



**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
17th January 2018
at
1030 hours**

Vision

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



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

Date: 17 January 2018

Time: 10.30 hours

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

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 11 October 2017 - *Chair*
- 5 Matters Arising – *Clerk*
- 6 Provisional budget for the period 1 April 2018 to 31 March 2019. - *Hd Fin & HR*
- 7 Provisional forecasts of expenditure for the period 1 April 2018 to 31st March 2023. - *Hd Fin*
- 8 Confirmation of appointments – *Hd Finance & HR*
- 9 *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*
- 10 Disciplinary case – *Hd Finance & HR*

Information Items

- 11 HR Update – *Hd Finance & HR*
- 12 Any other urgent business
To consider any other items which the Chair is of the opinion are matters of urgency by reason of special circumstances which must be specified

Julian Gregory
Chief Executive Officer
Date: 21 December 2017

"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".



Finance & Personnel Sub-Committee

A meeting of the Finance & Personnel Sub-Committee took place at the EIFCA offices, 6 North Lynn Business Village, King's Lynn, on 11 October 2017 at 1030 hours.

Members Present:

Cllr P Coupland Vice Chair Lincolnshire County Council
Cllr M Chenery Norfolk County Council
Cllr M Vigo di Gallidoro
Cllr P Skinner

Eastern IFCA Officers Present:

A Bakewell – Head Finance & HR
J Gregory – CEO / Clerk

F&P17/26 Welcome

The Vice-Chair welcomed members to the meeting.

F&P17/27 Apologies for absence

Apologies for absence were received from Cllrs Collis (NCC), and Goldson (SCC), and Messrs Bolt and Worrall (MMO Appointee).

F&P17/28 Declarations of Members Interest.

There were no Declarations of Interest.

F&P17/29 Minutes of the Finance and Personnel Sub-committee meeting held on 21st June 2017

It was agreed these were a true reflection of the meeting.

Proposed: Cllr Coupland

Seconded: Cllr Skinner

F&P17/30 Matters Arising:

There were no matters arising.

F&P17/31 Preliminary provisional estimates of expenditure for the period 1 April 2018 to 31 March 2019

The Head of Finance advised members this was the first look at the budget for 2018/2019, with figures being based on the 2017/2018 budget and 5 months actual expenditure. This initial draft was timed to coincide with the County Councils budgeting process to give them some idea of EIFCAs requirements.

The CEO and Head of Finance had met with the Finance Directors representatives all of whom had implied that EIFCA budget was unlikely

to meet with any issues and they acknowledged that the previous year EIFCA had indicated there may be a 2% rise for inflation which they accepted.

The preliminary proposed estimate for 2018/2019 assumed a full complement of staff for the whole year, realistically there would be some saving during the year.

Cllr Coupland questioned the large reserve for vessel replacement, the CEO advised that the project to replace the research vessel Three Counties was just getting underway. The County Council Finance representatives had previously indicated they would prefer EIFCA to request a modest annual increase to build up the vessel reserve rather than requesting funds to cover the purchase of a replacement vessel in any one financial year.

Members then discussed the possible effect of Brexit and replacement of Authority vehicles with electric cars particularly with the announcement that some cities would be banning the use of diesel cars.

The role of the Head of Operations was discussed, at which point the CEO briefly explained the events which had led up to the role of Deputy being revised to that of Head of Operations.

New Burden funding and its source was also discussed and explained, at which point Cllr Coupland questioned whether the level of New Burden funding had ever gone up in line with rising costs. The Head of Finance advised the level had been the same since 2011 and was currently only guaranteed until 2020. Whilst there was no indication yet as to whether or not this would be extended further the CEO was reasonably optimistic that the funding would continue in some form but he felt the matter may be complicated by the Fairer Funding Review.

Members also queried fees for moorings, vessel refit and slight increases in salary expenditure. Cllr Vigo De Gallidoro queried whether the Authority had any apprenticeships, the Head of Finance advised this was something which was actively being discussed but there was a reluctance to take on an apprentice if there was no genuine role requirement for them to pursue. Cllr Skinner felt there may be a possibility for a University placement, however he also felt it necessary to consider the costs of taking on and training an apprentice compared to what the Authority would get in return.

The question of secondment with CEFAS was also raised but the CEO felt that whilst this would be beneficial for EIFCA staff he did not feel it would be of benefit for CEFAS staff as they work on a different level to EIFCA in scientific terms.

Members Resolved to agree to the Preliminary Estimates of Expenditure for 2018/2019.

Proposed: Cllr Skinner

Seconded: Cllr Chenery

All Agreed

F&P17/32 Preliminary provisional forecasts of estimates for expenditure for the period 1 April 2018 to 31 March 2023

The Head of Finance worked through the paper, advising that the figures included a 2% annual increase for inflation, and that after 2020 new Burden funding was not included. It was noted that other income was generated from fees, tolls, and sampling. Staff costs increased on a yearly basis, based on a full complement of staff. The forecast also included expected Movement in Reserves.

Cllr Skinner questioned the need for such a large sum in the Legal and Enforcement Fund which the Head of Finance advised would be necessary in the event of a challenge from the industry. The CEO advised members on the approach taken with regard to education rather than prosecution and the ability to apply a Fixed Administrative Penalty.

Cllr Coupland questioned whether representation was being made to Government with regard to New Burden Funding, the CEO advised that the Association of IFCA's were working on behalf of all IFCA's in this respect.

Whilst Members wished to note concern about the potential loss of New Burden funding, they Resolved to Agree to the preliminary provision forecasts of estimates for the period 1 April 2018 to 31 March 2023.

Proposed: Cllr Skinner

Seconded: Cllr Vigo di Gallidoro

All Agreed

F&P17/33 HR Function

The CEO gave members a brief resume of the background to the role of HR within EIFCA. He advised that the previous incumbent had resigned from the post in February at which time she had felt there was no longer a need for a separate HR function given the size and scale of EIFCA. With this in mind, time was taken to consider the alternatives, with the Head of Finance taking on the role of HR until a decision was made. During this time there had been some significant issues for which advice was sort from NPlaw at Norfolk County Council for a modest cost. Having successfully negotiated these issues it was felt the role of Head of HR could be subsumed by the Head of Finance to create a post entitled 'Head of Finance & HR', with the understanding that for specific issues additional support would be bought in from the HR function at Norfolk County Council. In addition, it was proposed the admin officer role would also be slightly revised to include assisting with the HR function.

Cllr Vigo di Gallidoro questioned whether there was any likelihood of all IFCA's sharing the HR function in the future. The CEO advised this had previously been discussed but not all IFCA's were agreeable.

Members Resolved to;

- **Agree that the Head of HR post would be deleted from the establishment.**
- **Agree that the Head of Finance would take responsibility for the HR function and the post be re-designated as the Head of Finance & HR**
- **Agree that the role of the Assistant Finance and Administration Officer would be amended to incorporate HR administration and would be re-designated as the Assistant Finance and HR Administration Officer**
- **Agree that the Job Descriptions for the new roles are updated and submitted for pay evaluation by Norfolk County Council if appropriate.**

**Proposed: Cllr Chenery
 Seconded: Cllr Vigo di Gallidoro
 All Agreed**

F&P17/34 Administrative Support role

Members were advised that the Administrative Support Assistant had taken early retirement at the end of September. Rather than replace like with like the Management team had looked into the requirements of the new incumbent, which had resulted in quite an exhaustive list. The intention was to see what skills were on offer and consider the possibility of a job share as one person may not have all the required capabilities for the whole role. The Officers were asking the members to delegate authority to the CEO and Head of HR to amend the job description and carry out recruitment.

The CEO emphasised this post was still in the design phase and it may be that ultimately two separate part-time posts were identified.

There was some discussion with regard to the cost implications of employing two posts rather than one, as well as noting the added resilience in having two staff to cover holidays etc, rather than one.

It was Resolved to:

- **Agree to delegate authority to the CEO and Head of HR to prepare amended job description(s) and to recruit appropriately designated and experience Officer(s) to meet the requirements of the organisation.**
- **Agree that savings from the deletion of the Head of HR post were utilised to make required improvements in organisational support.**

**Proposed: Cllr Skinner
 Seconded: Cllr Vigo di Gallidoro**

All Agreed

F&P17/35 *Members Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 11 & 13, on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.*

Proposed: Cllr Chenery

Seconded: Cllr Skinner

All Agreed

F&P17/36 **Confirmation of Appointments**

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

Members were advised this was a matter of formality, new employees must pass a 6 months probationary period before being made permanent. Two officers, one a Marine Science Officer, the other an IFCO based at the satellite office in Lowestoft had both successfully completed their 6 months period and were recommended for permanent appointment.

Members Resolved to Agree to both Officers being offered permanent Appointments, in their respective roles.

Proposed: Cllr Skinner

Seconded: Cllr Vigo di Gallidoro

All Agreed

F&P17/37 **HR Update**

This was an annual report on the HR activity undertaken during the year. Most notable was the recruitment activity with six new starters during the year.

Recruitment for the post of Head of Operations had also been undertaken but the candidate who had been offered the post had subsequently turned it down having decided to stay with his current employer. Consequently, a second round of recruitment for the role was ongoing.

Members Agreed to note the report.

F&P17/38 **Disciplinary Update**

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

Members were advised that the matter was ongoing, and would possibly be concluded later that day, following an Appeal Hearing. Advice had been taken from NPLaw to ensure all legal boundaries had been met.

There were no Matters of Urgency, the meeting closed at 1200 hours.

Vision

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Finance & Personnel Sub-Committee

Action Item 6

Provisional Budget for the period 1st April 2018 to 31st March 2019

Report by: Andrew Bakewell – Head of Finance and HR

Purpose of report

To set out the background information and calculations used to determine the Provisional Estimates for 2018/2019. It is stressed that these are provisional estimates based upon nine months expenditure in 2017/2018. These Provisional Estimates of Expenditure will be presented for agreement to the full Authority at their Statutory meeting at the end of January 2018.

Recommendations

Members are asked to consider, note and agree the Provisional Estimates of Expenditure for 2018/2019.

Background

The Provisional Estimates of Expenditure for the financial year 2018/2019 are summarised under the main budget headings shown on Table 1. The details of expenditure are shown in Tables 2 & 3, which are attached.

Table 1 also shows the budget approved for the current financial year (2017/2018) and projected outcome for this year. The format of Table 1 shows the Total Estimates of Expenditure less Income including 'New Burden' costs. The New Burden Funding is then deducted from the Total Expenditure less Income to establish the residual cost which after deduction of the contribution from County Councils shows the surplus available for asset replacements or the reserves ear marked for that purpose.

The projected expenditure less income for 2017/2018 shows a saving of £134,508 over the original budget. The total saving arises from expenditure £139,308 with income shortfall of £(4,800).

The calculation of the Provisional Estimate for 2018/2019 (Table 1).

Notes on Expenditure

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

Variations from 2017/2018 Budget to the 2017/2018 Projection and 2018/2019 Provisional Estimate are summarised under the main budget headings in the following table:

	2017/2018 Budget £	2017/2018 Projection £	2018/2019 Provisional Estimate £
Salaries & Wages	995,403	105,403	(42,543)
General Expenditure	201,405	(9,095)	(10,495)
Departmental Op Costs	29,500	1,500	250
Vessels	155,750	39,000	17350
Vehicles	24,500	2,500	(500)
TOTAL	1,406,558	139,308	(36,538)

Salaries & Wages

2017/2018 Projection	2018/2019 Provisional Estimate
a) New rates introduced for calculation of Employer pension contribution:- 15.2% of pensionable pay plus £45,000 for the year (deficit recovery) b) Employers NI calculated at 17/18 rates (13.8% of earnings above LEL). c) Savings from vacancy management. 1 MSO post (3 months), 1 MSO post (6 months) Head of Operations (9/10 months)	a) Salaries have been calculated for a full complement based on current agreed structure. b) Salary inflation 2%. c) Salary increments are included where appropriate. d) Employer's NI Contributions are calculated at 2017/2018 rates e) Employer's pension contributions are calculated as 15.2% of pensionable pay plus £50,000 deficit recovery for the year.

General Expenditure

2017/2018 Projection	2018/2019 Provisional Estimate
Cost increases compared to 2017/2018 Budget are mainly due to:- pre-paid insurance £4.5k, IT equipment £4.0, Uniform replacement £8.0k	Cost increases compared to 2017/2018 Budget are mainly due to:- Inflation 2% and office redecoration (Lease anniversary Dec. 18)

Departmental Operational Costs

2017/2018 Projection	2018/2019 Provisional Estimate
Small saving on 2017/18 budget due to:- a) Increased spend on enforcement £2.5k offset by Marine Science and Communication and Development savings of £4.0k.	Small saving on C&D

Vessels

The 2017/2018 budget provided for the operating costs of Three Counties, John Allen and Sebastian Terelinck all year.

<u>2017/2018 Projection</u>	<u>2018/2019 Provisional Estimate</u>
Saving against budget of £39.0k arising as follows: Moorings £3k (no costs at new S/B moorings) Three Counties £12k (refit and mtce less than anticipated) JA & ST £17.3k (less sea time than budgeted) Other £7.0k (Pisces replacement only operational part year)	Savings on vessel operating costs

Vehicles

<u>2017/2018 Projection</u>	<u>2018/2019 Provisional Estimate</u>
Cheaper fuel and maintenance savings on new vehicles.	Small increase represents additional vehicle for Head of Ops.

Inflation Contingency

An inflation contingency of 2% on salaries and 2% on prices where applicable is included in the Provisional Estimate.

Income

<u>2017/2018 Projection</u>	<u>2018/2019 Provisional Estimate</u>
The decrease in income compared to 2017/2018 budget is due to:- Interest rates Less ad hoc fee earning activities	Income for 2018/2019 estimated to increase as a result of further increases to sampling charges and WFO licence fees.

Reserves

The amounts held in EIFCA's ear-marked reserves estimated at 31.12.2017 are set out below:

	£
ICT Fund	10,000
Legal and Enforcement Fund	93,750
Office Improvement Fund	10,000
Operational Fund	150,000
Research Fund	89,921
DEFRA Grant	18,292
Vehicle Renewals Fund	60,000
Vessel Replacement Fund	<u>1,447,664</u>
	<u>1,879,627</u>

Levies

After 5 years of standstill levies, and in line with discussions at the meeting in October 2016, levies have been increased by 2% for 2018/19. Although reserves are healthy the cost of asset replacement in the short to medium term will expend the majority leaving no buffer for future asset replacements. The Levies on the constituent County Councils including the 2% increase for 2018/2019 follow:

	Norfolk County Council £	Suffolk County Council £	Lincolnshire County Council £
Contribution from County Council Funds	394,723	296,298	334,232
New Burden Funding Allocation	151,999	114,420	127,726
Total Levy	<u>546,722</u>	<u>410,718</u>	<u>461,958</u>
	38.5%	28.9%	32.6%
<u>For Information</u>			
<u>2017/2018 Total Levy</u>	535,815	402,531	452,724

(information only)

Feedback from Meeting with Finance Directors

The annual meeting with the Finance Directors was held on 10th October a verbal update will be given at this meeting.

Table 1

Provisional Estimates of Expenditure 2018/2019

	2017/2018 Budget	2017/2018 Act/Proj	2018/2019 Provisional Estimate
	£	£	£
Salaries & Wages	995,403	890,000	1,037,946
General Expenditure	201,405	210,500	211,900
<u>Departmental Operational Costs</u>			
Marine Science	8,000	7,500	6,250
Marine Protection	17,500	20,000	22,000
Communication and Development	4,000	500	1,600
<u>Vessels</u>			
Moorings & Harbour Dues	5,500	2,500	3,400
Research Vessel - Three Counties	94,250	82,500	85,000
Enforcement Vessels - John Allen/ANO RIB(S)	45,500	28,250	42,500
Pisces III/Pacific 22 Vessel Hire	10,500	3,500	7,500
Vehicles	24,500	22,000	25,000
TOTAL EXPENDITURE	£ 1,406,558	£ 1,267,250	£ 1,443,096
INCOME	60,000	55,200	70,000
EXPENDITURE LESS INCOME	£ 1,346,558	£ 1,212,050	£ 1,373,096
<i>LESS New Burden Funding</i>	394,145	394,145	394,145
Net Expenditure	952,413	817,905	978,951
Levies	996,925	996,925	1,016,864
Surplus/(Shortfall)	£ 44,512	£ 179,020	£ 37,913
Percentage reduction from Base Levy(£1,329,236)	-25.0%	-25.0%	-23.5%
Assets purchased		234,925	30,000

Provisional Estimates of Expenditure 2018/2019
Table 2

Details of Expenditure - Salaries & Wages and General Expenditure

	2017/2018 Budget	2017/2018 Projection	2018/2019 Provisional Estimate
<u>SALARIES</u>			
Staff Remuneration	766,665	680,000	787,039
Superannuation	155,017	143,188	169,163
National Insurance	73,821	68,000	81,744
TOTAL	995,403	891,188	1,037,946
<u>GENERAL EXPENDITURE</u>			
<i><u>Accommodation</u></i>			
<i>(Rent, Rates, Insurances, Utilities)</i>			
Rent	34,665	34,665	37,000
Business Rates	16,000	14,540	16,000
Water Rates	620	1,100	1,250
Service Charges	600	3,650	3,750
Insurance - Buildings	740	450	550
Insurance Office & General	7,000	12,545	8,250
Electricity	6,500	3,000	5,000
Cleaning	2,000	550	750
Maintenance & Redecoration	3,000	2,850	6,500
TOTAL	71,125	73,350	79,050
<i><u>General Establishment</u></i>			
Advertisements & Subscriptions	15,500	11,300	19,100
Legal & Professional Fees	20,000	7,750	12,000
Telephones (Office & Mobile)	6,000	5,510	8,000
Postage & Stationery	5,750	7,070	6,000
Equipment Hire & Renewals	6,000	6,000	5,000
IT Support (including Citrix)	33,180	25,560	32,500
Uniforms & Protective Clothing	4,000	17,500	5,000
Medical Fees	1,750	900	1,500
Recruitment	1,200	8,000	2,000
Sundry Expenditure inc. Meeting Costs	4,400	3,560	3,500
TOTAL	97,780	93,150	94,600
<i><u>Officers' Travel & Subsistence</u></i>			
General Travel - Fares, Taxis etc	4,250	2,250	3,000
Subsistence Payments	2,500	2,050	2,250
Overnight Subsistence	3,000	1,200	1,500
Hotel - Accommodation & Meals	6,500	9,000	8,000
TOTAL	16,250	14,500	14,750
<i>Members' Travel</i>	4,250	2,000	3,500
<i>Training</i>	12,000	27,500	20,000
TOTAL GENERAL EXPENDITURE	201,405	221,800	211,900
<u>Departmental Operational Costs</u>			
<i>Research and Environment</i>	8,000	7,500	6,250
<i>Marine Protection</i>	17,500	20,000	22,000
<i>Communication and Development</i>	4,000	500	1,600

Provisional Estimates of Expenditure 2018/2019

Table 3

Details of Expenditure - Vessels & Vehicles

	2017/18 Budget	2017/18 Projection	2018/2019 Provisional Estimate
<u>MOORINGS & HARBOUR DUES</u>			
Rent - Sutton Bridge Moorings	2,500		
Maintenance	1,000	500	600
Berthing & Harbour Dues	2,000	2,000	2,800
TOTAL	5,500	2,500	3,400
<u>RESEARCH VESSEL</u>			
<u>Three Counties</u>			
Maintenance & Repairs	30,000	23,000	25,000
Refit	40,000	35,000	32,000
Insurance & Certification	9,250	17,000	11,500
Fuel	15,000	7,500	16,500
TOTAL	94,250	82,500	85,000
<u>ENFORCEMENT VESSELS</u>			
<u>John Allen/Sebastian Terelinck</u>			
Maintenance & Repairs	25,000	25,000	24,000
Upgrade			
Insurance & Certification	10,500	250	1,500
Fuel	10,000	3,000	17,000
TOTAL	45,500	28,250	42,500
<u>PiscesIII/replacement</u>			
Maintenance & Repairs	6,000	1,000	1,500
Temporary hire			
Insurance & Certification	1,500	1,500	1,500
Fuel	3,000	1,000	4,500
TOTAL	10,500	3,500	7,500
<u>VEHICLES</u>			
Insurance	8,000	8,500	8,500
Fuel & Sundries	10,000	8,000	10,000
Servicing	5,000	4,250	5,000
Vehicle Tracking	1,500	1,250	1,500
TOTAL	24,500	22,000	25,000

1Vision

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Finance & Personnel Sub-Committee

Action Item 7

17th January 2018

Provisional Forecast of Expenditure for the period 1st April 2019 to 31st March 2023

Report by: Andrew Bakewell – Head of Finance

Purpose of report

To set out the background information and calculations used to determine the Forecast for the four years up to 2023. It is stressed that these are provisional estimates based on past actuals with allowances for known variations and inflation where applicable. These forecast figures have been shared with the Finance Directors from the three County Councils.

Recommendations

Members are asked to **consider, note and agree** the Forecast of Income and Expenditure for the five years to 31st March 2023.

Background

The Forecast is set out in the table below under the broad categories.

Table also shows the provisional estimate for 2018/19 as a basis for comparison. The format of Table 1 shows the Total Estimates of Expenditure less Income including 'New Burden' until 2020. The following have been assumed:-

- Salary costs based on currently agreed structure with a full complement of staff.
- Salary inflation at 2% per annum to include annual LGA increase and increments.
- The modest annual savings up to 2020 will be utilised to support asset replacement along with use of reserves.
- Shortfalls of £400k+ arise from 2020 assuming "New Burden" is not replaced.
- A table showing use of reserves over the coming years is also included for information. This shows worst case, effect of continued new burden/equivalent and impact of annual capital contribution from County Councils.
- The table is presented to show **worst case** scenario as shortfalls as indicated could not be sustained, it then assumes that "**New Burden**" or equivalent **alternative funding is made available** this gives then an **adjusted position**.
- Three Counties replaced 2019/20, John Allen replaced 2021/22.
- A further line shows capital contributions to be levied including annual inflation of 3%.

Forecast to March 2023

	2018/19	2019/20	2020/21	2021/22	2022/23
Income					
Levies	1,016,864	1,037,201	1,057,945	1,079,104	1,100,686
"New Burden"	394,145	394,145			
Other	70,000	95,000	100,000	105,000	110,000
Total Income	1,481,009	1,526,346	1,157,945	1,184,104	1,210,686
Expenditure					
Staff cost	1,037,946	1,063,895	1,090,492	1,117,754	1,145,698
Administration	211,900	201,150	205,000	209,100	213,282
Operations	29,850	30,650	31,450	32,079	32,721
Vessels	138,400	136,000	138,850	141,655	144,514
Vehicles	25,000	25,750	26,523	27,318	28,138
Total	1,443,096	1,457,795	1,492,315	1,527,906	1,564,353
Surplus/Shortfall	37,913	68,551	(334,370)	(343,802)	(353,667)
New burden alt.			394,145	394,145	394,145
Adj. Surp/s/fall			59,775	50,343	40,478

Reserves

The amounts held in EIFCA's ear-marked reserves estimated at 30.09.2017 are set out below:

	£
ICT Fund	10,000
Legal and Enforcement Fund	93,750
Office Improvement Fund	10,000
Operational Fund	150,000
Research Fund	89,921
DEFRA Grant	18,292
Vehicle Renewals Fund	60,000
Vessel Replacement Fund	<u>1,447,664</u>
	<u>1,879,627</u>

Movement in reserves

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Opening	1,879,627	1,823,722	1,831,635	632,186	816,461	457,938
Revenue	179,020	37,913	68,551	(334,370)	(343,803)	(353,667)
Utilised	(234,925)	(30,000)	(1,418,000)	(30,000)	(568,000)	(30,000)
Balance	1,823,722	1,831,635	482,186	267,816	(95,342)	74,271
New burden?				394,145	394,145	394,145
Adjusted				661,961	298,803	468,416
Cap. Cont. CCs			150,000	154,500	159,135	163,909
Final	1,823,722	1,831,635	632,186	816,461	457,938	632,325

Vision

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Action Item 8

Finance & Personnel Sub-Committee Meeting

17 January 2018

Report by: Andrew Bakewell, Head of Finance and HR

Confirmation of Appointments

Purpose of report

To seek members approval for the confirmation of appointments to be delegated to the CEO.

Recommendations

It is recommended that members:

- **Agree** that authority to confirm permanent appointments is delegated the CEO.

Background

It has been custom and practice to seek confirmation of permanent appointment, following satisfactory completion of probation, at meetings of the F&P sub-committee. Due to the timing of such meetings permanent appointment can be delayed and it is thought that such decisions would more naturally fall to the CEO.

Report

The Constitution and Standing Orders provides that the F&P sub-committee has 'decision making powers regarding policy on the recruitment, remuneration and retention of personnel.'

The same document provides that the CEO is '...ultimately responsible for all other HR matters that have not been delegated to the Finance & Personnel Sub-Committee or reserved to the full Authority.'

The wording of both sections indicates that the F&P sub-committee are responsible for approving policy relating to recruitment/retention etc and that the CEO is responsible for implementation of such policy.

It is not known from where the custom of referring confirmation of appointments to the F&P sub-committee originates but it is suggested that delegated authority already exists for the CEO to undertake this function. This being the case, it is recommended that this is confirmed and that such matters are included in HR updates in future.

Background Documents

Eastern Inshore Fisheries and Conservation Authority Constitution and Standing Orders

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

Finance & Personnel Sub-Committee Meeting

HR Update

17 January 2018

Report by: Andrew Bakewell, Head of Finance and HR

Purpose of report

To inform members of the progress of the HR plan to 2019 and specifically an update of the HR activity planned to be completed during the coming financial year.

Recommendations

It is recommended that members:

- **Note** the contents of the report
- **Extend** a warm welcome to the two new appointees

Background

The Head of Finance assumed the HR portfolio in 2017 inheriting a 3-year strategic plan of the key HR activity required to support the delivery of the Business Plan. 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 2018 focuses on:

- Developing line manager capability
- Modify the performance review process
- Harmonise contracts and hours
- Employee engagement

Recruitment

At the end of the second recruitment effort we identified an eminently suitable candidate for the role as Head of Operations, Jonathan Butler, who will join the Authority in the spring. Jon was previously employed by Cambridgeshire County Council.

The recruitment for a vacant IFCO position to be based initially at King's Lynn office got underway during December. We received a large number of applications, many of whom had the abilities (on paper) to compliment the EIFCA team. Therefore, shortlisting candidates proved very difficult. With that said, 4 candidates were shortlisted and interviewed before the Christmas break. The interview consisted of two parts, part one being the face to face office based to establish career to date, fit and competency, the second part being a practical assessment on board ST and TC at Sutton Bridge. Subsequently the post was offered to and accepted by Ian Hinchliffe, a soon to retire Police Officer, who will join in March. Both Jon Butler (Head of Ops) and Ian Hinchliffe (IFCO) have made themselves available to attend the annual enforcement course taking place the first week of February,

Employee engagement

The management team are continuing to actively ensure employees are engaged and motivated. Time is set aside before Management Meetings to assess progress and discuss issues.

Permanent Appointments

Following successful completion of their respective periods of probation Samantha Hornbrey (Marine Science Officer) and Charlotte Siely (IFCO) have both had their permanent appointments confirmed. Both individuals have received positive reports from managers and colleagues.