



**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
22nd June 2016
1030 hours**

Meeting: **Finance and Personnel Sub-Committee**
Date: 22 June 2016
Time: 1030 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 14th January 2016 - *Chair*
5. Matters Arising - *Clerk*
6. To receive a report on the Internal Audit for 2015/16 carried out by Norfolk Audit Services - *Hd Fin*
7. To receive and approve the Statement of Accounts for the year ended 31 March 2016 and to authorise transfers to and from the Authority's Reserve Funds, prior to submission to the full Authority at the Statutory Meeting to be held on the 27th July 2016 - *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. To receive report on Review of executive remuneration management - *Hd HR*
10. Confirmation of Appointment - *Hd HR*

Information Items

11. On-going measurement of culture & engagement at Eastern IFCA - *Hd HR*
12. HR Update - *Hd HR*
13. 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
Acting Chief Executive Officer
Date: 7 June 2016

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 14th January 2016 at 1030 hours.

Members Present:

Cllr T Turner	Chair – Lincolnshire County Council
Cllr M Wilkinson	Vice-Chair – Norfolk County Council
Cllr M Baker	Norfolk County Council
Cllr H Cox	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&P16/01 Welcome

The Clerk welcomed members to the meeting.

F&P16/02 Apologies for absence

Apologies for absence were received from Cllr Byatt (SCC), and Dr Bolt.

F&P16/03 Declarations of Members Interest.

There were no Declarations of Interest.

F&P16/04 Election of Chair

Nominees for the post of Chair of the sub-committee were requested. Councillor Tony Turner was put forward and with no other nominations he was elected to the role.

Proposed: Cllr Goldson

Seconded: Mr Worrall

All Agreed

F&P16/05 Minutes of the Finance and Personnel Sub-committee meeting held on 15th October 2015

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

Proposed: Cllr Cox

Seconded: Mr Worrall

All Agreed

F&P16/06 Matters Arising:

At the previous meeting it had been noted that Minute F&P15/29, relating to the remuneration of the Deputy CEO, did not accord with the subsequent action taken, with this in mind the Acting CEO read out the following statement: *The resolution contained in F&P15/29 was enacted by the CEO in consultation with the Chairman. By applying the recognised*

Authority procedure for scale point movement ScPt 53 was awarded within grade EO3. This reflects the time in the role from the departure of the second deputy in February 2014.

There were no other matters arising

F&P16/07 Provisional estimates of expenditure for the period 1 April 2016 to 31 March 2017

The Head of Finance advised members that the estimates had been updated to include available figures up to the end of December. In line with this notes had been written showing projected savings during the current year. I was highlighted that these figures would need to be amended if there was an extension to the CEO's secondment which would take it into the 2016/17 financial year.

Cllr Goldson questioned whether the IFCA had made a saving during the course of the CEO's secondment, which the Head of Finance was able to advise was in fact the case.

The Chair noted the Vessel Replacement Fund Reserve was in a healthy state, however, the Head of Finance advised this still needed to be adjusted to reflect the purchase of *FPV Sebastian Terrelinck*, which would reduce the reserve by approximately £420k.

Members Resolved to Agree to the Provisional Estimates of Expenditure for 2016/2017.

Proposed: Cllr Goldson

Seconded; Cllr Cox

All Agreed

F&P16/08 Provisional forecasts of estimates of expenditure for the period 1 April 2017 - 31 March 2020

The Head of Finance advised that this agenda item followed on from the Estimates to look forward to the next 5 years in an attempt to highlight any funding requirements. The Forecasts suggested EIFCA would be able to maintain the status quo into 2017/2018 however after that it may be necessary to start calling on Reserves if the income stream was not likely to increase. Members were advised that Defra had agreed to pay New Burden funding until 2020.

Councillor Goldson questioned when the 25% reduction deal with County Councils was due to finish. The Head of Finance advised the requirement was to make a 25% reduction which EIFCA achieved in 2012 and were now maintaining. There was no deadline for how long this had to be achieved.

Councillor Goldson was concerned that as revenue budgets were being reduced pressure was being exerted to highlight future savings, he felt EIFCA may be expected to make further savings for 2017/2018 financial year. The Head of Finance advised that he had met with the three County Council Finance Directors who had assured him the budget for 2016/2017 would be acceptable, however, he was aware that after that there were no guarantees. He did suggest it may be possible to use Defra's commitment to New Burden funding as leverage with the County Councils.

Councillor Turner suggested it may be premature to be so pessimistic as he remained optimistic there may be some movement in the budget for rural councils.

The Acting CEO also felt that EIFCA budget was a small amount in the overall picture so probably wouldn't be an issue.

Members Resolved to Note the Estimates of Expenditure up to 31st March 2020.

Proposed: Cllr Goldson

Seconded: Cllr Cox

F&P16/09 Marine Protection Review

The Acting CEO went through the paper with members, reminding them that a decision had been taken to discontinue the Review when phase 1, which made the Deputy's role more of a roving role, had been completed. Despite having discontinued the review it was still necessary to address the issues which would have been covered in phase 2.

This included the establishment of two Senior IFCO roles to replace the role of skipper. These two roles would have a single job description but would have either compliance or marine responsibilities.

In addition to considering phase 2 of the review, formal collaboration between IFCA/MMO had been established which presented the opportunity to establish a satellite office in Lowestoft which would assist in the move to make EIFCA less of a King's Lynn centric organisation, as well as working in co-ordination with mooring *FPV Sebastian Terelinck* in Lowestoft. There may be a cost implication to this move but as EIFCA would be providing use of a vessel and staff for joint patrols, there was a likelihood the satellite office could be cost neutral.

A further part of the review would have been to address the issues which could arise with designation of roles which implied each officer had an individual role rather than all of them being Enforcement Officers. Equally there was concern that the area based approach put a lot of pressure on individual officers. The proposal was to move away from individual roles and establish IFCO as the primary role with an additional function.

Members were advised that an IFCO/Mate had resigned his post in October, which had given Officers the opportunity to review the post. It had been decided to re-establish this role as a Grade 5 IFCO.

Cllr Baker questioned whether there was any significant reason for the resignation. The Head of HR advised that an 'Exit Interview' had been conducted and whilst the officer had left to take up a role which allowed a work life balance which suited him better, he had highlighted issues with changing the work rosta at short notice, this matter had been discussed with the officers responsible for compiling the rosta and it was hoped communication in this respect could be improved.

The Acting CEO also advised that with the change in vessels there was an emerging issue with regard to MCA coding requirements, which warranted a greater capacity in vessel skippers. As the category for the Wash can vary from cat 2 to cat 5 depending on weather conditions this had an impact on the level of qualification required of the skippers, it would therefore be necessary to increase the skills of IFCOs.

With this in mind it was felt there should be two grades of IFCO, these being Grade 5 and Grade 6. Grade 5 being a basic IFCO and Grade 6 being and IFCO with the responsibility of mate or area officer.

With regard to the vacant Grade 5 post a previous applicant had been re-interviewed and offered the post pending a successful medical. It was questioned whether there was any merit in recruiting Officers from further South in view of the proposed satellite office being in Lowestoft, the Acting CEO advised that the next step would be to review the Job Descriptions, after which the next stage would be to look at what staff the Authority had. The Acting CEO advised that initially he envisaged the Lowestoft office/FPV Sebastian Terelinck being manned by himself, the North Norfolk and Suffolk area Officers and one IFCO who resides in Norwich. The remaining issue would be whether or not the area IFCOs would remain based at their home addresses or in Lowestoft.

Members Resolved to:

- **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 natural or potentially to create limited savings but to recognise that there may be a degree of cost growth once plans are finalised.**

Proposed: Cllr Baker
Seconded: Cllr Fairman
All Agreed.

F&P16/10 Resolution

Members Resolved 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.

Proposed: Cllr Goldson
Seconded: Mr Worrall
All Agreed

F&P16/11 Acting CEO Remuneration

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

Cllr Goldson presented the paper, in the absence of the CEO. Members were reminded that there was a decision to be made when the Authority

lost the CEO on a temporary basis. Consequently this paper was to verify the action which had been taken with regard to the Acting CEO's salary and the use of an EIFCA vehicle.

The paper set out the options available for remunerating the temporary role of Acting CEO and members were advised the decision had been made to enter the DCEO into the CEO pay scale at the level of the current incumbent (scp 63). With reference to the use of an EIFCA vehicle it was evident that the Acting CEO was no longer in a roving role and therefore there would be an income tax liability. It was agreed that with effect from 1st September 2015 the vehicle would be a taxable benefit for the Acting CEO and HMRC were notified.

Following the presentation of the paper Councillor Goldson advised members that immediately after the sub-committee there would be a meeting of the Chair and Vice Chair of the Authority along with the Chair of the F&P sub-committee and the members of the exec team to discuss the request received from the MMO for the CEO to remain on secondment for a further six months.

Inevitably members questioned whether this was likely to become a permanent move to the MMO. The Chair advised this had been a fear of his since the first request for secondment and particularly so in light of the MMO having awarded the post a pay increase. He also expressed concern about the pressure it was placing on EIFCA and felt a frank and open conversation was needed.

It was questioned whether Phil had been asked for his opinion, the Acting CEO was able to advise that the CEO recognised he was half way through a job with the MMO. The Acting CEO advised he believed the post being covered was due to be advertised in September.

Members discussed it further, and felt there should be some assurance from the MMO that this would be the final request as had the Authority know it was likely to be more than the original 6 months they would most likely have had other arrangements in place.

Members Agreed to note the content of the report

F&P16/12 Executive Officers Remuneration Management

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

Members were advised this paper had been prepared in light of experience of the last two years, and particularly in light of decisions made around the CEO's secondment.

It was also advised that at a previous sub-committee a decision was taken to attached performance related pay to exec salaries, unfortunately the Authority do not have this procedure in place.

The proposal was for options to be discussed with regard to ways in which Executive remuneration should be managed, which would take it out of the hands of the Exec team.

Members were also advised that the decision making around the Acting CEO role was done with due regard to process and giving it integrity. It had however, become apparent that the Standing Orders are ambiguous and rewording was perhaps appropriate to ensure a clear view of where the decision making mandate sits for the future. Members agreed where there was merit in allocating such decisions to the Chair and vice Chair of

the Authority along with the Chair of the F&P sub-committee and the CEO, who would draw on the input from the rest of the Exec team as necessary.

Members Resolved to:

- **Direct officer to develop proposals for the future management of remuneration for Executive officers including an appraisal of the merits of performance related pay.**
- **Delegate decision making power regarding the recruitment, remuneration and retention of Executive Officers to the Chair of the Finance & Personnel sub-committee (or Vice-Chair in their absence) in conjunction with the Chair/Vice-Chair of the Authority and the CEO.**

Proposed: Mr Worrall

Seconded: Cllr Cox

All Agreed

F&P16/13 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 Research 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 there were no reservations about the Officer

Members Resolved to approve the permanent appointment of Laura Rutland to the post of Research Officer.

Proposed: Cllr Goldson

Seconded: Mr Worrall

All Agreed

F&P16/14 Update on Employee Relation Matters

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

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

- There had been a full investigation into an incident involving the Authority's 4x4 vehicle being written off due to seawater damage. Although this was potentially a matter of Gross Misconduct as there had been some mitigating circumstances the Officer involved was issued with a written warning and measures had been put in place to avoid a similar incident in the future.

Members Agreed to note the report

F&P16/15 HR Update

Following the resignation of an officer in October, interviews had taken place using applicants held on file from previous recruitment processes, subject to a successful medical if was anticipated the new officer would start work in February.

Members Agreed to note the report.

F&P16/16 Accommodation upgrades update

The Head of Finance advised that as the cabling for the computer system had finally been moved to the ground floor it was now possible to being the phase of organising the reception area. The final phase would be to organise a modular table arrangement for the meeting room to make the most of the available space, as well as electronic display screens which would then enable the Authority to offer the room for hire.

It was anticipated the final cost would be in the region of £35,000 of which £25,000 was in the budget and the remainder was available in reserves.

Members Agreed to note the report.

F&P16/17 IT Provider Update

Members were advised the progress in change of provider from Norfolk CC to BCKLWN has been less that smooth. EIFCA had unfortunately ended up with an operating system which is not supported, but hopefully the outstanding issues will soon be solved.

BCKLWN were making progress with plan in place to install a microwave link which will increase the broadband speed, which it is hoped will eventually be rolled out to give the same broadband access to the Authority's vessels.

The process of changing hardware had begun with the first phase of laptops having been distributed. It was anticipated there would be a few teething problems with the change of software.

Members Agreed to note the report.

F&P16/18 Any other urgent business

There were no matters of urgent business to discuss.

The meeting closed at 1140 hours

Vision

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Finance & Personnel Sub-Committee

22nd June 2016

Action Item 6

Report on the Internal Audit for 2015/2016

Report by: Andrew Bakewell – Head of Finance

Purpose of report

It is an Authority Requirement that the result of the Annual Internal Audit is reported to members of the Finance & Personnel Sub-Committee.

Recommendations

Members are asked:-

- To receive the report.

Background

The 2015/2016 Internal Audit was carried out by Norfolk Audit Services.

The Audit letter which provides an outline of the work undertaken and which constitutes the audit certificate is attached.

The overall audit opinion, based on evidence from the work carried out is that the Internal Controls for the Authority are 'Acceptable'. The one recommendation contained in the audit report has been agreed and actioned.

The legislation surrounding Audit Requirements for small bodies has changed and no longer dictates that an external audit is required. However, for reassurance, with Mazars no longer offering the service, PKF Littlejohn have been engaged to review the small bodies return at the same fee as previously charged (£2,000).

Background documents

2015/2016 Internal Audit Letter (attached)

Julian Gregory
Acting Chief Executive Officer
Eastern inshore Fisheries and Conservation Authority
6 North Lynn Business Village
Bergen Way, Kings Lynn
PE30 2JG

Norfolk Audit Services
7th Floor
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DW

Please ask for: Caron Bye
Direct Dialling Number: 01603 223863
Email: caron.bye@norfolk.gov.uk

4 May 2016

Dear Mr Gregory,

Internal Audit 2015-16 of EIFCA

The Joint Committee for the Eastern Inshore Fisheries and Conservation Authority (EIFCA) appointed Norfolk Audit Services to undertake the internal audit work for the financial year ended 31 March 2016 and to provide the audit report for the year as required in the Annual Return as described in our letter of engagement signed on 25 April 2016.

We have now completed that work and this letter and its appendix provides an outline of the work we have completed.

I would like to thank all concerned for their assistance and co-operation during this audit, and in particular the Head of Finance and the Assistant Finance Officer.

The work we undertook built on the work of previous years internal audit coverage. Appendix A details the areas we have examined, the extent of our coverage and our opinion with respect to each of these areas. In each case I am pleased to report that controls were acceptable.

The responsibility for internal control, completeness and accuracy of records and statements, rests with the Joint Committee and yourself.

The responsibility for internal control includes:

- The ongoing maintenance of internal control,
- financial systems,
- risk management and,
- protection of assets.

The audit work was based on sampling transactions to test the operation of controls. It cannot guarantee the elimination of fraud or error. Our opinion is based on the risks identified to the Joint Committee, which exists within the controls that we examined at the time of the audit.

The work has concentrated on assessing the adequacy and effectiveness of financial control by measuring the systems in operation against control objectives. This has included limited detailed checking of records as appropriate. The level of risk resulting from any control weakness has been reviewed and recommendations have been made to reduce the risk to an acceptable level where appropriate.

The audit process seeks to reduce risk to an acceptable level based on the efficient, economic and effective application of financial controls. Changes to controls suggested in audit recommendations are intended to achieve these benefits. This process does not wholly eliminate risk. It is the responsibility of the Joint Committee to safeguard the assets of the service and hence to take reasonable steps to the prevention and detection of fraud and other irregularities.

Our overall audit opinion is based on two grades which are explained in the table below:

Opinion	Assessment of internal control	Action required from the recipient - as agreed with the auditors
Acceptable	Few or no weaknesses, mostly insignificant	Remedial action required.
Key issues that need to be addressed	A number of weaknesses, mostly significant or one or more major weaknesses	Remedial action required immediately.

Our opinion, based on the evidence we have seen as part of this audit, is that internal control for the Joint Committee is "Acceptable".

There was just one issue identified during the audit. One of the ten invoices tested was not correctly authorised for payment. An invoice (DSD Colour Printers, dated 21 April 2015) for £270 was ordered and authorised by the Clerical and Procurement Assistant who has an authorisation limit of £250. This is not in line with the authorities' procedures (Appendix A, section B). This was discussed with the Head of Finance and he has agreed with the NAS recommendation which has been included in section B of appendix A.

The audit of accounts for the year ended 31 March 2015 was undertaken by the external auditors, Mazars. An unqualified opinion was given in relation to the information in that year's Annual Return.

I am pleased to report that our conclusions were that in all significant respects all the control objectives were being met to a standard adequate to meet the needs of the body.

I would suggest that a copy of this letter is provided to your external auditors.

The provision of this work should be sufficient in most cases in providing assurance that there are adequate financial and governance controls in place within the joint committees. Please let me know if you require us to provide this assurance going forward, and I will happily provide a quote.

Yours sincerely



Caron Bye
Principal Client Manager
Norfolk Audit Services

Eastern Sea Fisheries Joint Committee
Internal Audit 2015-16

Internal control objectives	Extent of Coverage / Comments	Opinion
<p>A. Appropriate accounting records have been kept properly throughout the year</p>	<p>It can be concluded that appropriate accounting records at Eastern Inshore Fisheries Conservation Authority (EIFCA) have been kept throughout the year. Purchase invoices, sales invoices, bank statements, cash book, bank reconciliations and payroll records have been seen as part of our audit work. The asset register is updated annually, rather than throughout the year although the board and insurers are advised of the acquisition of an asset.</p>	<p>Acceptable</p>
<p>B. The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for</p>	<p>A sample of ten invoices totalling £15,735.82 and covering period from April 2015 to March 2016 were reviewed:</p> <p>All invoices were arithmetically checked, coded appropriately and VAT was accounted for correctly.</p> <p>One invoice (DSD Colour Printers – 21/04/2015) for £270 was not correctly authorised for payment. The Clerical and Procurement Assistant who has an authorisation limit of £250 authorised the invoice. This is not in line with the authorities' procedures.</p> <p>Recommendation</p> <p>Items above agreed thresholds to be appropriately authorised at the</p>	<p>Acceptable</p>

Internal control objectives	Extent of Coverage / Comments	Opinion
	<p>ordering stage of the process in line with approved internal procedures for expenditure.</p> <p><u>Agreed Action Plan</u></p> <p>Items above agreed thresholds will be appropriately authorised at the ordering stage of the process in line with approved internal procedures for expenditure.</p>	
<p>C. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</p>	<p>A risk register is in place and is included within the 2015-16 Annual Plan.</p> <p>The register is reviewed and formally updated where necessary on a quarterly basis.</p>	Acceptable
<p>D. The annual taxation levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</p>	<p>Budgets are set on an annual basis using the current budget, with alterations in line with the three year plan and priorities listed in the annual plan. This is approved by the full board. Levies for the year (2015-16) were correctly received and the level and purpose of reserves were agreed by the EIFCA board.</p> <p>Income and expenditure reports and management accounts showing over/under spend compared to budget are presented by the Head of Finance to the Finance and Personnel committee and to the full board on a quarterly basis to ensure the budget is monitored.</p> <p>The level and purpose of the reserves are reported to the full board for</p>	Acceptable

Internal control objectives	Extent of Coverage / Comments	Opinion
<p>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for</p>	<p>approval on an annual basis as part of the statement of accounts and more frequently if there are changes during the year.</p> <p>A sample of five invoices totalling £36,750.73 raised between April 2015 and March 2016 were reviewed: Income received was banked promptly and based on correct prices. As EIFCA is not VAT registered, VAT is not shown on the invoices.</p> <p>Invoices state when payment is due and prompt payment was received with effective chasing processes in place if required.</p> <p>All invoices tested confirmed income was properly recorded in the records.</p>	Acceptable
<p>F. Petty cash payments were properly supported by receipts, all expenditure was approved and VAT properly accounted for</p>	<p>From a discussion about the process carried out it appears that controls in place are adequate. A sample of five petty cash payments totalling £20.97 raised between April 2015 and March 2016 were reviewed and controls in place are adequate.</p> <p>All petty cash vouchers had been appropriately checked and authorised and were within the approved limit of £15.</p> <p>All petty cash payments sampled had receipts, VAT was correctly claimed back where applicable.</p>	Acceptable
<p>G. Salaries to employees and allowances to members were</p>	<p>Two employees payroll months were sample tested. Both were correct in EIFCA records and PAYE calculations agreed to summaries and payslips.</p>	Acceptable

Internal control objectives	Extent of Coverage / Comments	Opinion
<p>paid in accordance with body approvals, and PAYE and NI requirements were properly applied</p>	<p>Existence of employees confirmed by contracts.</p> <p>The employees' gross pay agreed to the pay scales stipulated in their contract. NI calculations confirmed accurate amounts are deducted from the employees payslips.</p>	
<p>H. Asset and investments registers were complete and accurate and properly maintained</p>	<p>Vessels are the most significant assets, followed by vehicles. Purchases within the financial year have been verified as follows:</p> <p>Workboat certificates for:</p> <ul style="list-style-type: none"> • Three Counties vessel • Sebastian Terralink vessel <p>A DVLA certificate was seen for:</p> <ul style="list-style-type: none"> • vehicle (registration number: FX65 UXP) <p>The corporate asset register is formally updated on an annual basis as part of the Statement of Accounts. Assets purchased and disposed of during the year are reported to the Statutory Board quarterly and insurers are notified on the acquisition of assets.</p>	Acceptable
<p>I. Periodic and year end bank account reconciliations were properly carried out</p>	<p>Bank reconciliations are carried out by the Head of Finance properly, monthly and at year end and are independently checked by the Acting Chief Executive Officer and evidenced via a signature. Future reconciliations will include the date of signature by the Acting CEO.</p> <p>There were no state cheques.</p>	Acceptable

Internal control objectives	Extent of Coverage / Comments	Opinion
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded</p>	<p>Accounts are prepared on a quarterly basis to report the income and expenditure to the Finance and Personnel committee and the full board.</p> <p>There is a deadline of 30th June to complete the final accounts for the previous year as per 4.2 of the financial regulations. At the time of the audit the year end accounts had not been produced, however these were in the process of being produced ready for the above deadline. However the January management accounts were checked back to supporting documentation and the debtors and creditors figures were correctly recorded.</p>	<p>Acceptable</p>

Vision

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Action Item 7

Finance & Personnel Sub-Committee held 22nd June 2016

Statement of Accounts for Eastern Inshore Fisheries & Conservation Authority for the year ended 31st March 2016

Report by: Andrew Bakewell – Head of Finance

Purpose of report

From 2014/15 It is no longer a Statutory Requirement to complete a Small Bodies Annual Return, however to provide assurance to the Authority I have chosen to complete the return for submission to external auditors (PKF Littlejohn LLP) for certification. It is still the intention to apply the previous 30th June deadline.

Recommendations

Members are asked to:

1. **Approve** the Annual Governance Statement.
2. **Approve** the Statement of Accounts prior to submission to the full authority Meeting on July 27th.
3. **Authorise** the Chairman and Acting Chief Executive to sign the Annual Return before submission to the auditors for review.
4. **Authorise** in accordance with the Authority's Financial Regulation 3.4, transfers of funds to and from 'ear-marked' reserves as outlined in the foreword (page).

Background documents

1. Eastern Inshore Fisheries & Conservation Authority Statement of Accounts for the year ended 31st March 2016 (attached)
2. Uncertified Audit Commission Annual Return and requested supporting documents (copy attached).

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Statement of Accounts for the year ended 31st March 2015

Foreword

The Accounts and Audit (England) Regulations 2011 have classified Eastern Inshore Fisheries and Conservation Authority as a “smaller relevant body”.

The Account statements are centred on the Audit Commission Small Bodies Annual Return, which is completed and certified on the day the accounts are approved, in this case June 22nd 2016. A copy of the return is attached for your information.

The accounting statements forming the basis of the return are:

1. The Income and Expenditure Account for the year ended 31st March 2016.
2. The Balance sheet as at 31st March 2016.
3. A statement detailing movement on reserves.

This is the list of the funds held in “ear-marked” reserves and monies managed by the Authority belonging to the Wash Fishery Order and Wash and North Norfolk Coast European Marine Site Project Funds.

4. A schedule of Fixed Assets held at 31st March 2016.

Fixed Assets are valued at cost with no allowance for depreciation. By this method the “book value” of fixed assets remains constant until disposed of.

5. Notes relevant to the above statements.

2015/2016 Out-turn

The table below shows a comparison of Actual results with the 2014/15 Budget analysed under the main budget headings.

	2015/16 Budget	2015/16 Actual
	£	£
Salaries	951,980	859,693
General Expenditure	238,703	239,954
<u>Departmental Operational Costs</u>		
Communication and Development	10,265	5,712
Enforcement	11,010	19,473
Research and Environment	17,330	24,271
Moorings and Harbour Dues	26,720	21,137
Three Counties	80,286	107,532
John Allen/Sebastian Terelinck	56,520	32,736
Pisces	10,773	2,751
Vehicles	20,707	27,062
TOTAL EXPENDITURE	1,424,294	1,340,321
<u>INCOME</u>		
Miscellaneous Income	-25,000	-111,750
TOTAL INCOME	-25,000	-111,750
EXPENDITURE less INCOME	1,399,294	1,228,571

Consolidated Balance Sheet at 31st March 2016

31/3/2015		31/3/2016
£	CURRENT ASSETS	£
66,614	Debtors	99,742
	Treasury Deposit	
568,741	Suffolk County Council Deposit	571,899
1,660,460	Cash at bank	2,263,310
38	Cash in hand	320
	CURRENT LIABILITIES	
-136,280	Creditors	-1,042,655
2,159,573	NET ASSETS	1,892,616
	EAR-MARKED RESERVES(TBC)	
26,242	ICT Fund	10,000
300,000	IVMS Fund	
1,500	Fixed Penalty Fund	17,500
75,000	Legal and Enforcement Fund	75,000
10,000	Office Improvement Fund	10,000
250,000	Operational Fund	150,000
89,921	Research Fund	89,921
56,589	Vehicles Renewal Fund	60,000
	Environment Grants	18,292
210,765	Vessel Contingency Fund	
954,669	Vessel Replacement Fund	1,277,826
125,274	Wash Fishery Order Fund	118,574
59,613	Wash and North Norfolk Project Fund	65,503
2,159,573		1,892,616

Reconciliation between Box 7 and Box 8 in Section 1 (31/03/2016)

Name of small relevant body: Eastern Inshore Fisheries and Conservation Authority

	£	£
Box 7: Balances carried forward (31/03/2016)		1,892,616
Deduct:		
Debtors		
- HMRC	64,689	
Payments in advance		
- Prepayments	35,053	
Total deductions		<u>99,742</u>
Add:		
Creditors	1,042,655	
Total additions		1,042,655
Total cash and short term investments		<u>2,835,529</u>

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Income and Expenditure Account for the year ended 31st March 2016

2014-2015			2015 - 2016		
£	£	<u>INCOME</u>	£	£	£
996,925		Levies	996,925		
394,145		New Burden Funding	394,145		
		Fines	16,000		
11,419		Insurance settlements	28,540		
<u>33,777</u>		Miscellaneous income	<u>39,987</u>		
	1,436,266	sub-total		1,475,597	
14,000		Grants	27,223		
1,153		Vessel Contingency Fund	1,170		
1,931		Vessel Replacement Fund	1,987		
8,850		Wash Fishery Order	8,400		
<u>42,160</u>		Wash & North Norfolk Project Fund	<u>43,954</u>		
	68,094	sub-total		<u>82,734</u>	
	1,504,360	TOTAL INCOME			1,558,331
		<u>EXPENDITURE</u>			
860,767		Salaries	859,693		
213,197		General expenditure	239,954		
3,122		Communication and Development	5,712		
21,206		Research and Environment	24,271		
14,995		Enforcement	19,473		
20,017		Moorings and Harbour dues	21,137		
7,763		Pisces operating costs	2,751		
117,776		Three Counties operating costs	107,532		
128,418		John Allen & Sebastian Terelinck	32,736		
23,748		Vehicles operating costs	27,062		
<u>42,667</u>		Asset purchases	<u>431,680</u>		
	1,453,676	sub-total		1,772,001	
8,164		Wash Fishery Order Fund	15,223		
<u>34,716</u>		Wash & North Norfolk Project Fund	<u>38,064</u>		
	42,880	sub-total		<u>53,287</u>	
	1,496,556	TOTAL EXPENDITURE			1,825,288
	7,804	INCOME less EXPENDITURE			(266,957)

At 31st March 2016 there was a deficit of Income over Expenditure of £266,957 this arose mainly as follows:

- a) Salary savings arising from vacancy management, part time working and operating with below budgeted complement for the majority of the year.
- b) Savings on Communication and Development offset by overspends on Research and Development and Enforcement.
- c) Extra expenditure on Three Counties more than offset by savings on other vessel costs.
- d) Purchase of replacement assets, Sebastian Terelinck (£413,700) and Isuzu 4x4 (£17,980).
- e) Extra income from Licence Tolls, sampling, Grants and insurance receipts.

Transfers to and from reserves

1. The following transfers, in accordance with Financial Regulation 3.4, are proposed:

Specific additions

- Fixed penalty reserve increased by fines received (£16,000)
- Vessel contingency increased by interest on the SCC deposit (£1,170)
- Vessel replacement increased by interest on the SCC deposit (£1,987)
- WNNC EMS Project increased by £5,890 being the excess income over expenditure in the year.
- Environment grants increased by £27,223 section 31 Defra grant for MPA work.

Discretionary additions

- Vehicle replacement reserve restored to £60,000 with the addition of £21,388. (NB miscellaneous income includes £14,700 insurance payout for original Isuzu written off)
- Vessel replacement increased by the remaining available £106,693..

Used reserves

- Vehicle replacement reserve depleted by £17,977 for Isuzu 4x4. (see note above)
- Vessel replacement reserve £413,700 being the cost of Sebastian Terelinck.
- Wash Fishery Order Fund reduced by £6,700 being the excess expenditure in the year for the mussel regeneration project.
- Grant reserve reduced by £8,931 for consultants used to carry out HRA assessments.

Reallocated reserves

The committee had previously agreed to consolidate reserves to those with a specific identified purpose with an emphasis on vessel replacement given the need to replace Three Counties in the near future. The following changes are proposed:-

- ICT Fund reduced to £10,000 for ongoing replacements, the IT upgrade having been financed from revenue in the year, this releases £16,272.
- Operational Fund reduced to £150,000 (required for the Moorings Project) which releases £100,000.
- IVMS Fund deemed not required as funds will be sourced elsewhere, this frees £300,000 for reallocation.
- Vessel Contingency deemed unnecessary to maintain two vessel reserves, this releases £211,935.
- Vessel Replacement Reserve is increased therefore by £628,177 as a result of the above.

Closing reserves

The authority has reserves totalling £1,892,616 as at the end of the financial year.

Statement of movement in reserves

	opening	used	added	reallocated	closing
ICT Fund	26,242			(16,242)	10,000
IVMS Fund	300,000			(300,000)	-
F.A.P.	1,500		16,000		17,500
Legal Fund	75,000				75,000
Office refurbishment	10,000				10,000
Operational Fund	250,000			(100,000)	150,000
Research Fund	89,921				89,921
Vehicle replacement	56,589	17,977	21,388		60,000
Vessel contingency	210,765		1,170	(211,935)	-
Vessel replacement	954,669	413,700	108,680	628,177	1,277,826
Wash Fishery Order	125,274	6,700			118,574
WNNC-EMS	59,613		5,890		65,503
Grants		8,931	27,223		18,292
Total	2,159,573	447,308	180,351	-	1,892,616

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Schedule of Authority Fixed Assets as at 31.03.2016

		Value at cost £
<u>Vessels</u>		
Pisces III	31.03.99	w/off
Three Counties	31.07.02	914,560
Sebastian Terelinck	Sep-15	415,188
John Allen	25.04.13	144,349
TOTAL VESSELS AT COST		1,474,097
 <u>Vehicles</u>		
Ford Tourneo	FG08HEJ 01.06.08	13,267
Peugeot 308SW	AM58SRO 31.12.08	13,500
Peugeot 207SW	AD59NNO 17.12.09	11,990
Peugeot 207SW	AD59NNP 17.12.09	11,990
Skoda Yeti 4x4	AJ14NHL	20,350
Skoda Yeti Greenline	AJ14NHM	18,095
Skoda Yeti Greenline	AJ14NHN	18,095
Isuzu Dmax Eiger	FX65UXP 20.10.15	17,978
Isuzu Dmax Eiger	FX14XRY 31.03.14	w/off
TOTAL VEHICLES AT COST		125,265
 <u>Equipment</u>		
Side scan sonar	01.04.13	53,815
Underwater camera	13.06.13	28,770
Videoray	30.04.13	11,108
Sonar imaging software	01.06.13	13,343
TOTAL EQUIPMENT AT COST		107,036
 TOTAL FIXED ASSETS AT COST		 1,706,398

Notes to the accounts for the year ended 31st March 2015

1 Levies

2014/15		2015/16
£		£
383,816	Norfolk County Council	383,816
288,111	Suffolk County Council	288,111
324,998	Lincolnshire County Council	324,998
394,145	New Burden Funding	394,145
<u>1,391,070</u>		<u>1,391,070</u>

Related Party Transactions

The levies are derived from the Constituent County Councils (as above) who are represented on the Authority as follows: Norfolk CC three, Suffolk CC two and Lincolnshire CC two members. The remaining members represent the Environment Agency, the Marine Management Organisation (MMO), Natural England and other stakeholder groups (appointed by the MMO).

2 Miscellaneous Income

2014/15		2015/16
10,726	Bank Interest	7,254
11,419	Sale of equipment	28,540
19	Miscellaneous	16,000
10,620	Wash Fishery Order Tolls	10,080
	Whelk permits	6,013
4,166	Lay rents	2,650
3,600	Sampling	7,190
18,466	Grants	34,023
59,196		111,750

3 Salaries

Two employees received remuneration exceeding £50,000 during the year.

£50,000 - £60,000 one

£60,000 - £70,000 one (£43,750 recharged to MMO re. secondment)

4 General Expenditure

2014/15		2015/16
£		£
69,820	Rent, Rates and Services	65,950
88,717	Establishment	136,516
5,414	Officers Travel	6,278
15,167	Officers Subsistence	3,740
4,667	Members Expenses	2,029
29,412	Fisheries Management	25,441
<u>213,197</u>		<u>239,954</u>

5 Debtors

2014/15		2015/16
£		£
25,672	HMRC VAT	64,689
40,942	Sundry Debtors	35,053
<u>66,614</u>		<u>99,742</u>

6 Creditors

2014/15		2015/16
£		£
<u>136,280</u>	Sundry Creditors	<u>1,042,655</u>

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

Eastern Inshore Fisheries and Conservation Authority

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	X		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	X		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	X		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	X		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	X		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	X		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	X		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

Eastern Inshore Fisheries and Conservation Authority

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	2,151,769	2,159,573	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,391,070	1,391,070	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	113,290	167,261	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	860,767	859,693	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	635,789	965,595	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,159,173	1,892,616	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	2,229,329	2,835,529	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,301,452	1,706,398	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Eastern Inshore Fisheries and Conservation Authority

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

Eastern Inshore Fisheries and Conservation Authority

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	X		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	X		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	X		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	X		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	X		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	X		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	X		
H. Asset and investments registers were complete and accurate and properly maintained.	X		
I. Periodic and year-end bank account reconciliations were properly carried out.	X		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	X		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit ADRIAN THOMPSON.

Signature of person who carried out the internal audit [Signature] Date 25/05/16.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	X
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	X
Section 1	For any statement to which the response is 'no', an explanation is provided?	X
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	X
	An explanation of significant variations from last year to this year is provided?	X
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	X
	An explanation of any difference between Box 7 and Box 8 is provided?	X
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	X

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Bank Reconciliation Financial Year Ending 31st March 2016

Balance per statements as at 31st March 2016

	Current (Treasurers) Account	70348333	251,340.00	
	Salaries Account	80348414	36,756.53	
	Active Saver	70348341	2,070,739.34	
	Suffolk CC Deposits		571,899.07	
	Petty Cash		320.33	
			<u> </u>	2,931,055.27
	Less:			
Current	BACS o/s		58,507.76	
Current	Unpresented cheques		380.40	
Salaries	PAYE/NI mar		20,264.29	
Salaries	Pensions mar		16,372.98	
				2,835,529.84

Net Balances

	70348333	192,451.84
	80348414	119.26
	70348341	2,070,739.34
	Deposit	571,899.07
	P/cash	320.33
		<u>2,835,529.84</u>

Cash Book:

Opening balance 1st April 2015	2,229,329
Add: Receipts in the year	2,743,606
Less: Payments in the year	2,137,406
Closing balance at 31st March 2016	2,835,529

EASTERN SEA FISHERIES JOINT COMMITTEE
INVESTMENT WITH SUFFOLK COUNTY COUNCIL
STATEMENT AS AT 31 MARCH 2016 - Deposit 1 Vessel Replacement Fund

Balance as at 1 April 2015	357,976.96
Interest earned April 2015	168.17
Interest earned May 2015	183.32
Interest earned June 2015	165.69
Interest earned July 2015	170.33
Interest earned August 2015	166.70
Interest earned September 2015	157.79
Interest earned October 2015	166.10
Interest earned November 2015	160.19
Interest earned December 2015	170.85
Interest earned January 2016	162.52
Interest earned February 2016	146.26
Interest earned March 2016	169.52
	<u>1,987.44</u>
Balance as at 31 March 2016	<u>359,964.40</u>

EASTERN SEA FISHERIES JOINT COMMITTEE
INVESTMENT WITH SUFFOLK COUNTY COUNCIL
STATEMENT AS AT 31 MARCH 2016 - Deposit 2 Vessel Contingency Fund

Balance as at 1 April 2015	210,764.50
Interest earned April 2015	99.05
Interest earned May 2015	107.94
Interest earned June 2015	97.56
Interest earned July 2015	100.30
Interest earned August 2015	98.07
Interest earned September 2015	92.89
Interest earned October 2015	97.80
Interest earned November 2015	94.32
Interest earned December 2015	100.59
Interest earned January 2016	95.65
Interest earned February 2016	86.14
Interest earned March 2016	99.86
	<u>1,170.17</u>
Balance as at 31 March 2016	<u>211,934.67</u>
Eastern Sea Fisheries	Total
	<u>571,899.07</u>



31 Mar 2016

In this pack...

- This account summary
 - Your statement for
 - Business Current Account
 - Active Saver
 - Business Current Account
- We'll send any other account statements separately.

00102 XUB2013A D00118 35200 4665 1431360011



THE OFFICIALS
 EASTERN INSHORE FISHERIES AND
 CONSERVATION AUTHORITY
 UNIT 6 NORTH LYNN BUSINESS VILLAGE
 BERGEN WAY
 NORTH LYNN
 PE30 2JG



Your Business accounts - at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on **0345 605 2345**.

Your balances on 31 March 2016

Business Current Account

Eastern Inshore Fisheries and Conservation Authority	£251,340.00
--	-------------

Sort Code 20-46-65 • Account no 70348333

Eastern Inshore Fisheries and Conservation Authority	£36,756.53
--	------------

Sort Code 20-46-65 • Account no 80348414

Business Savings Account

Eastern Inshore Fisheries and Conservation Authority	£2,070,739.34
--	---------------

Sort Code 20-46-65 • Account no 70348341

This is the end of your account summary.

000102 712 XUB2013A 1431360011 1 of 8



THE OFFICIALS
EASTERN INSHORE FISHERIES AND
CONSERVATION AUTHORITY
UNIT 6 NORTH LYNN BUSINESS VILLAGE
BERGEN WAY
NORTH LYNN
PE30 2JC



EASTERN INSHORE FISHERIES
AND CONSERVATION
AUTHORITY

Sort Code 20-46-65
Account No 70348333

SWIFTBIC BARCGB22
IBAN GB90 BARC 2046 6570 3483 33

Issued on 1 April 2016

Your Business Current Account

At a glance

01 – 31 Mar 2016

Start balance	£249,517.11
Money out	£733,915.00
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£735,737.89
End balance	£251,340.00

Date	Description	Money out £	Money in £	Balance £
1 Mar	Start Balance			249,517.11
	DD Direct Debit to TV Licence DDA Ref: 1658961221	145.50		249,371.61
	DD Direct Debit to Royal Mail Anglia Ref: 604765001	75.00		249,296.61
	Giro Transfer to account 70348341	1,996.61		247,300.00
	Giro Direct credit from Nndc		2,700.00	250,000.00
2 Mar	DD Direct Debit to H3G Ref: 950484500001290216	25.00		249,975.00
3 Mar	DD Direct Debit to Bib Payment Ref: Purchases 01 03 16	24,141.46		225,833.54
	Giro Transfer from account 70348341		24,166.46	250,000.00
7 Mar	DD Direct Debit to Opus Energy Ltd Ref: 0628909	47.03		249,952.97
	DD Direct Debit to BCard Commercial Ref: 5312140919135794	1,157.90		248,795.07
	DD Direct Debit to H3G Ref: 938397352701030316	63.96		248,731.11
	Giro Transfer to account 70348341	24,866.84		223,864.27
	Giro Direct credit from Gbs Mmo BACS Ref: Pmt Ref 20947		21,135.73	245,000.00
	Giro Direct credit from EA P2P Ref: 63525		5,000.00	250,000.00

Continued

000102 713 XUB2013A 1431360011 2 of 8

Date	Description	Money out £	Money in £	Balance £
				Continued
	Balance brought forward from previous page			249,910.70
30 Mar	Ciro Transfer to account 70348341	7,910.70		242,000.00
	Ciro Direct credit from Gbs NE BACS Ref. Pmt Ref 102939		8,000.00	250,000.00
31 Mar	DD Direct Debit to H3G Ref: 950484500001 290316	25.00		249,975.00
	Ciro Transfer to account 70348341	537,190.00		-287,215.00
	Ciro Direct credit from Boston BC		1,400.00	-285,815.00
	 Deposit re 43Hardwick 200210		1,340.00	-284,475.00
	 AFTS receipt from Norfolk County C 831 160 Barclays B		535,815.00	251,340.00
31 Mar	Balance carried forward			251,340.00
	Total Payments/Receipts	733,915.00	735,737.89	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

000102 714 XUBZ013A 1431360011 3 of 8



THE OFFICIALS
EASTERN INSHORE FISHERIES AND
CONSERVATION AUTHORITY
UNIT 6 NORTH LYNN BUSINESS VILLAGE
BERGEN WAY
NORTH LYNN
PE30 2JG



EASTERN INSHORE FISHERIES
AND CONSERVATION
AUTHORITY

Sort Code 20-46-65
Account No 70348341

SWIFTBIC BARCGB22
IBAN GB68 BARC 2046 6570 3483 41

Issued on 1 April 2016

Your Active Saver

Date	Description	Money out £	Money in £	Balance £
1 Mar	Start Balance		1,602,342.09	
	Giro From 70348333 Automatic		1,996.61	1,604,338.70
3 Mar	Giro To 70348333 Automatic	24,166.46		1,580,172.24
7 Mar	Giro From 70348333 Automatic		24,866.84	1,605,039.08
11 Mar	Giro To 70348333 Automatic	2,325.02		1,602,714.06
17 Mar	Giro To 70348333 Automatic	80,431.89		1,522,282.17
18 Mar	Giro To 70348333 Automatic	19,308.61		1,502,973.56
22 Mar	Giro From 70348333 Automatic		1,081.76	1,504,055.32
24 Mar	Giro From 70348333 Automatic		27,188.00	1,531,243.32
29 Mar	Giro To 70348333 Automatic	5,604.68		1,525,638.64
30 Mar	Giro From 70348333 Automatic		7,910.70	1,533,549.34
31 Mar	Giro From 70348333 Automatic		537,190.00	2,070,739.34
31 Mar	Balance carried forward		2,070,739.34	
	Total Payments/Receipts	131,836.66	600,233.91	

000102 716 XUB2013A 1431360011 5 of 8

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

01 – 31 Mar 2016

Start balance	£1,602,342.09
Money out	£131,836.66
▶ Tax paid	£0.00
Money in	£600,233.91
▶ Gross interest received	£0.00
▶ Net interest received	£0.00
End balance	£2,070,739.34



EASTERN INSHORE FISHERIES
AND CONSERVATION
AUTHORITY

Sort Code 20-46-65
Account No 80348414

SWIFTBIC BARCGB22
IBAN GB22 BARC 2046 6580 3484 14

Issued on 1 April 2016



THE OFFICIALS
EASTERN INSHORE FISHERIES AND
CONSERVATION AUTHORITY
UNIT 6 NORTH LYNN BUSINESS VILLAGE
BERGEN WAY
NORTH LYNN
PE30 2JG



Your Business Current Account

At a glance

01 – 31 Mar 2016

Start balance	£39,604.43
Money out	£82,847.90
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£80,000.00
End balance	£36,756.53

Date	Description	Money out £	Money in £	Balance £
1 Mar	Start Balance			39,604.43
10 Mar	DD Direct Debit to Bib Payment Ref: PAYE Feb	19,058.25		20,546.18
	DD Direct Debit to Bib Payment Ref: Pension Feb	16,080.45		4,465.73
17 Mar	— Eastern Inshore * 871439*Salary Tra*		80,000.00	84,465.73
31 Mar	DD Direct Debit to Bib Payment Ref: March Salary	992.59		83,473.14
	DD Direct Debit to Bib Payment Ref: Salaries March 16	46,716.61		36,756.53
31 Mar	Balance carried forward			36,756.53
	Total Payments/Receipts	82,847.90	80,000.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

000102 718 XUB2013A 1431360011 7 of 8

Explanation of variances

Eastern Inshore Fisheries and Conservation Authority

Section 2	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance
Box 2 Local taxation and levies	1,391,070	1,391,070	-	-	
Box 3 Total other receipts	113,290	167,261	53,971	47.6	Defra Grant £27,223 Insurance (Pisces and Isuzu) £28,150
Box 4 Staff costs	860,767	859,693	1,074	0.1	
Box 5 Loan repayments	N/A	N/A			
Box 6 All other payments	635,789	965,595	-327,806	-51.9	Assets purchased £(389,013) Vessels operation £ 109,818 Premises costs £(26,757) Other £(21,854)
Box 9 Total fixed assets	1,301,452	1,706,398	404,946	31.1	New vessel £413,700 Replacement 4x4 £ 17,980 Disposals £-26,734
Box 10 Total borrowings	-	-			

Your Ref:
Our Ref:
Date: 05 April 2016
Enquiries to: Grahame Beales
Tel: 01473 265662
Email: treasury.management@suffolk.gov.uk



Mrs C M Hurley
Eastern Inshore Fisheries and Conservation
Authority
6 North Lynn Business Village
Bergen Way
King's Lynn
Norfolk
PE30 2JG

Dear Mrs Hurley

Investment with Suffolk County Council

I have enclosed statements as at 31st March 2016 for the deposit 1 of £359,964.40 and deposit 2 of £211,934.67, the total Joint Committee's investment is £571,899.07

Yours Sincerely

A handwritten signature in black ink, appearing to read "G. Beales", with a long horizontal flourish underneath.

Grahame Beales
Treasury Management
Resource Management

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 9

Finance & Personnel Sub-Committee meeting

22 June 2016

Report by: Nichola Freer – Head of HR

Review of Executive Remuneration Management

Purpose of report

To review the current process adopted for the management of executive remuneration and to make proposals for the future.

Recommendations

It is recommended that Members:

Agree that the current process adopted for the management of executive remuneration is appropriate and should continue

Acknowledge that the Authority has no mechanism to fund a performance related pay system for executive officers and that the construct of the organisation would make it unviable to operate

Approve option 1 in order to align the executive pay bands with the revised salary structure

Agree that any future review of the executive salary structure is outsourced to an appropriate body

Background

At the Finance & Personnel Sub-Committee meeting held on 14 January 2016, Members directed Officers to develop proposals for the future management of remuneration for Executive Officers, including an appraisal of the merits of performance related pay.

Revision of the salary structure

The review of the salary structure in June 2015 affirms that it is current, fit for purpose, reflective / superior to local market rates and robust to support the evolution of the organisation going forward.

Current process

Management of remuneration for Executive Officers

At the Finance & Personnel Sub-Committee meeting held on 14 January 2016. members agreed to delegate decision making power regarding the recruitment, remuneration and retention of Executive Officers (other than CEO) to the Chair of the Finance & Personnel sub-committee (or Vice-Chair in their absence) in conjunction with the Chair/Vice-Chair of the Authority and the CEO.

The current process is set out as follows:

- An Executive Officer is recruited to the appropriate grade for the role (EO1/2/3)
- The Officer is usually placed at the bottom of the salary scale for the job pay grade, although there is the flexibility to appoint further up the scale, depending on the individual's experience etc.
- The Officer then receives an automatic increase of 1 salary scale point each year (in April) until they reach the top of the scale points for their job's pay grade
- Once at the top of their pay grade, no further increases are awarded (other than the nationally negotiated percentage increases by the LGA)

It should be noted that this process is consistent for all grades of officer, not just executive level.

It can be seen that the current process requires no active management of the remuneration of officers, executive or otherwise. Because pay increases through the pay grade are automatic, there is no line manager direction / intervention.

Performance related pay

The Authority does not currently operate any form of performance related pay

Conclusions

Management of remuneration for Executive Officers

The current process is well established within the Authority over a number of years and demonstrates an equal method of employee movement through a pay band. This method is safe in terms of the Authority, as an employer, ensuring compliance with the requirements of the Equality Act 2010.

By continuing with the current practice, the management of executive remuneration will remain largely self-administering, as the process dictates the amount of increment and when. Any subjectivity is also removed.

Revision of the salary structure completed in 2015 and continuing adherence to the current practice removes the requirement for any executive officer to determine salary levels. In the event that it is judged that changes should be considered there is the ability to do so via the delegated powers to the Chair of the Authority/Chair of Finance & Personnel/CEO.

The nature of the Authority's funding and the current need for austerity in an organisation which spends 70% of income on salaries necessitates a clear, predictable salary structure with as little volatility as possible.

Performance related pay

Upon review of the resolution made at the Finance and Personnel Sub-Committee meeting on 24 June 2015¹, it reads:

Members Resolved to allocate scale E03 to the post of Deputy CEO, and to increase scale E04 to spinal column point 67 as set out in the papers. The current CEO would be moved to point 63. Movement within these scales would

be based on performance reviews and limited to a maximum of one spinal column point per annum.

¹Action F&P 15/29 F&P sub-committee meeting 24 Jun 15 minutes

To avoid any misperception, it should be highlighted that performance reviews, as detailed in the resolution, are entirely separate from performance related pay. The organisation has in place a performance review process, which is based on annual operational / business objectives, which are set in April of each year. Individual progress towards objectives set is reviewed periodically by the line manager, with a final end of year review taking place the following March. This process was introduced 3 years ago and it is fair to say that line manager confidence and capability to lead this process with their people is still developing.

It should be noted that the line manager carries out the performance reviews. This happens in all cases within Eastern IFCA, including the CEO who agrees annual objectives with the Chair of the Authority.

Currently, information gathered within the performance review is not used to influence any movement for an individual within the pay scales. Whilst it would be a possibility to create a policy that allows the Chair to withhold movement to the next spinal point if the CEO and / or Deputy CEO's performance over a year was very poor, consideration should be given to the potential employee relations issues this could bring such as equality, unfair treatment and discrimination. (Members are reminded that there are robust processes already established to manage individual poor performance)

There is currently no mechanism in place to support any form of performance related pay scheme (PRP). One of the key considerations to take into account when operating such a scheme is how it would be funded.

The Authority is a 'not for profit' organisation and as such does not generate profit. Successful PRP's are built around an organisations' profitability. The percentage amount available as a salary increase / bonus is calculated on the profit margin achieved by the business (or by the individual's contribution to it).

There would also need to be a mechanism that would allow for the pay bands within the salary structure to expand and grow in line, as otherwise what would happen when an executive officer is at the top of their pay band?

The Authority has a salary budget which reflects the current organisational structure. There is no flexibility to allow for any proportion of it to be put aside for PRP.

Members should be aware that PRP schemes based on individual performance are exposed to issues arising around equality, unfair treatment and discrimination.

Revision of the salary structure

The outcome of action item 12 from the Finance & Personnel Sub-Committee meeting held on 24 June 2015 resolved to adopt the proposed revision of the salary structure, which saw the extension of the scale points increase from a maximum of 61 points to 67; the extended points adjoining the CEO pay grade. It also saw the new Deputy CEO role move up to the next pay grade.

Although the review of the salary structure in June 2015 affirms that it is current and fit for purpose, the revised salary structure presented at that meeting for approval (*appendix 1*), depicts 5 executive officer pay bands. This requires some amendment for it to properly reflect the 3 levels of executive officer we have within the organisational

design. Due to our small size and nature of business it is improbable that we would ever have more than the current 3 levels in the future.

For the purpose of ironing out the anomaly highlighted and completing in its entirety the CEO & DCEO salary review, it is recommended for members to approve option 1 below.

1. (As illustrated in *appendix 2*) As we no longer recognise the position of 'Head of Marine Protection', this pay band (spinal points 46-50) becomes a void band. The EO2 band then is moved to spinal points 51-55 and the EO3 band is moved to spinal points 56-67. Bands EO4 & EO5 are deleted as they both cover the CEO role.

This option would be straightforward to implement and require no further costs or changes to job roles and their terms.

Future reviews of the executive salary structure

The current executive salary structure should remain fit for purpose for some years, however it is recommended that should there be any future requirement to review the executive salary structure, then this work is completely outsourced to an appropriate source, so that any future review is seen as wholly unbiased and transparent.

Background documents

Minutes F&P sub-committee meeting 24 June 2015

Minutes F&P sub-committee meeting 15 January 2016

Appendices

1 – Revised salary structure presented to members for approval at F&P meeting June 2015

2 – Option 1 amendment to executive pay bands from 5 to 3

Eastern Inshore Fisheries and Conservation Authority Salary Structure effective from 24 June 2015

LGS Scale point	Salary (based on Full time)	including 7.5% enhanceme	EIFCA Band	(Posts highlighted receive a 7.5% enhancement)		
4	Not in use					
5	Not in use					
6	Not in use					
7	Not in use					
8	Not in use					
9	Not in use					
10	Not in use					
11	15,207					
12	15,523					
13	15,941		2	Admin / Procurement Officer		
14	16,231					
15	16,572					
16	16,969					
17	17,372					
18	17,714		3			
19	18,376					
20	19,048					
21	19,742					
22	20,253					
23	20,849		4	Admin & Finance Officer		
24	21,530					
25	22,212					
26	22,937	24657				
27	23,698	25475				
28	24,472	26307	5	Environment Officer	Research Officer	IFCO & Engineer
29	25,440	27348				
30	26,293	28265				
31	27,123	29157				
32	27,924	30018				
33	28,746	30901	6	Area IFCO	IFCO & Mate	Project Officer
34	29,558	31775				
35	30,178	32441				
36	30,978	33301				
37	31,846	34234				
38	32,778	35236	SO1	Senior Research Officer	Senior ME Officer	Senior IFCO
39	33,857	36396				
40	34,746	37352				
41	35,662					
42	36,571					
43	37,483		EO1	Head of Finance	Head of HR	
44	38,405					
45	39,267					
46	40,217					
47	41,140					
48	42,053		EO2	Head of Marine protection (as is)		
49	42,957					
50	44,022					
51	45,144					
52	46,272					
53	47,431		EO3	Deputy CEO (to be)	Revised salary package	
54	48,614					
55	49,841					
56	51,751	(55,054)				
57	52,358	(60,618)				
58	52,934	(62,225)	EO4	CEO (as is)	Figures in brackets show maintenance of existing scale pt structure with revised monetary amounts	
59	54,164	(63,874)				
60	55,421	(65,662)				
61	57,104	(67,209)				
62	59,054					New scale points
63	60,618					
64	62,225					
65	63,874		EO5	CEO (to be)		
66	65,662					
67	67,209					

Eastern Inshore Fisheries and Conservation Authority Salary Structure effective from 24 June 2015

LGS Scale point	Salary (based on Full time)	including 7.5% enhanceme	EIFCA Band	(Posts highlighted receive a 7.5% enhancement)		
4	Not in use					
5	Not in use					
6	Not in use					
7	Not in use					
8	Not in use					
9	Not in use					
10	Not in use					
11	15,207					
12	15,523		2	Admin / Procurement Officer		
13	15,941					
14	16,231					
15	16,572					
16	16,969					
17	17,372					
18	17,714		3			
19	18,376					
20	19,048					
21	19,742					
22	20,253					
23	20,849		4	Admin & Finance Officer		
24	21,530					
25	22,212					
26	22,937	24657				
27	23,698	25475				
28	24,472	26307	5	Environment Officer	Research Officer	IFCO & Engineer
29	25,440	27348				
30	26,293	28265				
31	27,123	29157				
32	27,924	30018				
33	28,746	30901	6	Area IFCO	IFCO & Mate	Project Officer
34	29,558	31775				
35	30,178	32441				
36	30,978	33301				
37	31,846	34234				
38	32,778	35236	SO1	Senior Research Officer	Senior ME Officer	Senior IFCO
39	33,857	36396				
40	34,746	37352				
41	35,662					
42	36,571					
43	37,483		EO1	Head of Finance	Head of HR	
44	38,405					
45	39,267					
46	40,217					
47	41,140					
48	42,053					
49	42,957					
50	44,022					
51	45,144					
52	46,272					
53	47,431		EO2	Deputy CEO		
54	48,614					
55	49,841					
56	51,751					
57	52,358					
58	52,934		EO3	CEO		
59	54,164					
60	55,421					
61	57,104					
62	59,054					
63	60,618					
64	62,225					
65	63,874					
66	65,662					
67	67,209					

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 10

EIFCA - Finance & Personnel Sub-Committee meeting

22 June 2016

Report by: Nichola Freer, Head of HR

Purpose of report

To make recommendations to the Members to confirm the permanent position of our new officer.

Recommendations

It is recommended that Members:

- **Approve** the permanent appointment of Greg Brown

Report

Background

Following the recruitment campaign in July 2015, Greg Brown joined the team as the new Marine Environment Officer – Data Lead on 5 October 2015.

It is part of our offer of employment that new officers successfully complete a 6 month probationary period before confirmed in appointment.

Progress

Greg has developed into his role and has successfully completed his probationary review held with the Senior Environment Officer. Greg has settled in well as part of both the Environment team and wider EIFCA team. The acting CEO and Head of HR have no reservations in recommending the permanent appointment of Greg.

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 11

EIFCA - Finance & Personnel Sub-Committee meeting

22 June 2016

Report by: Nichola Freer, Head of HR

Purpose of report

To inform Members of the decision for the on-going measurement of culture & engagement at Eastern IFCA

Recommendations

It is recommended that Members:

- **Note** the report

Report

Background

Since 2010 there has been only one mechanism for measuring culture & engagement within Eastern IFCA, that being an assessment against the Investors in People (IIP) framework. IIP re-accreditation was agreed as part of the 2012/13 annual plan and as such we were re-assessed in November 2013. We were rated as 'working with the standard' as opposed to achieving the standard in full. Shortfalls were addressed and we were re-assessed again in November 2014 – and achieved the IIP accreditation.

At the Finance & Personnel Committee meeting on 14/01/15 there was question as to whether we should retain the IIP status beyond November 2016 as the financial cost of doing so was quite significant (c£4000). There is also a dedicated HR professional in place driving the people agenda and supporting the development of cultural change. It was agreed that Officers would review the current situation before the next IIP assessment.

Outcome of Executive Officers review

Since the recruitment of the Head of HR, there has been a clear focus on the development of employee engagement and working practices that are supportive of employee development. For example, we have developed and continue to embed culturally:

- Eastern IFCA Core Values
- Behavioural competencies for both manager and officer level
- SMART operational objectives
- Personal development plans

- Performance reviews

We also take part in an external bi-annual employee engagement survey. (We have just completed it for this year and are awaiting the report) The outputs of this survey are discussed with the full team and developed into an engagement plan, which is used by line managers and their teams.

The charges for the IIP assessment have increased again this year, which makes it a costly exercise for an organisation of our size. It should also be noted that as an IFCA, we are not obliged to be accredited by the IIP.

With all of this in mind, the Executive team have taken the decision not to continue with IIP re-assessment as we believe that we now have suitable mechanisms in place that are supportive of cultural engagement in the workplace. We have a robust external bi-annual survey that we use as a benchmark and the internal employees' engagement plan ensures that we continue to focus on engagement in the right direction.

Members will continue to receive a report of the outputs of the bi-annual engagement survey.

Background documents

Minutes F&P sub-committee meeting 14 January 2015

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 12

Finance & personnel Sub-Committee Meeting

22 June 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

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

Development of capability

Investments in our people continue with particular focus this quarter being on the marine protection team. An external consultant was used to further develop rounded and confident knowledge of the legislative side of their role. The feedback received from the marine protection team who attended the workshops was very positive and will go a long way to supporting their confidence and professionalism going forward.

Two members of the research / environment teams have also been given the opportunity to enhance their knowledge of the North Norfolk seabed features by joining CEFAS's RV Endeavour. Each experienced a 10 day stay aboard to support research activity. This experienced as not only enhanced the knowledge of our employees and developed some industry best practice, but has also supported the development of key networks and stakeholder engagement.

Job description review

Following the update given to member in January 2016, the review of the job descriptions within the marine protection function has now been completed.

The review saw some modification to the job descriptions which better supports the requirement for a team based, flexible approach to marine protection. There was no major impact as a result of the review and all employees within this function have received the revised job descriptions and had the adjustments explained fully to them.

Best employers survey

We have again undertaken to complete the 'Best Employers' survey for 2016. This is a biannual survey that we have taken part in during 2012 & 2014. It is a free independent survey set up and supported by ERAS Ltd and Pure Resourcing Ltd (2 local businesses supporting recruitment and management training).

This is a great external benchmark for us to use in terms of measuring our culture and engagement of our employees. It will be interesting to measure this year's results against those achieved during 2012 & 2014. Results will be shared later in the year.