



**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**

**Wednesday
25th January 2017
1030 hours**

Meeting: **Finance and Personnel Sub-Committee**
Date: 25 January 2017
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 - *Chair*
- 2 Apologies for absence - *Chair*
- 3 Declaration of Members' interests - *Chair*

Action Items

- 4 Minutes of the Finance & Personnel Sub-Committee meeting on 19 October 2016 - *Chair*
- 5 Matters Arising - *Clerk*
- 6 Provisional Estimates of Expenditure for the period 1 April 2017 to 31 March 2018 - *Hd Fin*
- 7 Provisional Forecasts of Estimates of Expenditure for the period 1 April 2018 to 31 March 2022 - *Hd Fin*
- 8 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
- 9 Review of Roles, Responsibilities and Structure - *CEO*

Information Items

- 10 HR Update - *Hd HR*
- 11 Moorings project update (verbal) - *Hd Fin*
- 12 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
Chief Executive Officer
Date: 10 January 2017

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 19th October 2016 at 1000 hours.

Members Present:

Cllr T Turner	Chair – Lincolnshire County Council
Cllr M Wilkinson	Vice-Chair – Norfolk County Council
Cllr R Fairman	Lincolnshire County Council
Cllr T Goldson	Suffolk County Council
Mr S Worrall	MMO Appointee

Eastern IFCA Officers Present:

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

F&P16/32 Welcome

The Chair welcomed members to the meeting.

F&P16/33 Apologies for absence

Apologies for absence were received from Cllrs Baker (NCC), Byatt (SCC) and Cox (NCC), and Dr Bolt (MMO Appointee)

F&P16/34 Declarations of Members Interest.

There were no Declarations of Interest.

F&P16/35 Minutes of the Finance and Personnel Sub-committee meeting held on 14th January 2016

Having worked through the minutes it was agreed these were a true reflection of the meeting.

Proposed: Cllr Goldson
Seconded: Cllr Wilkinson
All Agreed

F&P16/36 Matters Arising:

There were no matters arising

F&P16/37 Preliminary Provisional estimates of expenditure for the period 1 April 2017 to 31 March 2018

The Head of Finance advised that the provisional estimates included expected savings in 2016/2017 amounting to approximately £85,000 which was mostly due to salary savings in line with the CEO being on secondment and vacancies. It was anticipated by the end of the current financial year there would be £1.7m in reserves.

Cllr Goldson questioned where this money was invested, the Head of Finance advised that some was with Barclays Bank and some was on

deposit with Suffolk County Council. However, as Barclays had just reduced the interest rate to 0% investment opportunities were being investigated. The Chair suggested Bonds may be an option. The Head of Finance advised that whatever investment route was taken it would need to be a 'Triple A' investment and he would need to check standing orders to ensure it was appropriate.

The Chair questioned whether the Head of Finance had received the report from Lincolnshire Treasurers Department, he was advised the report would be included in the report to the next Statutory Meeting. The Head of Finance advised the meeting with the three County Council finance representatives had been very constructive and positive, the overall message from the meeting was that none of the Councils were looking for a cut in levy at this stage, although there was some concern in the longer term with regard to replacement of assets, in particular vessels. With this in mind they were content for any underspend to be placed in reserves as long as the savings were modest and realistic.

The Chair questioned the expenditure on vessel hire, this was explained as a hired rib for use on Three Counties whilst grant funding was being sought for a replacement following Pisces having been written off.

Cllr Wilkinson questioned the Members Travel expense, it was explained this was for those members appointed by the MMO and included an element for loss of earnings as well as travel.

Members Resolved to note and agree to the preliminary estimates of expenditure.

Proposed: Cllr Goldson

Seconded: Cllr Wilkinson

All Agreed

F&P16/38 Preliminary provisional forecasts of estimates of expenditure for the period 1 April 2018 to 31 March 2022

The provisional forecasts of estimates had been achieved by building in any known costs in the forthcoming years and all other expenditure remaining as is. As New Burden Funding was only guaranteed until the 2019/2020 financial year it was not included after that point which was why the forecasts showed a significant shift in fortunes, it was however, anticipated that there would be some form of funding to replace the New Burden money.

Mr Worrall advised that movement in reserves could potentially be affected if inflation rates were to rise.

Members Resolved to note the preliminary provisional forecasts of estimates of expenditure.

Proposed: Cllr Goldson

Seconded: Mr Worrall

All Agreed

F&P16/39 *Members Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 9 on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.*

Proposed: Cllr Goldson

Seconded: Mr Worrall

All Agreed

F&P16/40 Confirmation of Appointment

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

The Head of HR advised members that a member of the IFCO Enforcement Team, had completed the six month probationary period and it was now necessary to consider making the incumbent a permanent member of staff. Members were advised this officer had so far proved to be quite an exceptional officer.

Members Agreed to approve the permanent appointment of Sam Richardson.

Proposed: Cllr Goldson

Seconded: Mr Worrall

All Agreed

F&P16/41 HR Update

This report was included as an information item but the Head of HR advised that currently there were three vacant posts following recent resignations, two of which were IFCO/crew members and one a member of the Environment Team.

The reasons for their resignations was questioned, it was noted that one had followed a long held desire to go to Australia, another had secured a position closer to home which was more in keeping with his skill set and the third had moved to a private consultancy.

Members Agreed to note the report.

F&P16/42 Employee Engagement Survey summary

Members were advised this survey was conducted on a bi-annual basis, with EIFCA having completed the process three times. Results received from the latest round of the survey initially appeared to depict a step backwards, however advice from an Eras representative suggested that for the size of our organisation the results were in fact good. It was pointed out that with so few employees even one disgruntled employee taking part in the survey can greatly skew the results.

The CEO and Head of HR would be holding discussions with the management team to look as ways to improve on expectations, this would be followed by consultation with the full staff complement.

F&P16/43 Mooring Project

The Head of Finance advised members that after a long process the mooring project was finally nearing conclusion. Despite there being an ongoing dispute with Anglian Water, which meant there was no water supply to the moorings, it was anticipated that by the end of October the remaining electrical work would be completed and the new fuel tank would be operational, the EIFCA mooring would be far superior to that which it replaced. Feedback already received from staff using the moorings was that it was much easier and safer to use.

Cllr Goldson questioned whether it would be possible for Authority members to visit the moorings after a statutory meeting. The Acting CEO advised that it may be possible to hold the Statutory Meeting at the Curlew Centre and combine it with a visit to the moorings and a demonstration of the vessels in action. Whilst he felt this was good idea Cllr Goldson advised that during March to May all Councillors would be in purdah and therefore would not be able to receive publicity from such a visit.

F&P16/44 Any other urgent business

RESIGNATION OF CEO: Cllr Goldson advised members that he had received a phone call from Phil Haslam expressing his intention to resign, to date this had not been received in writing, however, Cllr Goldson advised that as he had verbally resigned the Authority were able to act in filling the vacant post.

Members were advised by Cllr Goldson, that as the Acting CEO had been in post for over 12 months to cover the secondment, and there were no performance concerns or intentions to change the job role the Authority were able to offer the position on a permanent basis to the Acting CEO with effect from the date of resignation.

Following this it would be necessary to review the current staff structure and decide whether to reinstate the role of deputy or review the current Management roles.

Cllr Wilkinson questioned whether it was necessary to advertise the role of CEO, but Cllr Goldson advised this was not necessary as the Acting CEO had been in post for over 12 months

It was Resolved to offer the post of CEO to the current Acting CEO.

Proposed: Cllr Goldson

Seconded: Chair

All Agreed

The meeting closed at 1045 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 6

Finance & Personnel Sub-Committee

25 January 2017

Provisional Estimates of Expenditure for the period 1st April 2017 to 31st March 2018

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 2017/2018. These provisional estimates are based upon nine months' expenditure in 2016/2017.

Recommendations

Members are asked to:

- **Agree** the Provisional Estimates of Expenditure for 2017/2018.

Background

The Provisional Estimates of Expenditure for the financial year 2017/2018 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 (2016/2017) 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 2016/2017 shows a saving of £160,710. This is made up of an above budget increase in income of £12,750 from sampling charge increases and charges associated with whelk permitting. Savings in expenditure on salaries of £105,881 arising due to staff secondment and vacancy management along with insurance premium savings of £9,254, training £29,790 and staff travel and accommodation £8,600. Vessel operation costs contributed £35,510 to budget savings largely as a result of reduced rent for Sutton Bridge moorings. Vehicle costs include replacement of the minibus £17,091.

The calculation of the Provisional Estimate for 2017/2018 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 2016/2017 Budget (including inflation) of the 2015/2016 Projection and 2017/2018 Provisional Estimate are summarised under the main budget headings in the following table:

	2016/2017 Budget £	2016/2017 Projection £	2017/2018 Provisional Estimate £
Salaries & Wages	958,234	852,353	993,076
General Expenditure	224,243	207,092	201,405
Departmental Op Costs	40,000	24,500	29,500
Vessels	197,244	161,734	155,750
Vehicles	25,200	39,441	24,500
TOTAL	1,444,921	1,285,110	1,404,231

Salaries & Wages

<u>2016/2017 Projection</u>	<u>2017/2018 Provisional Estimate</u>
<p>a) Salaries have been calculated based on actual cost to December and estimated cost for the remaining 3 months for the current complement and anticipated new starters.</p> <p>b) Employer's NI contributions are calculated at 2016/2017 rates.</p> <p>c) Employer's pension contributions are calculated at 21% pensionable pay.</p> <p>The saving in salaries compared to budget is as a result of the secondment of the CEO to the MMO and vacancy management during the period of uncertainty re. the CEO's future.</p>	<p>a) Salaries have been calculated for the whole complement of staff (as per amended structure) using the current EIFCA salary scale modified by the 2016/17 Local Government Services pay award for 2017/18.</p> <p>b) Salary increments are included where appropriate.</p> <p>c) Employer's NI Contributions are calculated at 2017/2018 rates.</p> <p>d) Employer's pension contributions are calculated at 21.5% pensionable pay.</p> <p>Represents an increase of £140,723 on 2016/17 forecast.</p>

General Expenditure

<u>2016/2017 Projection</u>	<u>2017/2018 Provisional Estimate</u>
<p>Cost increases compared to 2016/2017 Budget are mainly due to:-</p> <p>a) Premises costs showing savings of £8,711 mainly on insurance £9,250 offset by small increases in other costs.</p> <p>b) General administration- overspends on legal fees £19,000 (part offset by awarded costs of £7,080 shown as income), Upgrade of meeting room facilities £8,200 and improved IT £4,160 contributing to an overall overspend of £30,740.</p> <p>c) Savings on Travel (£8,590), Training (£29,790) and members (£800) totalled £39,180 under budget.</p> <p>All of the above resulted in a total underspend of £17,151.</p>	<p>Cost will show a reduction compared to 2016/2017 projection after:-.</p> <p>a) Inflationary increase to accommodation costs £1,469</p> <p>b) Savings on General Establishment totalling £18,660 including legal fees £10,500, Equipment £10,600 offset by increases in Advertising for byelaws £500 and postage £1,000 for consultations and various smaller items.</p> <p>c) Travel and training increased by £11,000 to reflect increased numbers and activity</p> <p>d) Overall saving of £5,687.</p>

Departmental Operational Costs

<u>2016/2017 Projection</u>	<u>2017/2018 Provisional Estimate</u>
Overall savings £15,500:- a) Enforcement savings £1,000 b) Research and Environment £10,500 c) C&D £4,000 reduced outreach	Budgeted increases:- a) Enforcement £2,500(activity) b) Research and Environment £2,000(projects) c) C&D £500 contingency.

Vessels

The 2016/2017 budget provided for the operating costs of two enforcement vessels a research vessel and a multi use rib. The actual fleet was as described however the rib was hired pending replacement of Pisces.

<u>2016/2017 Projection</u>	<u>2017/2018 Provisional Estimate</u>
Savings as a result of:- a) Vessel insurance £14,117 b) Fuel £14,609 (JA out of service) c) Moorings £27,100 (Sutton Bridge rent reduced to peppercorn from mid year) Offset by:- Hire of replacement rib £23,400 Overall vessel costs were £35,510 under budget	Increases are due to: a) Full year cost of Pisces replacement operation b) Increased sea days Offset by savings:- "one off" costs not repeated (JA mods) Overall increase over 16/17 forecast £12,804

Vehicles

<u>2016/2017 Projection</u>	<u>2017/2018 Provisional Estimate</u>
Savings on Fuel and maintenance £5,120 offset by increased insurance £2,170 and trackers £100. Overall saving £2,850.	Increased insurance and fuel. Overall £2,150 increase over 16/17.

Inflation Contingency

Income

<u>2016/2017 Projection</u>	<u>2017/2018 Provisional Estimate</u>
Income increase due to higher sampling charges and licences associated with new permitting schemes.	Income for 2017/2018 includes further sampling charge increases and a full year of new permitting. WFO licences also increased.

Budget Outcome

The final picture for 2017/18 as budgeted shows a potential addition to reserves of c.£50k this represents 3.5% of the total budget. The level of savings assumes inflation at current levels.

Reserves

The amounts held in EIFCA ear-marked reserves estimated at 31.12.2016 are set out below:

	£
Fixed Penalty Fine Fund	22,500
ICT Fund	10,000
Legal and Enforcement Fund	75,000
Office Improvement Fund	10,000
Operational Fund	150,000
Research Fund	89,921
Environment Grants	18,292
Vehicle Renewals Fund	60,000
Vessel Replacement Fund	<u>1,277,826</u>
	<u>1,713,539</u>

Movements in year – Fixed Penalty Fine Fund increased by £5,000 as a result of Fines issued and paid.

Levies

The resultant Levies on the constituent County Councils from the Provisional Estimates of Expenditure for 2017/2018 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>2016/2017 Total Levy</u>	535,815	402,531	452,724

Table 1**Provisional Estimates of Expenditure 2017/2018**

	2016/2017 Budget Inc. Infl	2016/2017 Act/Proj	2017/2018 Provisional Estimate
	£	£	£
Salaries & Wages	958,234	852,353	993,076
General Expenditure	224,243	207,092	201,405
Departmental Operational Costs			
Research and Environment	16,500	6,000	8,000
Marine Protection	16,000	15,000	17,500
Communication and Development	7,500	3,500	4,000
Vessels			
Moorings & Harbour Dues	31,300	4,200	5,500
Research Vessel - Three Counties	96,344	86,500	94,250
Enforcement Vessels – John Allen/ New vessel	63,830	45,000	45,500
Pisces III/Pacific 22	5,770	26,034	10,500
Vehicles	25,200	39,441	24,500
TOTAL EXPENDITURE	£ 1,444,921	£ 1,285,120	£ 1,404,231
INCOME	-42,000	-54,750	-65,000
EXPENDITURE LESS INCOME	£ 1,402,921	£ 1,230,370	£ 1,339,231
<i>LESS New Burden Funding</i>	£ -394,145	£ -394,145	£ -394,145
Net Funds required	£ 1,008,776	£ 836,225	£ 945,086
County Council Levy £996,925			
Surplus/(shortfall)	(11,851)	160,700	51,839
Percentage reduction from Base Levy (£1,329,236)	25.0%	25.0%	25.0%

Provisional Estimates of Expenditure 2017/2018

Table 2

Details of Expenditure - Salaries & Wages and General Expenditure

	2016/2017 Budget Inc. Infl	2016/2017 Projection	2017/2018 Provisional Estimate
<u>SALARIES</u>			
Staff Remuneration	742,992	660,224	757,803
Superannuation	159,743	127,914	157,563
National Insurance	55,499	64,215	77,710
TOTAL	958,234	852,353	993,076
<u>GENERAL EXPENDITURE</u>			
<i><u>Accommodation</u></i>			
<i>(Rent, Rates, Insurances, Utilities)</i>			
Rent	33,625	34,225	34,665
Business Rates	15,830	15,750	16,000
Water Rates	643	650	650
Service Charges	3,455	875	600
Insurance - Buildings	740	606	610
Insurance Office & General	16,000	6,746	7,000
Electricity	3,520	6,000	6,500
Cleaning	3,250	1,650	2,000
Maintenance & Redecoration	1,050	2,900	3,100
TOTAL	78,113	69,402	71,125
<i><u>General Establishment</u></i>			
Advertisements & Subscriptions	15,740	14,600	14,700
Legal & Professional Fees	11,400	30,400	20,000
Telephones (Office & Mobile)	5,000	7,000	6,000
Postage & Stationery	4,650	4,250	5,750
Equipment Hire & Renewals	4,550	16,600	6,000
IT Support (including Citrix)	27,840	33,000	33,130
Uniforms & Protective Clothing	9,090	3,600	4,250
Medical Fees	2,000	1,250	1,500
Recruitment	1,200	1,200	2,000
Sundry Expenditure inc. Meeting Costs	4,230	4,540	4,450
TOTAL	85,700	116,440	97,780
<i><u>Officers' Travel & Subsistence</u></i>			
General Travel - Fares, Taxis etc	3,470	3,750	4,250
Subsistence Payments	4,000	3,000	4,000
Overnight Subsistence	5,000	2,000	3,500
Hotel - Accommodation & Meals	7,370	2,500	4,500
TOTAL	19,840	11,250	16,250
<i>Members' Travel</i>	4,800	4,000	4,250
<i>Training</i>	35,790	6,000	12,000
TOTAL GENERAL EXPENDITURE	224,243	207,092	201,405
<u>Departmental Operational Costs</u>			
<i>Research and Environment</i>	16,500	6,000	8,000
<i>Marine Protection</i>	16,000	15,000	17,500
<i>Communication and Development</i>	7,500	3,500	4,000

Provisional Estimates of Expenditure 2017/2018

Details of Expenditure - Vessels & Vehicles

Table 3

	2016/2017 Budget Inc. Infl	2016/2017 Projection	2017/2018 Provisional Estimate
<u>MOORINGS & HARBOUR DUES</u>			
Rent - Sutton Bridge Moorings	18,270		
Maintenance	1,030	2,700	3,500
Berthing & Harbour Dues	12,000	1,500	2,000
TOTAL	31,300	4,200	5,500
<u>RESEARCH VESSEL</u>			
<u>Three Counties</u>			
Maintenance & Repairs	19,174	30,000	30,000
Refit	40,000	35,000	40,000
Insurance & Certification	14,281	9,000	9,250
Fuel	22,889	12,500	15,000
TOTAL	96,344	86,500	94,250
<u>ENFORCEMENT VESSELS</u>			
<u>John Allen/Sebastian Terelinck</u>			
Maintenance & Repairs	20,640	32,500	25,000
Insurance & Certification	18,220	10,000	10,500
Fuel	24,970	2,500	10,000
TOTAL	63,830	45,000	45,500
<u>PiscesIII/Pacific 22 RIB</u>			
Maintenance & Repairs	4,000	1,500	6,000
Insurance & Certification	1,020	134	1,500
Rib hire		23,400	
Fuel	750	1,000	3,000
TOTAL	5,770	26,034	10,500
<u>VEHICLES</u>			
Insurance	5,430	7,500	8,000
Minibus replacement (net)		17,091	
Fuel & Sundries	12,720	9,000	10,000
Servicing	5,900	4,500	5,000
Vehicle Tracking	1,150	1,350	1,500
TOTAL	25,200	39,441	24,500

Vision

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Action Item 7

Finance & Personnel Sub-Committee

25th January 2017

Provisional Forecast of Estimates of Expenditure for the period 1st April 2018 to 31st March 2022

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 2018 to 31st March 2022.

Recommendations

Members are asked to:

- **Note** the Provisional Forecasts of estimates of expenditure for the period 1st April 2018 to 31st March 2022.

Background

The Forecasts of estimates of expenditure 2018/2022 use the 2016/2017 forecast 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%.

Employer’s pension contributions are calculated at 21.5% (2018), increasing by 0.5% per annum from 2019 onwards, of gross pay respectively, in the forecast years.

General Expenditure

Costs are forecast to increase in the first forecast year (2018/2019) as a result of the 2018 rent review and other inflationary pressures. Thereafter costs increased to allow for inflation where applicable.

Departmental Operational Costs

Forecast to increase by inflation and reflect activity levels.

Vessels

Assumed that *FPV Pisces* is replaced from 2017/18 onwards, *RV Three Counties* replaced in 18/19 year. Costs are anticipated to increase in the first forecast year (2017/2018) as provision is made for the full cost of operating an additional enforcement vessel, with a further increase in the following year before *Three Counties* replacement enters service in 2019/20.

Vehicles

Vehicle costs are forecast to experience moderate increases year on year as fuel and insurance costs rise.

Inflation Contingency

Allowance has been made for pay inflation in the forecast years of 2.0%.

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

Income

Forecast assumes income generation will increase annually from 2017/18 following WFO charge review, moving towards full cost recovery. Permitting schemes will also increase revenue.

Funding

Given that the Authority has levied an unchanged amount for 8 years and the need to create reserves for replacement of its' assets the forecast assumes a 2% annual levy increase from 2018/19 onwards. The most recent annual meeting with the Finance Directors of the three County Councils would suggest that a gradual increase would be preferred to substantial demands to meet asset replacement costs. The forecast for 2020/2021 assumes that the funding currently badged "New burden" will be replaced.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

There are no background papers to this report.

Provisional Estimates 2017/2021

	2016/2017 Estimate Incl. Infl £	2017/2018 Preliminary Estimate £	2018/2019 Forecast £	2019/2020 Forecast £	2020/2021 Forecast £	2021/22 Forecast £
<u>SALARIES & WAGES</u>						
Staff Remuneration	660,224	757,803	776,750	792,300	808,150	824,310
Superannuation	127,914	157,563	170,885	178,300	185,875	185,600
National Insurance	64,215	77,710	79,700	81,250	82,850	84,500
TOTAL	852,353	993,076	1,027,335	1,051,850	1,076,875	1,094,410
<u>GENERAL EXPENDITURE</u>						
Accommodation	62,656	64,125	70,000	71,500	73,000	73,500
Insurance	6,746	7,000	7,200	7,500	7,750	7,850
General Establishment	116,440	97,780	99,750	102,000	104,000	106,000
"One off" costs not reserved						
Officers' Travel and Subsistence	11,250	16,250	17,250	17,750	18,250	18,500
Members' Travel	4,000	4,250	4,500	4,500	4,750	4,800
Training	6,000	12,000	12,000	12,000	12,000	12,000
TOTAL	207,092	201,405	210,700	215,250	219,750	222,650
<u>DEPARTMENTAL OPERATIONAL COSTS</u>						
Research and Environment	6,000	8,000	8,500	8,750	9,000	9,200
Marine Protection	15,000	17,500	18,500	19,000	19,500	20,000
Communication and Development	3,500	3,500	4,000	4,000	4,250	4,400
<u>VESSELS</u>						
Moorings & Harbour Dues	4,200	5,500	6,000	6,250	6,500	6,700
Three Counties						
Operating Costs	86,500	94,250	99,000	70,000	75,000	77,500
Enforcement Vessels						
RIB(S)						
Operating Costs	45,000	45,500	48,000	49,000	52,500	54,000
Pisces III/replacement						
Operating Costs	26,034	10,500	12,500	12,750	14,000	14,250
TOTAL	161,734	155,750	165,500	138,000	148,000	152,450
<u>VEHICLES</u>						
Vehicles	39,441	24,500	25,500	26,000	26,500	27,000
TOTAL EXPENDITURE	1,285,120	1,404,231	1,460,035	1,462,850	1,503,875	1,530,110
INCOME	-54,750	-65,000	-75,000	-80,000	-85,000	-90,000
NET EXPENDITURE	1,230,370	1,339,231	1,385,035	1,382,850	1,418,875	1,440,110
Levy	-996,925	-996,925	1,016,865	1,037,200	1,057,950	1,079,110
"New burden"	-394,145	-394,145	-394,145	-394,145	-394,145	-394,145
Asset replacement	160,700	51,839	27,975	48,495	33,220	33,145

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



Information Item 10

Finance & Personnel Sub-Committee Meeting

25 January 2017

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

The key activity for 2016 focuses on:

- Developing line manager capability
- Developing the performance review process
- Review of current organisational structure
- Employee engagement
- Management systems

Recruitment of IFCO position

The recruitment for an IFCO position to be based at the Lowestoft satellite office got underway during December. We received a large number of applications, many of whom had the abilities (on paper) to compliment the EIFCA team. Therefore, shortlisting candidates proved very difficult. With that said, 6 candidates were shortlisted and interviewed before the Christmas break. Being keen to ensure the new IFCO has a

complimentary balance of skills and behavioural fit, a second stage in the recruitment process was held on 10 January 2017. Four candidates were invited back to attend. The event was held between the Lowestoft office and the RNSYC Marina and included a tour of the office and vessel, discussion with a selection of current IFCO's about the reality of the role and an exercise designed to simulate a typical enforcement activity that the new IFCO would be likely to carry out.

The 2-stage recruitment process proved to be very insightful and gave Officers further confidence when making their recruitment selection. It is likely that the 2-stage approach to interviewing IFCO's will be adopted going forward.

We are pleased to confirm that an offer of employment was made and has been accepted. Our new IFCO Greg Emmott, will be starting with us on Monday 23rd January 2017.

Staff leaving

Since the last report, we have seen 2 further members of staff tender their resignations. It should be stressed that there is no pattern to the spate of recent resignations the EIFCA have seen and indeed all individuals concerned have had their own, valid reasons for moving on.

As the Executive team are currently undertaking a structural review, these 2 additional vacancies have been included within this review and recommendations set out in agenda item 10.

Members are to be reassured that measures are in place so as not to detrimentally impact day to day operations.

Employee engagement

Following the outputs from our bi-annual engagement survey, the management team are currently developing an action plan to develop cultural engagement within EIFCA. The completed plan will be circulated at the next available meeting.