



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**

**14th January 2016
1030 hours**

Meeting: **Finance and Personnel Sub-Committee**
Date: 14 January 2016
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 - *Clerk*
- 2 Apologies for absence - *Clerk*
- 3 Declaration of Members' interests - *Clerk*

Action Items

- 4 Election of Chair - *Clerk*
- 5 Minutes of the Finance & Personnel Sub-Committee meeting on 15 October 2015 - *Chair*
- 6 Matters Arising - *Clerk*
- 7 Provisional Estimates of Expenditure for the period 1 April 2016 to 31 March 2017 - *Hd Fin*
- 8 Provisional Forecasts of Estimates of Expenditure for the period 1 April 2017 to 31 March 2020 - *Hd Fin*
- 9 Marine Protection Review - *A/CEO*
- 10 To resolve that under 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 it involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act
- 11 Acting CEO Remuneration - *CEO*
- 12 Executive officers remuneration management - *A/CEO*
- 13 Confirmation of appointment - *Hd HR*
- 14 To receive a verbal report giving an update with regard to an employee relations matter - *Hd HR*

Information Items

- 15 HR Update - *Hd HR*
- 16 Accommodation upgrades update (verbal) - *Hd Fin*
- 17 IT provider update(verbal) - *Hd Fin*

- 18 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

Julian Gregory
A/Chief Executive Officer
Date: 24 December 2015

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 the EIFCA offices, 6 North Lynn Business Village, King's Lynn, on 15th October 2015 at 1030 hours.

Members Present:

Cllr M Wilkinson	Vice-Chair
Dr S Bolt –	MMO Appointee
Cllr H Cox	Norfolk County Council
Cllr R Fairman –	Lincolnshire County Council
Cllr T Turner	Lincolnshire County Council

Eastern IFCA Officers Present:

A Bakewell –	Head Finance
N Freer –	Head HR
J Gregory –	Acting CEO

F&P15/34 Welcome

The Clerk welcomed members to the meeting. He advised that the current Chair, Cllr Goldson, was not available to attend and as there were three others who had sent apologies, he advised that the election of a new Chair should again be deferred to the next meeting of the sub-committee. In the absence of the Chairman Cllr Wilkinson, as Vice-Chair, took the Chair.

F&P15/35 Apologies for absence

Apologies for absence were received from Cllrs Baker (NCC), Goldson (SCC) & Patience (SCC), and Mr Worrall.

F&P15/36 Declarations of Members Interest.

There were no Declarations of Interest.

F&P15/37 Minutes of the Finance and Personnel Sub-committee meeting held on 24th June 2015

The Head of Finance advised that Minute No F&P15/29 did not accord with the subsequent action which had been taken. Members agreed this required further discussion when the Chair of the Authority was present.

It was Resolved to sign the minutes as a true record of proceedings with the proviso that the subject of Minute F&P15/29 would be further discussed.

Proposed: Dr Bolt

Seconded: Cllr Fairman

All Agreed

F&P15/38 Matters Arising:

There were no matters arising

F&P15/39 Preliminary provisional estimates of expenditure for the period 1 April 2016 to 31 March 2017

Members were advised the proposed levy for 2016/2017 represented no increase on that for 2015/2016. The Finance Directors from the three county Councils had previously been consulted on this proposal, whilst on this occasion they advised it would be acceptable there was no guarantee this would be a sustainable position in the future. It was anticipated that in the future the Authority may need to make savings to maintain a flat levy. At this point no decision had been made with regard to future New Burden funding from Defra.

Dr Bolt advised that other IFCA's were making contingency plans for a reduction of between 10-20% of current New Burden funding. He advised that Defra have recognised the 'can do' attitude and Value for Money which IFCA's represent but the final decision may be made further up the chain.

The Head of Finance advised that EIFCA have a contingency in reserves amounting to £1/4m. The flat levy would already involve dipping into these reserves, therefore any loss of New Burden funding would necessitate further use of reserves until a new construct could be devised.

Members were advised the finance directors' main concern had been the possibility of the Authority requesting additional funding to support the replacement of Three Counties. The Acting CEO advised that the vessel was on the agenda for replacement, at the current time it was still operational unless it was to suffer some form of major mechanical failure, but the Authority did need to put their minds to getting a replacement.

Dr Bolt suggested the Authority could 're-label' the existing reserves to enhance the vessel replacement fund rather than having an operational reserve, the Head of Finance advised that any rebranding of reserves would have to be done at a Statutory Meeting. Cllr Cox questioned whether just moving part of the operational reserve could be done without putting it to the full committee, however the Head of Finance advised that any transfer of reserves would need to be put to the full Authority. He further advised that £440,000 would have been used from the Vessel reserve in the current financial year. On completion of the Annual Account the Authority would then decide where to allocate any unspent funds.

Cllr Fairman questioned why the Fixed Penalty Funds were not put directly into the operational fund, but at this stage it was still not known whether the FAP funds would go straight to the treasury or should be retained by the IFCA.

Members then questioned the IVMS fund, Dr Bolt advised that all other IFCA's were making the fishermen pay for their own units. The Acting CEO suggested this fund could be transferred to the vessel replacement fund in the future.

Members Resolved that at a future date the IVMS fund should be reallocated to the Vessel Replacement fund.

Proposed: Dr Bolt

Seconded: Cllr Cox

Members agreed to note and agree to the Preliminary Estimates of Expenditure for 2016/2017.

Proposed: Cllr Bolt

Seconded; Cllr Fairman

All Agreed

F&P15/40 Preliminary provisional forecasts of estimates of expenditure for the period 1 April 2017 - 31 March 2020

The preliminary provisional forecasts were based on the 2016/2017 figures. The Head of Finance advised members that the Finance Directors had advised that from this point on the Authority would get a levy of slightly less than £997,000, any difference would have to be found from savings.

The Acting CEO questioned whether the projected expense of new moorings had been included, the Head of Finance advised once it was known how much the mooring project was going to cost this would be taken from reserves.

The Head of Finance went on to advise things were likely to change in the future. He advised the largest expense to the Authority was staff salaries, turnover of staff and replacements being made at the bottom of the scales would reflect some saving. Dr Bolt, added that there would also be six months saving of Phil's salary as the MMO were paying this.

The Head of Finance acknowledged this but advised that if New Burden funding were to be cut the knock on effect would be in salaries & wages as this was the biggest item of expense.

The Acting CEO advised that once the NB outcome was known the Authority could make recommendations accordingly. It was felt the Authority could survive in the short term without making drastic decisions in the next financial year.

Members Agreed to note the Preliminary Estimates of Expenditure up to 31st March 2020

F&P15/41 Report on the External Audit for 2014/2015 carried out by Mazars LLP on behalf of the Audit Commission

Members were advised that the Annual report had been carried out by Norfolk audit Services. The overall result had been the audit controls were acceptable. They had put forward a few recommendations which would be addressed.

The External Audit Report had been completed by Mazars they gave an unqualified report for 2014/2015 accounts.

Cllr Turner questioned why the authority was not VAT registered. The Head of Finance advised the Authority did not have chargeable services which exceed £77,000. Whilst the Authority are VAT exempt they are able to claim VAT back.

Members thanked the Head of Finance for the work which had gone into the preparation of the accounts.

Members agreed to accept the report.

F&P15/42 Revision of Expenses Policy

Members were advised that the dispensation allowances had been updated along with some other fairly minor changes. The most significant of these related to accommodation. Accounts had been established with Travelodge and Premier Inn, and upper rates had been set for officers staying inside / outside London. These rates were standard when compared to other policies.

Dr Bolt felt the evening meal rate was quite low if eating out in London, however the Head of Finance advised the rates used by EFICA were HMRC approved and any change would mean entering the realms of taxable benefits.

The suggestion to remove the reference to telephone calls was disputed by the Head of HR as this was a contractual agreement and would require consultation. Dr Bolt suggested it could be removed from any new contracts, however it was advised that this would also require negotiation with the union.

It was agreed this should remain as it was for the time being but if contracts were being amended in the future this could be removed.

Members agreed to endorse the minor changes to the Expenses Policy.

Proposed: Dr Bolt

Seconded: Cllr Cox

All Agreed

F&P15/43 Marine Protection Review Update

The Acting CEO reminded members that initially this had been an informal review which had been made formal with a project and agreed principles. The intention had been for the project to take place in two phases. Initially the DCEO would adopt a district wide role, for a period of 6 months. At this point phase 2 would have followed but events over took which meant this phase was never put into action. Phase 1 had in fact only been carried out for a three month period, however, the Acting CEO felt that in that time real differences had been made with the enforcement front getting more of a grip on tasking and recording patrols. There had also been a more hands on approach, which had included two whelk incidents, one of which had been put forward for a FAP. The Acting CEO believed the enforcement role now had more direction over activity and the team were pulling together well.

Members were advised that the two skippers roles had been amended to that of supervisors, their titles having been amended to Senior IFCO Marine and Senior IFCO Compliance which provided more clarity.

Accommodation changes had also addressed the anomaly of one IFCO being based at his home address when he lived very close to the office, he was now able to work from the office and was more aware of what was going on.

The Acting CEO also advised members that the new agenda for joint working with IFCA's and MMO meant other accommodation could be available, for example there were three spare desks in the MMO offices in Lowestoft, which is where the Acting CEO anticipated an EIFCA vessel would be based.

The Acting CEO recommended that the members endorse the changes to date but discontinue the formal review project. He suggested the changes already made should be retained and the review be continued as business as usual allowing changes to be made as the future evolved.

Cllr Cox was in agreement with this, providing the structure was borne in mind and the Authority continued to move in the right direction.

Members Agreed to approve the changes made to date and to close the review as a project and for an on-going review to be incorporated in business as usual.

Proposed: Cllr Cox

Seconded: Cllr Fairman

All agreed

F&P15/44 Resolution

It was resolved that under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for items 13 and 14 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.

Proposed: Dr Bolt

Seconded: Cllr Fairman

All Agreed

F&P15/45 Permanent Appointment of IFCO Crewman

Summary in accordance with Section 100(C)(2) of the Local Government Act 1972

This Officer had initially completed his six month probation period during which time he had demonstrated great technical ability but at times his conduct had not been conducive with the Authority's Core Values, the decision had therefore been taken to extend his probation for a further 6 months. During the latter 6 months the officer had made an effort to improve his conduct with a significant improvement from the starting point. The Acting CEO was able to advise that all the managers who had worked with this officer regard him as a hard worker and useful to have around. Cllr Cox felt it would be difficult for the members to disagree with the people who work with him.

Dr Bolt felt the report provided suggested there was still cause for concern, which was echoed by Cllr Turner who felt he would like to see a further 6 months' probation.

The Head of HR advised it would now fall to the Acting CEO and supervisors to ensure the officer was led properly

Members discussed the issues which had initially given rise to concern and whether these had been balanced out by the improvements in the latter six months.

Members Resolved to approve the permanent appointment of the IFCO Crewman.

Proposed: Dr Bolt

Seconded: Cllr Cox

All Agreed

F&P15/46 Verbal Report Regarding an employee relations matter

Summary in accordance with Section 100(C)(2) of the Local Government Act 1972

The Acting CEO advised that on 22nd July there had been a H&S incident at sea. Pisces III had collided with the dock wall at Sutton Bridge, this had resulted in slight financial loss to the Authority and injury to an Officer on-board the vessel, for precautionary purposes this Officer had been taken to hospital.

The vessel had been travelling at three times the speed limit of 6nm, however there were thought to be other contributing factors, such as concern about the steering and a lapse in in-house maintenance.

An internal investigation had taken place during which the Officer concerned had demonstrated remorse for his actions. The hearing concluded a final written warning should be issued, rather than dismissal. The Acting CEO would also be overseeing a programme of retraining for RIB driving.

Members Agreed to note the report.

F&P15/47 HR Update

The Head of HR gave a resume of the HR activities which had taken place since the previous meeting.

- Management capability & development training had received good feedback from the officers involved
- Following the resignation of the MEO (Data) he had been replaced by Greg Brown who began work with the Authority the previous week
- Following the resignation of a member of the research team earlier in the year the decision had been made not to replace the officer until it had been decided whether replacing like with like was what the team required. Consequently Laura Rutland had been taken on temporarily whilst the position was considered. Following the conclusion of the review Laura had been transferred to a permanent position and was in the process of completing her probationary period.
- A student studying a project into the economic value of fisheries in the area had begun a volunteer internship earlier in the week. Dr Bolt requested that he be provided with a paragraph for the Association website and that he be kept up to date with the progress of this project. Cllr Cox also requested a presentation at a statutory meeting later in the project.
- EIFCA had been successful in securing grant funding to the value of £27,000 for a temporary post to complete the work on Marine Protected Area. The Senior MEO was considering the most appropriate means of supporting and completing this project.

Dr Bolt advised that the Association of IFCA's were in the process of producing a 24 page leaflet on the achievement of IFCA's during their first four years. This would be launched by the end of the month, and included a staff profile on EIFCA officer Luke Godwin.

Cllr Tuner questioned whether there was any European funding available, he was advised that the EMFF programme had not yet been adopted but it was anticipated there would be some small amounts of money available, it was anticipated these grants would be for innovative technologies and onshore facilities for undersized fish which would have to be landed in the future.

Members Agreed to note the report

F&P15/48 Update on accommodation refurbishment project expenditure

The Head of Finance advised members that all staff were now accommodated on the top floor. As well as the obvious removal and installation of partitioned walls, the refurbishment project had included efficient modern lighting, new windows to the kitchen area, and air conditioning. It was pleasing to note the move was almost complete, and the office had remained open throughout the whole of the project.

It was noted the meeting room was now large enough to hold a full authority meeting, however the Acting CEO felt that whilst it was technically large enough he didn't feel it would be workable in terms of parking and refreshments.

The Head of Finance advised it may be possible to generate some revenue by hiring out the room as a meeting space, there would therefore be some additional expenditure in the form of display screens.

Total expenditure to date, amounted to £38,000, of this £10,000 was held in an office refurbishment reserve and the remaining amount would be taken from this financial year's revenue.

Members Agreed to note the report.

F&P15/49 Vessel Procurement Update

The Acting CEO advised that FPV *Sebastian Terelinck* had been delivered, the overall cost was 0.6% over the original cost which he felt on a £411,000 budget was reasonable. The Acting CEO felt the lessons learnt from the procurement of FPV *John Allen* had resulted in an impressive vessel which would be moored at the Yacht Club in Suffolk.

At this point the Acting CEO advised he intended to declare an interest, as he was a member of the Yacht Club. Whilst he had secured a space for the vessel he had left the negotiations to Senior IFCOs Lee and Howard.

Following delivery there had been a delay in receiving the necessary certification, however this was now in place and the vessel was operational.

Members Agreed to note the report.

F&P15/50 Mooring Project Update

Members were advised the mooring project was on track for work to commence in April 2016. The current mooring continued to be maintained to comply with H&S standards.

F&P15/51 Any other urgent business

Members were advised there had been an incident involving the Authority's 4x4. Whilst on survey work the vehicle had been driven onto an intertidal mudflat, the tide had come in resulting in the vehicle being flooded. There was an on-going investigation into the matter.

It was hoped a replacement vehicle would be available by the end of the following week.

Inevitably this would have an effect on the future insurance premium.

The meeting closed at 1220 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



Action Item 7

Finance & Personnel Sub-Committee

14 January 2016

Provisional Estimates of Expenditure for the period 1st April 2016 to 31st March 2017

Report by: Andrew Bakewell – Head of Finance

Purpose of report

To set out the background information and calculations used to determine the Provisional Estimates for 2016/2017. These provisional estimates are based upon eight months expenditure in 2015/2016.

Recommendations

Members are asked to:

- **Agree** the Provisional Estimates of Expenditure for 2016/2017.

Background

The Provisional Estimates of Expenditure for the financial year 2016/2017 are summarised under the main budget headings shown on Table 1. The details of expenditure are shown in Tables 2 & 3, which are attached.

Table 1 also shows the budget approved for the current financial year (2015/2016) and 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 required from the County Councils.

The projected expenditure less income for 2015/2016 shows a saving of £61,304. This is made up of an above budget increase in income (£7,000) from sampling charge increases and charges associated with whelk permitting. Savings in expenditure on salaries (£85,103) arising due to staff secondment and vacancy management along with savings in operation costs and savings arising from the delayed delivery of *FPV Sebastian Terelinck* and *FPV Pisces* being non-operational since July have been offset by one-off costs of the office upgrade and increases in the cost of Three Counties maintenance and refit along with net cost (purchase price less insurance settlement for original vehicle) of the 4x4 replacement and hire of a temporary *Pisces* replacement.

The calculation of the Provisional Estimate for 2016/2017 Table 1 shows a standstill levy to be funded by the County Councils after salary and cost inflation has been accounted for. This represents a 25% reduction from the base levy in 2011 of £1,329,236.

Notes on Expenditure

Members may find the notes below helpful in relation to tables 1, 2 & 3.

Variations from 2015/2016 Budget (including inflation) of the 2015/2016 Projection and 2016/2017 Provisional Estimate are summarised under the main budget headings in the following table:

	2015/2016 Budget £	2015/2016 Projection £	2016/2017 Provisional Estimate £
Salaries & Wages	951,980	78,980	(18,781)
General Expenditure	238,703	(557)	18,983
Departmental Op Costs	38,605	1,105	1,605
Vessels	174,299	(19,954)	(4,001)
Vehicles	20,707	(4,393)	(4,593)
TOTAL	1,424,294	55,181	(6,787)

Salaries & Wages

<u>2015/2016 Projection</u>	<u>2016/2017 Provisional Estimate</u>
<p>a) Salaries have been calculated incorporating the 2012 staff salary review and the 2015 Local Government Services pay award</p> <p>b) Changes to the upper pay scale from September 2015 have been reflected.</p> <p>c) Employer's NI contributions are calculated at 2015/2016 rates.</p> <p>d) Employer's pension contributions are calculated at 20.5% pensionable pay.</p> <p>The saving in salaries compared to budget is as a result of a 6 month secondment of the CEO to the MMO and vacancy management.</p>	<p>a) Salaries have been calculated for the whole complement of staff using the salary rates agreed at the 2012 staff salary review and modified by the 2015 Local Government Services pay award.</p> <p>b) Changes to the upper pay scales have been incorporated for a full year.</p> <p>c) Salary increments are included where appropriate.</p> <p>d) Employer's NI Contributions are calculated at 2016/2017 rates which due to the removal of the rebate will be 3.4% higher than in previous years.</p> <p>e) Employer's pension contributions are calculated at 21.0% pensionable pay.</p> <p>The increase in salaries compared with 2015/2016 projection is the result of the full year cost of a full staff complement, progression of those staff through the salary scales agreed in the 2012 staff salary review and the latest pay offer to apply from March 2016. Provision is also made for anticipated increase in employer's pension costs.</p>

General Expenditure

2015/2016 Projection	2016/2017 Provisional Estimate
<p>Cost increases compared to 2015/2016 Budget are mainly due to:-</p> <ul style="list-style-type: none"> a) Accommodation being overspent by £17,727 due to one off cost off office refurbishment £38,000 offset by rent savings as a result of not moving. b) General administration- overspends on IT £13,180, Uniforms £1,325 and phones £7,900 partly offset by savings in other categories of £11,005 leaving a total overspend of £11,400. c) Spend on Travel and Training was £28,570 under budget. <p>All of the above resulted in a total overspend of just £557.</p>	<p>Cost will show a reduction compared to 2015/2016 projection after:-.</p> <ul style="list-style-type: none"> a) An increase of £8,475 to support cost of shared satellite office in the southern part of the authority's area b) Savings relating to "One off" costs not repeating. c) Other costs allow modest inflationary increases.

Departmental Operational Costs

2015/2016 Projection	2016/2017 Provisional Estimate
<p>Overall savings after:-</p> <ul style="list-style-type: none"> a) Provision for extra costs associated with increased mobility of the Head of Marine Protection throughout the Eastern IFCA area. b) Sub-contract MPA work (£27,000) grant funded by Defra. c) Reduced cost of replacement equipment. d) Reduced cost of communication and "outreach" activity. 	<p>Small reduction in costs due to:-</p> <ul style="list-style-type: none"> a) Standstill budget for Research and Environment and Marine Protection b) Allowance for modest inflationary pressure. c) Continued savings from communication and outreach budget.

Vessels

The 2015/2016 budget provided for the operating costs of an enforcement vessel and a research vessel. A provision has been included for the preliminary costs of a second enforcement vessel, the tender process having been started in 2014 the vessel was operational from October 2015.

<u>2015/2016 Projection</u>	<u>2016/2017 Provisional Estimate</u>
Increased costs as a result of:- a) Three Counties refit and maintenance b) Hire of a replacement rib. Offset by:- Pisces non-operational from mid-year New rib delayed delivery	Increases are due to: a) Full year cost of Pisces replacement operation Offset by savings:- on mooring costs in return for a capital contribution to the Sutton Bridge marina scheme.(part year) "one off" costs not repeated

Vehicles

<u>2015/2016 Projection</u>	<u>2016/2017 Provisional Estimate</u>
Increased due to net cost of 4x4 replacement	Increased vehicle mileage (increased cover) Insurance premium increase

Inflation Contingency

Income

<u>2015/2016 Projection</u>	<u>2016/2017 Provisional Estimate</u>
Income projected to increase due to the sampling charges increases and charges associated with whelk permitting. Grant funding from Defra £27,000 for MPA work.	Income for 2016/2017 includes further sampling charge increases and a full year of whelk permitting.

Reserves

The amounts held in EIFCA ear-marked reserves estimated at 31.12.2015 are set out below:

	£
Fixed Penalty Fine Fund	1,500
ICT Fund	26,242
IVMS Fund	300,000
Legal and Enforcement Fund	75,000
Office Improvement Fund	10,000
Operational Fund	250,000
Research Fund	89,921
Vehicle Renewals Fund	56,589
Vessel Contingency Fund	210,765
Vessel Replacement Fund	<u>954,669</u>
	<u>1,974,686</u>

Use of reserves in year - £413,000 for *FPV Sebastian Terelinck* from Vessel Replacement.

Additions to reserves - £1,500 Fixed Penalties, £3,100 interest to Vessel Fund.

Other – Changes to IT may involve some expenditure from ICT reserve before the end of the year.

Levies

The resultant Levies on the constituent County Councils from the Provisional Estimates of Expenditure for 2016/2017 are unchanged from the previous year as follows:

	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	<u>535,815</u>	<u>402,531</u>	<u>452,724</u>
	38.5%	28.9%	32.6%
<u>For Information</u> <u>2015/2016</u> Total Levy	535,815	402,531	452,724

Table 1**Provisional Estimates of Expenditure 2016/2017**

	2015/2016 Budget Inc. Infl	2015/2016 Act/Proj	2016/2017 Provisional Estimate
	£	£	£
Salaries & Wages	951,980	873,000	970,761
General Expenditure	238,703	239,260	219,720
<u>Departmental Operational Costs</u>			
Research and Environment	17,330	15,000	15,000
Marine Protection	11,010	17,000	17,000
Communication and Development	10,265	5,500	5,000
<u>Vessels</u>			
Moorings & Harbour Dues	26,720	25,000	20,000
Research Vessel - Three Counties	80,286	110,330	102,000
Enforcement Vessels – John Allen/ New vessel	56,520	51,100	48,000
Pisces III/Pacific 22	10,773	7,823	8,300
Vehicles	20,707	25,100	25,300
TOTAL EXPENDITURE	£ 1,424,294	£ 1,369,113	£ 1,431,081
INCOME	-25,000	-32,000	-38,000
EXPENDITURE LESS INCOME	£ 1,399,294	£ 1,337,113	£ 1,393,081
<i>LESS New Burden Funding</i>	£ -394,145	£ -394,145	£ -394,145
LEVY to be funded by County Councils	£ 1,005,149	£ 942,968	£ 998,936
Percentage reduction from Base Levy (£1,329,236)	-24.4%	-29.1%	-24.9%

Provisional Estimates of Expenditure 2016/2017**Table 2**

Details of Expenditure - Salaries & Wages and General Expenditure

	2015/2016 Budget Inc. Infl	2015/2016 Projection	2016/2017 Provisional Estimate
<u>SALARIES</u>			
Staff Remuneration	740,730	686,053	740,513
Superannuation	155,550	133,940	155,508
National Insurance	55,700	46,884	74,740
TOTAL	951,980	866,877	970,761
<u>GENERAL EXPENDITURE</u>			
<i>Accommodation</i>			
<i>(Rent,Rates, Insurances,Utilities)</i>			
Rent	59,733	33,625	42,100
Business Rates	13,800	15,474	15,830
Water Rates	615	651	655
Service Charges	4,450	3,160	3,200
Insurance - Buildings	1,090	646	665
Insurance Office & General	15,365	18,474	19,000
Electricity	2,450	3,000	3,520
Cleaning	2,750	2,650	3,250
maintenance	800	3,100	3,250
Maintenance & Redecoration		38,000	
TOTAL	101,053	118,780	91,470
<i>General Establishment</i>			
Advertisements & Subscriptions	15,620	8,625	10,000
Legal & Professional Fees	11,400	9,950	10,000
Telephones (Office & Mobile)	2,000	9,900	7,500
Postage & Stationery	4,650	4,250	4,500
Equipment Hire & Renewals	4,550	4,500	4,500
IT Support (including Citrix)	21,700	34,880	29,500
Uniforms & Protective Clothing	9,000	10,250	5,000
Medical Fees	1,500	800	1,000
Recruitment	1,700	1,325	2,000
Sundry Expenditure inc. Meeting Costs	4,210	3,250	3,500
TOTAL	76,330	87,730	77,500
<i>Officers' Travel & Subsistence</i>			
General Travel - Fares, Taxis etc	2,800	8,000	10,000
Subsistence Payments	10,000	5,000	7,000
Overnight Subsistence	1,600		
Hotel - Accommodation & Meals	5,170	3,000	5,000
TOTAL	19,570	16,000	22,000
<i>Members' Travel</i>	4,750	1,750	3,750
<i>Training</i>	37,000	15,000	25,000
TOTAL GENERAL EXPENDITURE	238,703	239,260	219,720
<u>Departmental Operational Costs</u>			
<i>Research and Environment</i>	17,330	42,000	15,000
<i>Marine Protection</i>	11,010	17,000	17,000
<i>Communication and Development</i>	10,265	5,500	5,000

Provisional Estimates of Expenditure 2016/2017**Table 3**

Details of Expenditure - Vessels & Vehicles

	2015/2016 Budget Inc. Infl	2015/2016 Projection	2016/2017 Provisional Estimate
<u>MOORINGS & HARBOUR DUES</u>			
Rent - Sutton Bridge Moorings	16,500	16,500	10,500
Maintenance	2,720	1,500	1,500
Berthing & Harbour Dues	7,500	7,000	8,000
TOTAL	26,720	25,000	20,000
<u>RESEARCH VESSEL</u>			
<u>Three Counties</u>			
Maintenance & Repairs	18,706	35,000	30,000
Refit	25,000	40,000	40,000
Insurance & Certification	14,140	15,830	16,000
Fuel	22,440	15,000	16,000
TOTAL	80,286	110,330	102,000
<u>ENFORCEMENT VESSELS</u>			
<u>John Allen/Sebastian Terelinck</u>			
Maintenance & Repairs	20,000	23,500	15,000
Insurance & Certification	12,040	7,600	13,500
Fuel	24,840	20,000	19,500
New Vessel Provisional Costs	0		
TOTAL	56,520	51,100	48,000
<u>PiscesIII/Pacific 22 RIB</u>			
Maintenance & Repairs	9,450	1,500	3,000
Insurance & Certification	323		1,500
Rib hire		6,000	
Fuel	1,000	323	3,800
TOTAL	10,773	7,823	8,300
<u>VEHICLES</u>			
Insurance	5,207	6,000	7,000
4x4 replacement (net)		3,450	
Fuel & Sundries	11,250	11,250	13,500
Servicing	3,100	3,250	3,600
Vehicle Tracking	1,150	1,150	1,200
TOTAL	20,707	25,100	25,300

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



Action Item 8

Finance & Personnel Sub-Committee

14th January 2016

Provisional Forecast of Estimates of Expenditure for the period 1st April 2017 to 31st March 2020

Report by: Andrew Bakewell – Head of Finance

Purpose of report

To set out the background information and calculations used to determine the Provisional Forecast of Estimates of Expenditure for the period 1st April 2017 to 31st March 2020.

Recommendations

Members are asked to:

- **Note** the Provisional Forecasts of estimates of expenditure for the period 1st April 2017 to 31st March 2020.

Background

The Forecasts of estimates of expenditure 2017/2020 use the 2015/2016 budget including inflation as a base. Although an agenda for possible change is in place, it is at this stage difficult to estimate the impact of such change for this reason the forecasts assume a "business as usual" basis.

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 at 13.8% for the period following removal of the 3.4% contracted out discount.

Employer's pension contributions are calculated at 21.0% (2017) & 21.5% (2018 onwards) of gross pay respectively, in the forecast years.

General Expenditure

Costs are expected to fall in the first forecast year (2017/2018) as one off refurbishment costs will not be repeated. Thereafter costs remain stable until 2018/19 when current lease expires.

Departmental Operational Costs

Forecast to offset inflation with savings until 2019/20 when a 5% saving is the target.

Vessels

Assumed that *FPV Pisces* is replaced from 2016/17 onwards, *RV Three Counties* replaced in 18/19 year. Costs are anticipated to increase in the first forecast year (2016/2017) as provision is made for the full cost of operating an additional enforcement vessel. 5% target saving applied for 2019/20.

Vehicles

Vehicle costs are forecast to remain stable over the forecast years as it is assumed that as older vehicles are replaced newer vehicles will benefit from more economical running costs and from being in warranty.

Inflation Contingency

Allowance has been made for pay inflation in the forecast years of 1.0%.

An inflation contingency of 2% on prices excluding rent and rates is included in the forecast years along with savings targets to achieve standstill levy.

Income

Forecast includes £27,000 from Defra in 2015/16 for sub contract work on MPA's and assumes that income generation will increase in 2017/18 following WFO charge review, moving towards full cost recovery.

Funding

Given the County Councils' wish to at least maintain a standstill levy and the news that continuation of additional support from Defra at current levels has been confirmed to 2020, the Authority will need to begin to identify savings from 2017/18 onwards.

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**

Provisional Forecast of Estimates 2016/2020

	2015/2016 Estimate Incl. Infl £	2016/2017 Forecast £	2017/2018 Forecast £	2018/2019 Forecast £	2019/2020 Forecast £
<u>SALARIES & WAGES</u>					
Staff Remuneration	686,053	740,513	765,984	788,259	810,315
Superannuation	133,940	155,508	164,687	169,476	174,218
National Insurance	53,007	74,740	78,306	81,347	84,357
TOTAL	873,000	970,761	1,008,977	1,039,802	1,068,890
<u>GENERAL EXPENDITURE</u>					
Accommodation	100,306	72,470	73,000	70,000	70,000
Insurance	18,474	19,000	19,250	19,500	19,500
General Establishment	62,306	77,500	75,000	75,000	75,000
"One off" costs not reserved	38,000				
Officers' Travel and Subsistence	16,000	22,000	20,000	20,000	20,000
Members' Travel	1,750	3,750	3,750	3,750	3,750
Training	15,000	25,000	20,000	20,000	18,000
TOTAL	239,260	219,720	211,000	208,250	206,250
<u>DEPARTMENTAL OPERATIONAL COSTS</u>					
Research and Environment	15,000	17,000	17,000	17,000	16,150
Marine Protection Communication and Development	17,000	15,000	15,500	15,500	14,725
	5,500	5,000	5,000	5,000	5,000
<u>VESSELS</u>					
Moorings & Harbour Dues	25,000	20,000	15,000	15,000	15,000
Three Counties					
Operating Costs	110,330	102,000	100,000	80,000	76,000
Enforcement Vessels					
RIB(S)					
Operating Costs	51,100	48,000	51,000	55,000	52,250
Pisces III/Pacific 22 RIB					
Operating Costs	7,823	8,300	9,000	9,500	9,000
TOTAL	194,253	178,300	175,000	159,500	152,250
<u>VEHICLES</u>					
Operating Costs	25,100	25,300	25,500	26,000	26,000
TOTAL EXPENDITURE	1,369,113	1,431,081	1,457,977	1,471,052	1,489,265
INCOME	-32,000	-38,000	-65,000	-75,000	-85,000
LEVY (Expenditure less Income)	1,337,113	1,393,081	1,392,977	1,396,052	1,404,265
<i>LESS New Burden Funding</i>	-394,145	-394,145	-394,145	-394,145	-394,145
LEVY to be funded by County Councils	942,968	998,936	998,832	1,001,907	1,010,120
Memo Base Levy = £1,329,236 (2010/2011)					

Vision

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Action Item 9

Finance & Personnel Sub-Committee meeting

14 January 2016

Report by: Julian Gregory, Acting CEO

Marine Protection Review

Purpose of report

To update members on the ongoing development of the Marine Protection function and to seek agreement in principle to establish a satellite office in the MMO office in Lowestoft.

Recommendations

It is recommended that Members:

- **Note** the contents of the report
- **Approve** in principle to the establishment of a satellite office in the MMO offices in Lowestoft
- **Direct** officers to explore options for achieving a satellite office and to implement the most appropriate option
- **Note** that IFCO Job Descriptions will be reviewed with the intention of better reflecting the core role of IFCO, with other duties being an adjunct to that core function
- **Note** that the vacant Mate/IFCO (grade 6) role is replaced with a grade 5 IFCO
- **Note** that the intention is to accommodate change as cost neutral or potentially to create limited savings but to recognise that there may be a degree of cost growth once plans are finalised.

Background

The review of the Marine Protection function has been on-going for some time and was previously formalised with the establishment of a structured approach.

The project plan included two phases:

Phase 1 – DCEO adopts district wide agile role for 6 month trial period to:

- Provide consistent visible leadership
- Embed commonality in IFCO standards and practices
- Assess individual officer competence

- Routinely provide Executive presence amongst stakeholders

Phase 2 – recommendations to any amendment or revision of marine protection operational design to include output of Phase 1 and:

- Review of IFCO job titles
- Review of IFCO deployment design (review of Area officer construct)
- Review of balance between Protection sea based patrol and Protection support of Research sea based activity
- Review of IFCO basing/accommodation
- Review of Patrol vessel employment/basing

Phase 1 was completed and also included developments in the way in which officers are tasked to address identified priorities as well as changes to the previous Skipper roles, which were re-designated as Senior Inshore Fisheries and Conservation Officers with distinct responsibilities for compliance and marine operations.

The changes in management arrangements and working processes had the intended effect of providing enhanced direction and oversight of all Marine Protection officers. As a consequence the changes were adopted at the Finance and Personnel sub-committee meeting in October 2015. It was also agreed to conclude the Marine Protection Review as a formal project and instead to develop and implement any further changes as part of normal management practice. The rationale for this was the fast developing national change agenda driven by Defra meant that it was desirable for Eastern IFCA to be flexible and to incorporate national developments into its work at an early stage as opposed to creating tensions with an internally developed and less flexible fixed project plan.

Update

The two Senior IFCO roles are currently being formally established with a new job description. The intention is to create a single role specification of Senior IFCO that encapsulates the range of responsibilities of the role as opposed to designating particular functions to individual posts. This will provide flexibility and facilitate any future requirements for changes in duties.

In October 2015 one of the IFCO/Mates tendered his resignation, which created the opportunity to review the post and how it is deployed. Whilst such a review would be standard practice it was brought into sharp focus by a rapidly developing local and national context. Additionally, there was an operational imperative to recruit reasonably quickly to ensure that resilience in both vessel crew and enforcement activity is maintained.

The Defra initiated MMO/IFCA collaboration programme has now been formalised with the establishment of a Programme Board. Within the overall theme of ever closer joint working there is a clear drive to explore arrangements for shared accommodation between the MMO and IFCAs, where possible using spare capacity within the government estate. The MMO office in Lowestoft is located within the Cefas building and currently has space to accommodate three additional people.

Drivers for Change

One of the key considerations when commencing the review of the Marine Protection function was to assess whether the current design was fit for purpose, not least because it is based upon the Wash/Kings Lynn centric legacy position inherited from Eastern Sea Fisheries Joint Committee. Part of this legacy was a management hierarchy built around

vessels and reliance upon lone area based officers to provide terrestrial based enforcement away from Kings Lynn and the Wash.

The perceived weaknesses of the current position are:

- The designation of IFCO roles that align them with vessels or as an Area officer can lead to a tendency for officers to see themselves primarily as such, with the role of IFCO being a secondary function
- The Area based approach has an over reliance upon individual officers with a consequential lack of resilience in north and east Norfolk and Suffolk
- Travel times within the district are significant, which combined with the fact that 80% of officers are based in Kings Lynn, creates deployment challenges

As a consequence the overall structure and location of Marine Protection resources (primarily people, vessels and vehicles) has been the subject of scrutiny and some debate throughout the review. This has primarily focussed upon balancing the requirement to cover a large geographical area with matching resources to demand within a structure that provides effective leadership and the delivery of mandated outputs throughout the district.

Overall, the development of the organisation and the changing national context has led to the emergent desirability of establishing a base in Suffolk (Lowestoft).

Factors which support the establishment of an Eastern IFCA satellite office in Lowestoft include:

- Delivery of a second enforcement vessel to be based in Lowestoft
- Clear demonstration of demand in the south east of the district via Marine Protection systems and processes
- A desire to address the perceived weaknesses in the current structure
- A formalised joint working agenda with the MMO, whose primary office is in Lowestoft and which has office space potentially available
- A mandate for shared accommodation/facilities under the Defra initiated MMO/IFCA collaboration programme

In addition there is little doubt that the austerity agenda is more likely to impact upon IFCA's and there is a clear indication that a standstill budget will be preferred by the three funding county councils. Brigading resources in two locations instead of maintaining the current Area Officer structure may provide opportunities to reduce the salary bill whilst maintaining the staff headcount in the longer term, albeit this may be offset by increased accommodation costs.

Next Steps

The resignation of the Mate/IFCO has had the effect of accelerating consideration of the next steps, not least because it provides an opportunity to review options for filling the post and where it should be located.

Roles and Responsibilities

Whilst the legacy hierarchy is being addressed with the re-designation of the previous Skipper roles to become Senior IFCOs, most of the current Job Descriptions for other roles reflect the legacy position i.e. Mate/IFCO, Area Officer/IFCO, Engineer/IFCO,

Crew/IFCO. These roles encompass two grades within the Eastern IFCA pay scales, as determined by the job evaluation in December 2012, with the Mate/IFCO and Area Officers being grade 6 and the other two roles being grade 5. It should be noted that the IFCO/Project Officer post is a grade 6 but it is excluded from current considerations because it was established as part of the ongoing review.

The current structure has the effect of creating the unhelpful perception that some officers are primarily boat crew and others are primarily land based enforcement officers. In reality the expectation is that all officers are IFCOs first and foremost and that they will undertake their duties both ashore and at sea.

The introduction of two smaller patrol vessels combined with an emergent issue in relation to RYA/MCA coding and qualification requirements means that there is a requirement to introduce greater capacity in the provision of vessel skippers. The context to this is that the nature of the inshore waters off the east coast means that factors such as time of day, tidal access and weather conditions can have the effect of changing the category of waters and consequently the level of qualification required to act as vessel skipper (e.g. the Wash can be category 4 at high tide in benign conditions or category 2 at low tide in poor weather conditions).

It is acknowledged that there are substantial differences between undertaking the Skipper role for *RV Three Counties* and the two patrol boats inasmuch as *RV Three Counties* is a larger and more complex vessel that undertakes research activity including drying out on inter-tidal sands and deploying a variety of research equipment in over-side operations. In contrast, the two patrol boats are smaller, more agile craft that primarily undertake patrol activity including monitoring and boarding fishing vessels at sea.

It is possible that a change in emphasis in the Area roles to include undertaking the role of Skipper for the patrol vessels may address the issue of capacity.

Structure and Location

Eight of the ten Marine Protection Officers are based in Kings Lynn with the remaining two being based at their respective homes in Cromer and Felixstowe. Two of the Authority's vessels (*RV Three Counties* and *FPV John Allen*) are based in Sutton Bridge and one (*FPV Sebastian Terelinck*) is based in Lowestoft. Vessels skippers are currently drawn from a pool of four people i.e. the two Senior IFCOs and the two Mate/IFCOs.

The three Area Officers cover Lincolnshire & Kings Lynn, Norfolk and Suffolk respectively. Any gaps in coverage of their areas are covered by either a neighbouring Area Officer or by an IFCO deployed from Kings Lynn. Other work demands mean that there is inconsistency in the way that such cover is provided and there are challenges in ensuring that officers deploying from Kings Lynn are sufficiently equipped to do so in terms of local knowledge and/or experience in carrying out enforcement activity in different locations/fisheries.

The introduction of a vessel at Lowestoft meets the objective of having responsive assets in the right locations but it also adds the foreseen complication of providing crew. With officers travelling from Kings Lynn to Lowestoft the journey is almost two hours each way. This means either half of each working day spent travelling; working longer days or arranging overnight accommodation if more than one sea patrol is planned.

Given the size of the district there is clearly benefit to be derived from the officers based in Cromer and Felixstowe, which should be weighed against the benefit to be derived from establishing an office in Lowestoft.

Outline Proposal

In order to address the issues identified in this paper and to respond to the drivers for change it is intended to further embed the team based approach to the delivery of the Marine Protection functions. This would see a team based approach to geographical coverage with officers trained and experienced in undertaking enforcement activity both ashore and at sea as well as providing vessel skippers and crew. To support this, the following are proposed:

1. That the principle of establishing a satellite office in the MMO offices in Lowestoft is agreed and that options for achieving this are explored
2. IFCO Job Descriptions are reviewed to better reflect the core role of IFCO, with other duties being an adjunct to that core function
3. That the vacant Mate/IFCO (grade 6) role is replaced with a grade 5 IFCO

The rationale for filling the vacant Mate/IFCO (grade 6) post with a grade 5 IFCO is as follows:

- In line with the proposed direction of travel in terms of moving away from a vessel defined hierarchy
- Enable timely filling of the post to maintain resilience (different skill requirements have the likely effect of widening the recruitment pool and/or enabling recruitment from a select list)
- Facilitate training before Spring 2016
- Facilitate possible internal career development via the potential to develop from a grade 5 to a grade 6 IFCO

The proposed changes will require more work to develop the detail but would be based upon maintaining the status quo on salary expenditure. The detailed work will address a number of issues including:

- The balance of grade 6 and grade 5 IFCO posts
- Developing sufficient capacity in the vessel Skipper function
- Options for maintaining the local knowledge and connections provided by the current Area based structure
- Operational tasking and co-ordination
- The location of posts e.g. whether to maintain the Cromer and Felixstowe home bases and align with the Lowestoft office or whether to re-locate to Lowestoft
- The impact upon individuals and what arrangements should be put in place to mitigate this

The immediate impact of these changes would be:

1. The loss of a Mate/IFCO (grade 6) role but replaced by a grade 5 IFCO
2. Resilience in Skipper capability being maintained in the short-term through the inclusion of an existing Area based officer

Potential changes in the short to medium term include:

1. The replacement of the Mate/IFCO and Area Officer roles with a generic grade 6 IFCO role

2. Skipper capability enhanced in the longer term through training all grade 6 IFCOs
3. The adaptation or potential dissolution of the Area based structure of Marine Protection

Cost Analysis

Because detailed plans have yet to be developed it is not possible to provide a detailed breakdown of costs or savings. However, it is possible to say that it is not intended to increase salary costs and that there may be a modest saving in the longer term. Similarly, it is not intended to introduce the risk of redundancy through making substantial changes to Job descriptions. That said, it is possible that there may be a degree of cost growth once plans are finalised but it is anticipated that if this were the case it would be modest in budgetary terms and likely to be of a level that could be absorbed in existing budgetary provision.

There would be additional costs associated with increased training for vessel skippers but this would be required in any case and it is anticipated that it will be absorbed within existing budgets. There may also be increased costs in relation to accommodation in Lowestoft, however this is likely to be relatively low and will be more than offset by anticipated savings elsewhere in the budget (e.g. revenue savings as a consequence of the Sutton Bridge mooring project).

Conclusion

In conclusion it can be said that the overall intention of the proposed changes is to establish a clear 'footprint' for Eastern IFCA throughout its entire district whilst creating a more coherent team based approach to the functions undertaken by Marine Protection. The direction of travel is entirely in line with the Defra led approach to the marine environment and it actively supports, and draws benefit from, the collaborative work programme with the MMO. It also has the potential to introduce an element of career progression for IFCOs as well as supporting full utilisation of Authority assets (vessels).

J. Gregory
Acting CEO

Vision

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Information Item 15

Finance & personnel Sub-Committee Meeting

14 October 2016

Report by: Nichola Freer, Head of HR

Purpose of report

To inform members of the progress of the HR plan to 2018 and specifically an update of the HR activity planned to be completed during this financial year.

Recommendations

It is recommended that members:

- **Note** the contents of the report

Background

The Head of HR took up post in 2012 and developed a 3 year strategic plan of the key HR activity required to support the achievement of Defra's high level objectives. This plan has been successfully delivered and as such a further strategic plan has been developed during quarter one of this year to support the delivery of required HR activity to 2018. This report gives an overview of current activity in support of this plan.

Update of specific activity

Development of capability

Following a very successful workshop attended by line managers which helped them to develop their presentation skills, we invited the training company back to deliver the same course to the research and environment teams.

This population do / will be expected to deliver presentations to external stakeholders during the course of their work with EIFCA. The feedback received from the team who attended the course was very positive and will go a long way to supporting clear, timely and professional presentations going forward.

Temporary appointment

Due to personal matters, one of our administrative Officers temporarily reduced their working hours earlier in the year for the foreseeable future. A decision was recently taken to recruit a temporary person to cover the reduced hours.

I am pleased to confirm the temporary appointment of Zoe Tinkler, who joined us on 3 December 2015. Zoe will be leading the completion of the new EIFCA website and will give administrative support as and where required. Zoe is initially on a 6 month contract, to be reviewed alongside our permanent officer's current circumstances.

Resignation of an Officer

One of our marine protection team Officers, holding the role of IFCO & Mate, tendered their resignation and left the Authority in November 2015.

As the executive team have done with all previous resignations during the last year, we are taking the opportunity to review the operational requirements before deciding upon whether a like for like replacement is necessary. This approach is particularly key in the current climate where there is an expectation to fully explore ways of working that are flexible, demonstrate best value and are adaptable to support any changes to operational direction.

Job description review

An exercise is currently being undertaken to review the job descriptions within the marine protection function.

The current job descriptions were written in 2012 and support a legacy structure of working which does not support the current climate, desire, and external influences to work more flexibly and to be team focussed.

It is anticipated that the review will see some modification to the job descriptions which will support the requirement for a team based, flexible approach to marine protection. No major impact is foreseen as a result of this review.

Grant application update

I can confirm that we have now secured the services of a specialist team within Guardline to complete work on behalf of the EIFCA environment team to ensure the overall MPA project is completed within the given timescale. Guardline are considered to be the most appropriate best fit organisation to carry out this work to our standard.