11,794	12,500
Water Rates	355	387	400
Service Charges	2,500	2,880	2,880
Insurance - Buildings	400	342	350
Insurance Office & General	16,500	15,944	17,500
Electricity	3,570	3,000	3,285
Cleaning	2,245	2,850	2,850
Maintenance & Redecoration	645	2,500	1,000
Office Improvements	0	10,000	0
<b>TOTAL</b>	<b>64,215</b>	<b>75,322</b>	<b>67,765</b>
<i><u>General Establishment</u></i>			
Advertisements & Subscriptions	15,300	15,000	16,500
Legal & Professional Fees	17,850	17,500	15,000
Telephones (Office & Mobile)	6,630	4,500	6,000
Postage & Stationery	5,100	6,000	6,000
Equipment Hire & Renewals	4,590	5,000	5,000
IT Support (including Citrix)	35,700	19,750	19,750
Uniforms & Protective Clothing	4,080	4,000	5,000
Medical Fees	650	752	750
Sundry Expenditure	2,555	8,000	5,000
<b>TOTAL</b>	<b>92,455</b>	<b>80,502</b>	<b>79,000</b>
<i><u>Officers' Travel &amp; Subsistence</u></i>			
General Travel - Fares, Taxis etc	1,550	2,500	2,500
Subsistence Payments	6,120	13,500	10,000
Overnight Subsistence	2,000	850	1,000
Hotel - Accommodation & Meals	1,550	2,250	2,500
<b>TOTAL</b>	<b>11,220</b>	<b>19,100</b>	<b>16,000</b>
<i>Members' Travel</i>	5,200	6,000	6,000
<i>Training</i>	35,700	20,000	37,000
<b>TOTAL GENERAL EXPENDITURE</b>	<b>208,790</b>	<b>200,924</b>	<b>205,765</b>
<b><u>Departmental Operational Costs</u></b>			
<i>Research and Environment</i>	15,150	15,000	15,000
<i>Enforcement</i>	30,600	0	25,000
<i>Communication and Development</i>	51,000	17,000	20,000

**Provisional Estimates of Expenditure 2013/2014**

Details of Expenditure - Vessels &amp; Vehicles

	<b>2012/2013</b> Budget Inc. Infl	<b>2012/2013</b> Projection	<b>2013/2014</b> Provisional Estimate
<b><u>MOORINGS &amp; HARBOUR DUES</u></b>			
Rent - Sutton Bridge Moorings	15,425	14,537	15,000
Maintenance	765	638	765
Berthing & Harbour Dues	765	1,250	1,725
<b>TOTAL</b>	<b>16,955</b>	<b>16,425</b>	<b>17,490</b>
<b><u>RESEARCH VESSEL</u></b>			
<b><u>Three Counties</u></b>			
Maintenance & Repairs	18,360	20,000	20,000
Refit	20,400	40,000	20,000
Insurance & Certification	10,301	9,221	10,000
Fuel	15,300	15,000	19,000
<b>TOTAL</b>	<b>64,361</b>	<b>84,221</b>	<b>69,000</b>
<b><u>ENFORCEMENT VESSELS</u></b>			
<b><u>ESF Protector III/ RIB(S)</u></b>			
Maintenance & Repairs	20,500	19,000	7,500
Refit (ESF Protector III)	43,350	0	0
Insurance & Certification	23,052	10,500	10,000
Fuel	33,660	15,000	57,500
<b>TOTAL</b>	<b>120,562</b>	<b>44,500</b>	<b>75,000</b>
<b><u>Pisces III/Pacific 22 RIB</u></b>			
Staff Accommodation	255	0	0
Maintenance & Repairs	255	2,200	2,500
Refit	255	0	0
Insurance & Certification	357	400	500
Fuel	765	2,200	4,700
<b>TOTAL</b>	<b>1,887</b>	<b>4,800</b>	<b>7,700</b>
<b>Vessel Hire</b>	<b>30,600</b>	<b>15,000</b>	<b>10,000</b>
<b><u>VEHICLES</u></b>			
Insurance	5,355	5,115	5,550
Fuel & Sundries	12,240	11,000	13,000
Servicing	3,083	3,083	3,250
Vehicle Tracking	1,152	1,152	1,152
<b>TOTAL</b>	<b>21,830</b>	<b>20,350</b>	<b>22,952</b>

### Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



**Finance & Personnel Sub-Committee  
16<sup>th</sup> January 2013**

**Action Item 7**

## **Provisional Forecast of Estimates of Expenditure for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2017**

**Report by:** Christine Hurley – Head of Finance

### **Purpose of report**

To set out the background information and calculations used to determine the Forecast of Estimates of Expenditure for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2017.

### **Recommendations**

Members are asked to note the Provisional Forecasts of estimates of expenditure for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2017.

### **Background**

The Forecasts of estimates of expenditure are shown in Table 4, page 17.

The Forecasts of estimates of expenditure 2014/2017 use the 2013/2014 budget including inflation as a base.

### Salaries and Wages

Salaries in the forecast years are calculated for the whole complement of staff as envisaged in the approved Staff Structure, assuming normal progression through the Authority's agreed new salary scales.

Employer's NI is calculated using 2012/2013 rates.

Employer's pension contributions are calculated at 20.0% & 20.5% and 21.0% of gross pay respectively.

### General Expenditure

Allowance is made for an office rent review with effect from December 2013, and above inflation increases in business rates and utilities.

### Departmental Operational Costs

No additional expenditure is included for Enforcement in the Forecast years. Expenditure for Communication and Development is reduced in the Forecast years. Expenditure relating to Research and Environment is forecast to remain at the same level as the 2013/2014 Provisional Estimate.

### Vessels

The cost of Moorings is forecast to rise in 2016/2017 in accordance with the Rent review effective from July 2016. A small increase in the operating costs of Enforcement Vessel(s) to allow for the maintenance costs of two RIBs is provided in the forecast. The operating costs of Three Counties is assumed to remain stable over the forecast years.

### Vehicles

Provision is made for the operating costs to increase in the first forecast year to accommodate the completion of changes in the vehicle fleet. Thereafter costs are forecast to remain stable.

Inflation Contingency

No allowance has been made for pay inflation in the forecast years.

An inflation contingency of 2% on prices excluding rent and rates is included in the forecast years.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

There are no background papers to this report.



## EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Table 4

## Provisional Forecast of Estimates 2014/2017

	2013/2014 Estimate Incl. Infl £	2014/2015 Forecast £	2015/2016 Forecast £	2016/2017 Forecast
<b><u>SALARIES &amp; WAGES</u></b>				
Staff Remuneration	734,131	744,168	752,533	755,613
Superannuation	139,778	148,833	154,269	158,680
National Insurance	57,003	58,224	59,253	59,597
<b>TOTAL</b>	<b>930,912</b>	<b>951,225</b>	<b>966,055</b>	<b>973,890</b>
<b><u>GENERAL EXPENDITURE</u></b>				
Accommodation	68,305	72,610	73,360	75,640
General Establishment	80,588	79,050	79,050	79,050
Officers' Travel and Subsistence	16,320	16,320	16,320	16,320
Members' Travel	6,120	6,120	6,120	6,120
Training	37,740	37,740	37,740	37,740
<b>TOTAL</b>	<b>209,073</b>	<b>211,840</b>	<b>212,590</b>	<b>214,870</b>
<b><u>DEPARTMENTAL OPERATIONAL COSTS</u></b>				
Research and Environment	15,300	15,300	15,300	15,300
Enforcement	25,500	0	0	0
Communication and Development	20,400	12,240	12,240	12,240
<b><u>VESSELS</u></b>				
Moorings & Harbour Dues	17,540	17,790	17,790	18,540
<b>Three Counties</b>				
Operating Costs	70,380	70,380	70,380	70,380
<b>Enforcement Vessels</b>				
<b>RIB(S)</b>				
Operating Costs	76,500	79,000	79,000	79,000
<b>Pisces III/Pacific 22 RIB</b>				
Operating Costs	7,854	7,854	7,854	7,854
<b>Vessel Hire</b>	10,200	0	0	0
<b>TOTAL VESSEL COSTS</b>	<b>182,474</b>	<b>175,024</b>	<b>175,024</b>	<b>175,774</b>
<b><u>VEHICLES</u></b>				
<b>Operating Costs</b>	<b>23,411</b>	<b>25,145</b>	<b>25,145</b>	<b>25,145</b>
<b>TOTAL EXPENDITURE</b>	<b>1,407,070</b>	<b>1,390,774</b>	<b>1,406,354</b>	<b>1,417,219</b>
Inflation Contingency		8,000	16,160	24,485
INCOME	-16,000	-7,500	-7,500	-7,500
<b>LEVY (Expenditure less Income)</b>	<b>1,391,070</b>	<b>1,391,274</b>	<b>1,415,014</b>	<b>1,434,204</b>
<i>LESS New Burden Funding</i>	-394,145	-394,145	-394,145	-394,145
<b>LEVY to be funded by County Councils</b>	<b>996,925</b>	<b>997,129</b>	<b>1,020,869</b>	<b>1,040,059</b>
<b>Percentage Reduction from Base Levy</b>	<b>-25.0%</b>	<b>-25.0%</b>	<b>-23.2%</b>	<b>-21.8%</b>
Memo Base Levy = £1,329,236				

### **Vision**

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



## **Finance & Personnel Sub-Committee 16<sup>th</sup> January 2013**

## **Information Item 8**

**Report by:** Nichola Freer – Head of HR

### **To receive a report with regard to the recruitment processes for the replacement Engineer and Research Officer posts**

#### **Purpose of report**

To inform members of the current status regarding recruitment of Engineer and Research Officer posts.

#### **Recommendations**

**Members are asked to note the report.**

**Any members of the sub-committee who are interested in being part of the interview process are asked to inform the Head of HR of their interest.**

#### **Background**

In October and November 2012, we had 2 resignations; one from our Engineer and the other from one of our 3 Research Officers. Reasons for leaving were fully explored with both Officers at the time notice was given, however reasons for leaving were out of the control of EIFCA.

A review of forthcoming priorities and resource requirements lead to the recruitment of a replacement Research Officer being postponed until January 2013. A recruitment drive was initiated in November to recruit a replacement Engineer, however we received a poor response and a decision was taken to postpone the process and to re-advertise in January 2013.

#### **Recruitment process**

We intend to re-advertise both posts during January through suitable sources and to have a shortlist of candidates to interview by mid-February.

It is understood to be usual practice for a member of the Finance & Personnel Sub-Committee to support the interview process at all officer levels, therefore I would request that interested members inform the Head of HR with the position they feel they could best support and availability from 11 February 2013 through to the end of that month. The Head of HR will also follow up this request towards the end of January with members of this committee.

#### **Background Papers**

There are no background papers to this report.