

25th March 2011

Our ref: 2/23/DV/DAR

Dear Member

1st EIFCA meeting and launch event on the 1st April 2011

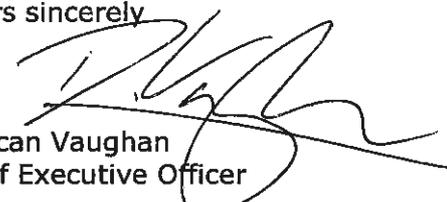
Please find enclosed a copy of the agenda for the 1st EIFCA meeting to be held on the 1st April 2011. I draw your attention to the fact that four items have been added to the agenda following approval/instruction from the Chair. Agenda Item 22 is for information only whereas Items 13, 18, and 19 are for consideration.

Please note that the Authority will require cheque signatories (Agenda Item 11). If you are prepared to be a cheque signatory please can you ensure that you bring the following items with you to the meeting as the Authority's bank manager will be present to review these documents.

- 1) Passport or driving licence
- 2) Utility bill with your home address and in your name

I look forward to seeing you on the 1st April 2011

Yours sincerely



Duncan Vaughan
Chief Executive Officer



Inshore Fisheries and
Conservation Authority

1st EIFCA Meeting

To be held at:

**The Boathouse Business Centre
1 Harbour Square, Nene Parade,
Wisbech, Cambs PE13 3BH**

**1st April 2011
1030 hours**

Meeting: 1st EIFCA Meeting
Date: 1st April 2011
Time: 10:30hrs
Venue: The Boathouse Business Centre,
1 Harbour Square, Nene Parade,
Wisbech, Cambridgeshire, PE13 3BH



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

Agenda

- 1 Welcome by the Chair
- 2 To note apologies for absence
- 3 Declaration of Members' interests

Action items

- 4 To receive and approve as a true record, minutes of the 3rd EIFCA Transition Meeting, held on 2nd February 2011
- 5 Matters arising
- 6 To receive a report and to elect a Chair/Vice Chair to the Authority's Sub-Committees and to set meeting dates for those Sub-Committees
- 7 To receive, establish and adopt Financial Regulations
- 8 To receive and approve a Fraud and Corruption Policy
- 9 To receive and approve a Publications Scheme
- 10 To receive a report recommending the adoption of Eastern Sea Fisheries Joint Committee's SFJC policies and procedures
- 11 To approve the bank mandate for EIFCA's bank accounts and to authorise signatures for EIFCA's cheques, BACs and bank transfers
- 12 To receive and approve a report delegating to the Finance and Personnel Sub-Committee the authority to approve the final quarter's payments and monies received by the ESFJC
- 13 To receive a report on the development of fisheries management measures for the protection of *Sabellaria spinulosa* (Ross worm) reef
- 14 To receive a report on a meeting of the Planning and Communication Sub-Committee held on the 18th February 2011
- 15 To receive a report on the Authority's 2011/2012 plan
- 16 To receive a report on a meeting of the Finance and Personnel Sub-Committee held on the 1st March 2011
- 17 To receive and approve a report setting out the work to be completed to ensure that the Authority's resources are aligned to its duties
- 18 To receive and approve a report recommending collaboration with CEFAS to identify the economic value of recreational sea angling within England
- 19 Payment of elected members' expenses and remuneration

Information items

- 20 Future reporting of activities conducted by officers of the Authority
- 21 Possible implications of the Localism Bill
- 22 The formation of an Association of Inshore Fisheries and Conservation Authorities

Any other business

- 23 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



Duncan Vaughan
Chief Executive Officer
25th March 2011

3rd Transition Meeting Minutes

"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".



The third meeting of the Eastern Inshore Fisheries & Conservation Authority took place in The Boathouse Business Centre, Wisbech, on Wednesday 2nd February 2011 at 1030 hrs.

Members Present:

Mr S Bagley	MMO Appointee
Mr P Barham	MMO Appointee
Dr S Bolt	MMO Appointee
Cllr J Dobson	Norfolk County Council
Mr C Donelly	Natural England Representative
Cllr T Goldson	Suffolk County Council
Mr N Lake	MMO Appointee
Mr C Morgan	MMO Appointee
Mr T Pinborough	MMO Appointee
Cllr K Sale	Suffolk County Council – EIFCA Chairman
Mr R Spray	MMO Appointee
Mr J Stipetic	MMO Representative
Cllr H Thompson	Norfolk County Council
Dr N Tomlinson	EA Representative
Cllr A Turner	Lincolnshire County Council
Cllr S Williams	Lincolnshire County Council

EIFCA Officers Present:

M R Mander	Chief Executive Officer
D Vaughan	Deputy Chief Executive Officer

ESFJC Representatives Present:

C M Hurley	Finance Officer
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Apologies for Absence:

Apologies for Absence were received from Councillor Callaby (NCC), and Messrs Smith, Worrall and Vanstaen (MMO Appointees).

The Chairman welcomed Councillor Turner and Williams, representatives from Lincolnshire County Council who had not been appointed prior to the two previous meetings.

EIFCA11/01 Declaration of Members Interests

Councillor Williams declared a personal interest in item No 6 as he was a member of WESG.

EIFCA11/02 Minutes of the 2nd EIFCA Transition Meeting, held on 1st December 2010

There were no matters arising from the minutes.

It was Resolved to accept the minutes as a true record of proceedings:

Proposed: Councillor Goldson

Seconded: Dr Tomlinson

All Agreed

EIFCA1/03

Presentation and report on the proposal that the Authority hosts the Wash Estuary Strategy Group employees

Cllrs Paul Espin and Tony Wright, attending the meeting to give a presentation on the work and history of the WESG. Their roles being Chairman and Vice Chairman, respectively.

During the presentation Cllr Espin made members aware of the origins of the Group and how they hoped to continue to bring together the work of bodies working within the Wash and its hinterlands. Members were advised that following the decision taken by Lincolnshire County Council not to continue as the employing authority of the Group there was a need to find an alternative employing authority to take over the role as the WESG were not a Statutory body. As ESFJC were already in a similar position with the WNNCEMS it was felt that EIFCA would be an ideal body to take over the role for the WESG. It was suggested that an initial MOA be considered for a period of 12 months. EIFCA's role would be to hold the finances, ensure officers were paid, issue contracts of employment and maintain and state financial accounts and budgets every 6 months.

Members questioned the number of officers and what level of budget was involved, they also raised questions about who was liable in the event of funding streams coming to an end and redundancies being necessary. Referring to the latter Cllr Espin advised there were sufficient funds available to cover the Group for at least 12 months and to cover any winding up costs which may occur, WESG would be responsible for this not EIFCA. Members remained concerned about the liability which could be placed on EIFCA and requested that an exit strategy should be included in the MOA.

The amount of time to be put into work on behalf of WESG by officers was questioned. The CEO advised that if significant time over and above providing financial support was put in by EIFCA officers it would be charged at a rate of £50/hr.

It was questioned what benefit it would be to EIFCA to be the employing authority. Whilst there would be no financial benefit Cllr Espin believed EIFCA would benefit by helping to support a partnership which had been running for several years, and not being a statutory body the WESG might be able to carry out project work for EIFCA which they would not be able to do as they would be restrained by legislation.

Following detailed discussion and consideration it was Resolved that the Authority should act as the employer from 1st April 2011 to 28th February 2012 with the proviso that the exit strategy wording stated in the MOA for WESG partners be added to the MOA between WESG and EIFCA.

Proposed: Mr Barham

Seconded: Dr Bolt

All Agreed

EIFCA11/04 Establishment and Membership of the Authority's sub-committees

Whilst it had initially been thought prudent to carry on using a similar format of sub-committees to that used by ESFJC on reflection it was thought there was a need to reflect more broadly the remit of EIFCA. Consequently a list of suggested sub-committees had been put to the members for consideration.

There was some concern which sub-committee various issues would be discussed under and whether or not there should be a sub-committee directed at the commercial catching sector as it was suggested that the recreational sea anglers continue to have a specific sub-committee.

There was considerable discussion particularly with regard to the RSA sub-committee as some felt whilst it could be reviewed at a later date it was best to retain the level of trust which had been built up by maintaining their sub-committee, others felt that looking at it from an outside point of view it seemed there was a balance in favour of the RSA sector.

Delegated powers were also discussed, it was acknowledged that time should be taken to consider which powers would be delegated to sub-committees and officers. Whilst it was noted that ESFJC had 6 sub-committees it was also acknowledged that at times it had been difficult to get enough members present to have a quorum, therefore the number of members on each sub-committee needed to be considered and the amount of expected attendance by members needed to be kept to a reasonable level, it was agreed that wherever possible sub-committees should be held immediately after a quarterly meeting.

Ultimately it was decided to merge some of the sub-committees and remove the Recreational Sea Angling sub-committee, however the four sub-committees which were formed would all have broad remits to ensure all views and interests were considered. The CEO would provide a matrix to give guidance on which sectors would be discussed by each sub-committee.

It was Resolved to receive the report and establish four sub-committees, these being Planning & Communication, Finance & Personnel, Marine Protected Areas and Regulation & Compliance, a matrix would be provided to highlight how each sector would be accommodated within the sub-committees.

Proposed: Councillor Turner

Seconded: Mr Barham

The proposal was carried by 14 votes in favour to 1 against

Sub Committee Membership was agreed as follows:

Planning & Communication Sub-Committee

Mr S Bagley	Mr N Lake
Mr P Barham	Cllr K Sale
Dr S Bolt	Mr R Spray
Cllr Dobson	Cllr H Thompson
Mr C Donnelly	Dr N Tomlinson
	Mr S Worrall

Finance & Personnel

Dr S Bolt	Cllr H Thompson
Cllr D Callaby	Cllr A Turner
Cllr J Dobson	Cllr S Williams
Cllr T Goldson	Mr S Worrall
Cllr K Sale	

Marine Protector Areas

Mr S Bagley	Cllr K Sale
Mr R Brewster	Mr R Spray
Mr C Donnelly	Cllr H Thompson
Mr N Lake	Dr N Tomlinson
Mr C Morgan	Cllr A Turner
Mr T Pinborough	Mr K Vanstaen

Regulation & Compliance

Mr S Bagley	Mr C Morgan
Mr P Barham	Mr T Pinborough
Mr R Brewster	Cllr K Sale
Mr C Donnelly	Mr J Stipetic
Cllr T Goldson	Cllr H Thompson
Mr N Lake	Cllr S Williams

At this point members broke for lunch and Councillor Dobson left the meeting

EIFCA11/05 Provisional budget for 2011/2012

A working group had been convened the previous month to discuss the preliminary provisional budget which had been put to members at the previous EIFCA meeting. One of the main outcomes of the meeting was that members felt officers were trying to meet the 25% budget cut too quickly and that it was necessary to slow down and fully understand the expected role and achievements of an IFCA before making changes to the staff structure.

Having looked for other savings it had been possible to identify an 11.5% saving by removing elements of expenditure relating to vessels, such as paying off the loan for Three Counties, not putting funds aside into the Vessel Replacement Fund and not providing a dedicated vessel for Suffolk. It was however noted that it would be difficult to make further reductions without making changes to the staff structure. Fortunately New Burden Money over the next four years alleviated the pressure of the budget deficit, but members needed to ensure that in the next three years the Authority was not reliant on that support, as there was no guarantee it would be available after four years.

Members expressed concern about how ESF Protector III could be replaced if the vessel replacement fund was no longer available but accepted this would be considered once the Annual Plan had been drawn up and the Authority's workload had been assessed.

It was Resolved to agree to the provisional base levy budget of £1,176,720 and new burden money of £394,145 making a total budget of £1,570,865 for 2011/2012.

Proposed: Councillor Williams

Seconded: Councillor Turner

All Agreed

EIFCA11/06 Draft Annual Plan 2011/2012

The CEO advised that attempts had been made to draw up an Annual Plan but direction was needed from the members as to their vision and where they thought priorities should lie to carry out the five key areas of work. In order to achieve this each member present was given a form to complete indicating what percentage of officers time they felt should be spent on each of the 5 areas of work. It was noted that the initial 12 month period would require a lot of time to be spent on planning and management, it was therefore agreed the exercise should be carried out again at the end of a 12 month period. Once these forms were completed each members breakdown of effort was entered on to a spreadsheet and the outcome analysed. The members views reflected the following breakdown of priorities:

Environment	15%
Research	16%
Fisheries & General Management	16%
Communications	11%
Enforcement	17%
Human Resources	5%
Technology	6%
Finance Administration	5%
Asset Management	9%

This information would provide the basis for devising the Annual Plan, which would be discussed by the Planning & Communication sub-committee on 18th February 2011, and also to address a Staff Review Structure.

It was Resolved that the Planning & Communication sub-committee be delegated the authority to approve the Annual Plan at a meeting on Friday 18th February 2011.

Proposed: Councillor Goldson

Seconded: Councillor Thompson

All Agreed

At this point the public and members of staff, with the exception of the CEO were asked to leave the meeting.

EIFCA11/07 Any other Business

There being no other business the meeting closed at 1420 hours.

1st EIFCA MEETING

Agenda Item: 6

1st April 2011

To receive a report and to elect a Chair/Vice Chair to the Authority's Sub-Committees and to set meeting dates for those Sub-Committees

At the 3rd Transition meeting held on the 2nd February 2011 it was agreed to establish four sub-committees. These sub-committees are detailed below with the powers that were delegated to each of the sub-committees. It was intended that the Chair and Vice Chair of each sub-committee would be decided at future sub-committee meetings. This has proved difficult to do and officers find themselves in the position where they occasionally need to discuss a matter with the Chair of these sub-committees. For this reason, officers request that a Chair/Vice Chair is elected to each sub-committee at this full EIFCA meeting by the members of that sub-committee (to date only the Chair of the Finance and Personnel Sub-Committee has been appointed).

Finance and Personnel Sub Committee

Chair Cllr T Goldson

Membership:

Dr S Bolt, Cllr D Callaby, Cllr J Dobson, Cllr T Goldson, Cllr K Sale, Cllr H Thompson, Cllr A Turner, Cllr S Williams, Mr S Worrall

Terms of reference:

- 1) To provide an opportunity for detailed discussion and consideration of operational and financial matters including the approval of accounts.
- 2) To oversee the development and implementation of a staff development and training strategy. To consider legislation, policies and procedures that have implications for personnel employed by the Authority. To consider matters relating to the recruitment, remuneration and retention of personnel. Individuals are drawn from this sub-committee to sit on interview panels.

Extent of delegated functions:

Decision making powers in all matters except for the setting of the levy – this remains the responsibility of the Authority.

Future meeting dates:

20th April 2011 to agree the EIFCA structure to go out to consultation with employees.

30th June 2011 to sign off the accounts prior to the July Authority meeting and possibly agree the future EIFCA structure.

11th January 2011 to consider and approve a provisional budget to recommend to the Authority for 2012-2013.

Marine Protected Areas Sub-Committee

Membership:

Mr S Bagley, Mr R Brewster, Mr C Donnelly, Mr N Lake, Mr C Morgan, Mr T Pinborough, Cllr K Sale, Mr R Spray, Cllr H Thompson, Mr R Handford, Cllr A Turner, Mr K Vanstaen.

Terms of reference:

1) To consider matters relating to the management and administration of all marine protected areas in the district.

Extent of delegated functions:

Decision making powers relating to the management and administration of the Wash Fishery Order 1992. Recommendations to the Authority for determination for all other matters.

Future meeting dates:

25th May 2011 to agree the management measures for the 2011 -2012 WFO 1992 cockle fishery and to agree management actions for the protection of *Sabellaria spinulosa* reef.

Regulatory and Compliance Sub-Committee

Membership:

Mr S Bagley, Mr P Barham, Mr R Brewster, Mr C Donnelly, Cllr T Goldson, Mr N Lake, Mr C Morgan, Mr T Pinborough, Cllr K Sale, Mr J Stipetic, Cllr H Thompson, Cllr S Williams.

Terms of reference:

1) To review the applicability of all Sea Fisheries Committee legacy byelaws. To oversee the development and implementation of new regulations including byelaws. To review standing orders relating to enforcement activities.

2) To oversee the development and implementation of a risk based enforcement strategy.

Extent of delegated functions:

Recommendations to the Authority for determination.

Future meeting dates:

None scheduled in the short term.

Planning and Communication Sub-Committee

Membership:

Mr S Bagley, Mr P Barham, Dr S Bolt, Cllr Dobson, Mr C Donnelly, Mr N Lake, Cllr K Sale, Mr R Spray, Cllr H Thompson, Mr R Handford, Mr S Worrall.

Terms of reference:

1) To oversee the development and implementation of the Authority's vision and strategic planning to deliver the Defra High Level Objectives. Preparation of the Authority's annual plan and annual report.

2) To oversee the development and implementation of a strategic stakeholder engagement and communication strategy.

3) To oversee the Authority's vessels' operations and their replacement.

Extent of delegated functions:

Recommendations to the Authority for determination

Future meeting dates:

None scheduled in the short term.

At the 3rd EIFCA transition meeting, the CEO stated that he would provide a matrix at a future meeting to give guidance on which stakeholder sectors would be discussed by each sub-committee.

Sector	EIFCA Sub-Committee			
	FPSC	MPASC	RCSC	PCSC
Wash Fishery Order 1992 Entitlement holders		Yes		
Commercial fishing		Yes	Yes	Yes
Recreational fishing		Yes	Yes	Yes
Charter angling		Yes	Yes	Yes
Conservation		Yes	Yes	Yes
Marine developers		Yes	Yes	Yes
EIFCA employees	Yes		Yes	Yes
Taxpayers	Yes		Yes	Yes
County Councils	Yes			Yes
Bait diggers		Yes	Yes	Yes
Central government	Yes	Yes	Yes	Yes
Government agencies		Yes	Yes	Yes

This matrix is for illustrative purposes only; it is not meant to be definitive.

The Authority is asked to receive the report and elect a Chair/Vice Chair for its sub-committees.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) The Eastern Inshore Fisheries and Conservation Order 2010.
- 2) EIFCA Standing Orders.
- 3) Unconfirmed minutes of the 3rd EIFCA transition meeting, 2nd February 2011.
- 4) Unconfirmed minutes of the Finance and Personnel Sub-Committee meeting, 1st March 2011.

1st EIFCA MEETING

Agenda Item: 7

1st April 2011

To receive, establish and approve Financial Regulations

In order that the Authority can be assured that financial matters are managed in an auditable and sound manner, financial regulations have been developed by the Chief Executive Officer and the Finance Officer for consideration by the Authority. The financial regulations are based on those that ESFJC used and will be reviewed on a biannual basis by the full committee. The proposed financial regulations (enclosed) have been reviewed annually by both the external and internal auditors for the Joint Committee and have been deemed fit for purpose.

It is the Officer's recommendation that the Authority consider and adopt the proposed Financial Regulations.

The Authority is asked to receive the report.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1 Accounts and Audit Regulations 1996
- 2 The Accounts and Audit (Amendment) (England) Regulations 2006
- 3 EIFCA Financial Regulations 2011 (enclosed)
- 4 ESFJC Financial Regulations approved at the 2009 July Statutory Meeting

Eastern Inshore Fisheries and Conservation Authority

Financial Regulations

April 2011

1 General

- 1.1 These financial regulations shall govern the conduct of the financial transactions of the Authority and may only be amended or varied by resolution of the Authority.
- 1.2 The Responsible Financial Officer (RFO) shall be the Chief Executive Officer who shall be responsible for the proper administration of the Authority's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2 Annual Estimates

- 2.1 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO. Proposals in respect of revenue services and capital projects in a rolling three year forecast shall also be prepared each year by the RFO.
- 2.2 The Finance and Personnel Sub-Committee shall review the estimates and make a recommendation to the Authority not later than the end of January in each year on the precept to be levied for the ensuing financial year.
- 2.3 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

3 Budgetary Control

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in the budget.
- 3.2 The RFO shall when requested provide the Authority with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.
- 3.3 The RFO may incur expenditure on behalf of the Authority which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The RFO shall report the action to the Authority as soon as practicable thereafter.
- 3.4 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year other than as balances to reduce subsequent levy calls unless authorised by the Authority.
- 3.5 Notwithstanding 3.4 above, the RFO shall be responsible for identifying and establishing specific earmarked reserves where appropriate.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless

the Authority or Sub-Committee concerned are satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.

- 3.7 All capital works shall be administered in accordance with Authority's procedures and financial regulations relating to contracts.

4 Accounts and Audit Commission

- 4.1 All accounting procedures and financial records of the Authority shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 and the Accounts and Audit (Amendment)(England) Regulations 2006.

- 4.2 The RFO shall be responsible for completing the annual accounts of the Authority as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Finance and Personnel Sub-Committee by no later than 30th June in any one year. The Finance and Personnel Sub-Committee is responsible for the approval of the annual Statement of Accounts prior to submission to the Authority at the July Authority Meeting.

- 4.3 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Authority's accounting, financial and other operations in accordance with Regulation No.5 of the Accounts and Audit Regulations 1996.

- 4.3.1 As part of the effective system of internal audit the Authority shall appoint a suitable person who is removed from the decision making process of the Authority who shall be responsible for undertaking an internal audit from time to time but at least annually.

- 4.3.2 Any officer or member of the Authority shall, if the RFO requires, make available such documents of the Authority which relate to their accounting and other records as appear to the RFO to be necessary for the purpose of the audit and shall supply the RFO with such information and explanation as the RFO considers necessary for that purpose.

5 Banking Arrangements and Cheques

- 5.1 The Authority's banking arrangements shall be made by the RFO and approved by the Authority. A Current Account shall be maintained at the bank, to cover general expenses and a Salary & Wages Account to cover payroll. In addition to these the RFO is authorised to operate such bank accounts he/she may consider necessary in order to optimise income from interest bearing accounts.

- 5.2 A schedule of payments made and monies received shall be prepared by the RFO and presented to the Authority at their Meetings. If the schedule is in order it shall be authorised by a resolution of the Authority and signed by the Chair or Vice Chair.

- 5.3 Cheques, Direct Debits and Standing Orders drawn on the Current bank Account in accordance with the schedule referred to in the previous paragraph shall be signed by two duly authorised signatories in accordance with current bank mandates resolved by the Authority.

- 5.4 Monthly lists of payments made by cheque or direct debit/standing order will be prepared by the RFO and approved by the Chair or Vice-Chair.

6 Payment of Accounts

- 6.1 All payments other than petty cash transactions shall be effected by cheque or other order drawn on the Authority's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the officer issuing the order. Before certifying an invoice the officer shall satisfy him/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 Duly certified invoices shall be passed to the RFO who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
- 6.4 All duly certified invoices will be summarised in the schedule referred to in 5.2 above.

7 Payment of Salaries and Wages

- 7.1 The payment of salaries and wages shall be made by the RFO from the payroll account in accordance with the payroll records.
- 7.2 All time sheets shall be certified as to accuracy by or on behalf of the RFO.

8 Loans and Investments

- 8.1 All loans and investments under the control of the Authority shall be negotiated by the RFO in the name of the Authority.
- 8.2 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 Income

- 9.1 The collection of all sums due to the Authority for work done, services rendered or goods supplied shall be the responsibility of, and under the supervision, of the RFO.
- 9.2 The RFO will review all fees and charges as necessary.
- 9.3 Any bad debts shall be reported to the Authority.
- 9.4 All sums received on behalf of the Authority shall either be paid to the RFO for banking or be banked by the officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the Authority's bankers as soon as possible.
- 9.5 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying in slip.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Authority.

10 Orders for Work, Goods and Services

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purposes. Copies of orders issued shall be maintained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
- 10.4 All officers are required to comply with the requisite authorisation to undertake a transaction as specified in internal memoranda issued by the RFO.

11 Contracts

- 11.1 Procedures as to contracts are as follows:

(a) Every contract whether made by the Authority or by a Sub-Committee to which the power of making contracts has been delegated shall comply with these procedures, and no exception from any of the following provisions of these procedures shall be made otherwise than by direction of the Authority or in an emergency by such a Sub-Committee as aforesaid provided that these procedures shall not apply to contracts which relate to items (i) to (v) below:

(i) for the supply, of gas, electricity, water, sewerage and telephone services

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Authority.

(v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at fixed price, or for which there is only one source of supply.

(b) Where it is intended to enter into a contract, other than specified in (c) below:

(i) exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out on paragraph (a) the RFO shall invite quotations from at least three appropriate firms.

(ii) if less than three quotations are received or if all three quotations are identical the RFO may make such arrangements as he thinks fit for procuring the goods or materials or executing the works.

(c) Where it is intended to enter into a contract for major capital expenditure relating to e.g. new vessels and or their replacement, buildings etc. the RFO shall invite tenders from at least three appropriate firms.

(d) When applications are made to waive procedures relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Authority.

(e) Every exception made by a Sub-Committee to which the power of making contracts has been delegated shall be reported to the Authority and the report shall specify the emergency by which the exception shall have been justified.

(f) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO and the last date by which such tenders should reach the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(g) All sealed tenders shall be opened at the same time on the prescribed date by the RFO or the properly authorised deputy in the presence of at least one member of the Authority.

(h) If less than three tenders are received or if all three tenders are identical the Authority may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(i) The Authority shall not be obliged to accept the lowest of any tender. Justification of the chosen tender must be given in writing to the Authority.

(j) Any invitation to tender issued under these procedures shall contain a statement to the effect that procedures 11.1(c) to 11.1(i) will be adhered to.

12 Payments Under Contracts for Building or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 1% or more a report shall be submitted to the appropriate Committee.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the RFO in writing, the appropriate Committee being informed where the final cost is likely to exceed the financial provision.

13 Assets

13.1 The RFO shall make appropriate arrangement for the custody of all title deeds or assets owned by the Authority. The RFO shall ensure a record is maintained of all assets owned by the Authority, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation No.4(3)(b) of the Account and Audit Regulations 1996.

13.2 No asset exceeding the £10,000 de-minimis level recommended by District Audit shall be sold, leased or otherwise disposed of without the authority of the Authority.

14 Insurance

14.1 The RFO shall effect all insurances and negotiate all claims on the Authority's insurers.

14.2 The RFO shall be responsible for insuring all new risks, properties, vessels or vehicles and any alterations affecting existing insurances.

14.3 The RFO shall keep a record of all insurances effected by the Authority and the property and risks covered thereby and annually review it.

14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

14.5 All members and employees of the Authority shall be included in suitable fidelity guarantee, professional indemnity, and Directors and Officers insurances.

15 Revisions of Financial Regulations

15.1 It shall be the duty of the RFO to review the financial regulations at a maximum interval of two years and to report to the Authority accordingly.

1st EIFCA MEETING

Agenda Item: 8

1st April 2011

To receive and approve a Fraud and Corruption Policy

Notwithstanding the Officers' recommendation within Agenda Item 10, the Authority's internal auditors (Norfolk County Council) have requested that a Fraud and Corruption Policy is developed, reviewed and formally adopted by the Authority. The proposed policy has been developed by Officers to safeguard the assets and interests of the Authority. The policy is based on the ESFJC Fraud and Corruption Policy that has met both the needs of that Committee and its Internal Auditors. The EIFCA Fraud and Corruption Policy has been reviewed by the Chief Executive Officer and the Finance Officer.

The Authority (subject to the acceptance of the Chair, Vice Chair of the Authority and the Chair of the Finance and Personnel Sub-Committee to fulfill the roles and duties within the policy identified for those individuals) is asked to receive the report and accept the policy as set out.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) EIFCA proposed Fraud and Corruption Policy 2011 (enclosed)
- 2) ESFJC Fraud and Corruption Policy

Eastern Inshore Fisheries and Conservation Authority

ANTI-FRAUD AND CORRUPTION POLICY

April 2011

Introduction

EIFCA was formed on the 1st April 2011 as one of ten Inshore Fishery and Conservation Authorities within England with a duty to manage the inshore sea fisheries resources for the benefit of all users. The EIFCA district extends out to sea six nautical miles off the coast of Lincolnshire, Norfolk and Suffolk as well as on land within those three counties. The district includes the important estuaries of the Wash, Stour and Orwell.

The Authority is composed of twenty one Members consisting of three County Councillors from Norfolk and two from Lincolnshire and Suffolk respectively. Eleven additional representatives are appointed by the Marine Management Organisation for their knowledge and experience in either fisheries or environmental matters. The Environment Agency, Natural England and the Marine Management Organisation appoint the final three Members. The Authority is an autonomous Local Authority in its own right. Funding of the Authority is provided by a direct levy upon its three constituent County Councils and also comprises of New Burden money from Defra directed to the Authority via its constituent County Councils. The Authority conducts its business at quarterly meetings and a number of specialised sub-committee meetings.

The Authority employs 25 members of Staff, 14 of which are warranted Inshore Fisheries and Conservation Officers.

In managing its responsibilities the Authority is determined to protect itself against fraud and corruption. The Authority is committed to an effective Anti-Fraud and Corruption Strategy designed to:

- encourage prevention;
- promote detection; and
- identify a clear pathway for investigation.

The Authority expects Members and staff at all levels to lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

The Authority also expects that individuals and organisations (e.g. suppliers, contractors and service providers) that it comes into contact with, will act with integrity and without thought or actions involving fraud and corruption.

The Authority's Anti-Fraud and Corruption Strategy is based on a series of procedures designed to frustrate any attempted fraudulent or corrupt act.

The Authority's affairs are open to scrutiny by:

- The Audit Commission (or its replacement)
- The Public
- HM Revenue and Customs

In addition there is internal scrutiny through internal audit, under Section 5 of the Accountancy and Audit Regulations 1996 and by the Responsible Finance Officer (RFO).

The Authority welcomes external scrutiny as a demonstration of its commitment to the Anti-Fraud and Corruption Strategy.

1. Culture

The Authority is determined that the culture and tone of the organisation is one of honesty and opposition to fraud and corruption.

There is an expectation and requirement that Authority Members and staff, at all levels, will lead by example in these matters and that all individuals and organisations associated in whatever way with the Authority, will act with integrity.

Whistleblowing Policy

The Authority's staff are an important element in its stance on fraud and corruption and they are positively encouraged to raise any concerns that they may have on these issues where they are associated with the Authority's activities.

Staff can raise concerns in the knowledge that they will be treated in confidence and properly investigated. If necessary, a route other than a line manager may be used. These routes are either the Authority's Chair or Vice Chair.

The Whistleblowing Policy also provides a means for staff to raise concerns about any dishonest activity within the Authority.

If staff feel unable to raise their concerns through any of the internal routes, then they may wish to raise them through Public Concern at Work (telephone number 0207 404 6609), a registered charity whose services are free and strictly confidential.

Concerns of the Public

Members of the public are encouraged to report concerns through the Chief Executive Officer, Chair or Vice Chair.

Allegations of Fraud

The Chief Executive Officer, Chair or Vice Chair as appropriate are responsible for following up any allegation of fraud or corruption and will do so through clearly defined procedures which are covered in Section 3.

The above Officers are expected to deal swiftly and firmly with those who defraud the Authority, or are corrupt. The Authority, including Members, will be robust in dealing with financial malpractice.

There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse (such as raising unfounded malicious allegations) may be dealt with as a disciplinary matter.

2. Prevention

Staff

The Authority recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of the propriety and integrity of

potential staff. This should include temporary and contract staff as well as permanent staff.

The Chief Executive Officer should ensure that written references should be obtained regarding the known honesty and integrity of potential staff before employment offers are confirmed.

Staff of the Authority are expected to follow any Code of Conduct related to their Professional Institute and also abide by the Authority's: *Standards of Conduct and Behaviour – guidance for employees* which is issued upon recruitment.

The Authority has in place a Disciplinary Procedure applicable to all staff.

The role that appropriate staff are expected to play in the Authority's framework of internal control will feature in employee induction and training.

Staff must operate under Section 117 of the Local Government Act 1972 regarding the disclosure of pecuniary interests in contracts relating to the Authority or the non-acceptance of any fees or rewards whatsoever other than their proper remuneration. These requirements are set out in the Authority's Standards of Conduct and Behaviour.

Members

Members are required to operate within the Authority's Code of Conduct. Elected Members must also abide by their County Councils Code of Conduct and Standing Orders.

These matters and other guidance are specifically brought to the attention of Members in their induction pack.

Internal Control Systems

Authority Standing Orders and Financial Regulations provide a lead and requirement on staff, when dealing with the Authority's affairs, to act in accordance with best practice.

The RFO has a statutory duty under Section 151 of the Local Government Act 1972 to ensure the proper arrangements of the Authority's financial affairs and to establish systems, procedures and responsibilities of staff in relation to the Authority's financial activity.

The RFO exercises quality control on financial administration and monitors the legality of the Authority's activities.

The Authority has developed and is committed to continuing with systems and procedures, which incorporate efficient and effective internal controls. Officers are required to ensure that such controls, including those in a computerised environment, are properly maintained and documented. The existence, appropriateness, and effectiveness of these internal controls is independently monitored by the Audit Commission.

3. Detection and Investigation

Basic Principles

Where financial impropriety is discovered, the Authority's presumption is that the Police will be called in and arrangements made, where appropriate, for the prosecution of offenders by the Crown Prosecution Service.

The Authority will normally expect to deal with staff under the Disciplinary Procedures before referring a case to the Police. The matter would be reported to the Chair of the Finance and Personnel Sub-Committee prior to referral to the Police. Referral to the Police will not prohibit action under the Disciplinary Procedures.

Detection

The array of preventative systems, particularly internal control systems within the Authority, has been designed to provide indicators of any fraudulent activity, although generally they should be sufficient in themselves to deter fraud.

It is the responsibility of line managers and the Chief Executive Officer to prevent and detect fraud and corruption. However, it is often the alertness of staff, Members and the public that enables detection to occur and the appropriate action to take place when there is evidence that fraud or corruption may have been committed, or is in progress.

Despite the best efforts of managers and auditors, many frauds are discovered by chance or "tip off", and the Authority has in place arrangements to enable such information to be properly dealt with. These are shown within the strategy in Section 1.

Investigation

The Chief Executive Officer is responsible for following up any allegation of fraud and corruption received and will do so by:

- arranging for the allegation to be investigated promptly
- recording all evidence received and ensuring that evidence is sound, adequately supported and secure
- reporting to the Chair of the Finance and Personnel Sub-Committee
- liaison with the Police, if required
- implementing Authority Disciplinary Procedures where appropriate

4. Publicity and Training

The Authority recognises that the continuing success of its Anti-Fraud and Corruption Strategy and its general credibility will depend largely on the effectiveness of publicity, programmed training and responsiveness of staff throughout the Authority.

To facilitate this, the Authority supports the concept of induction and re-induction training, particularly for staff involved with internal control systems, to ensure that their responsibilities and duties are regularly highlighted and reinforced.

The possibility of disciplinary action against employees who ignore such training and guidance is clear.

Senior Authority Officers will be involved in investigating most allegations of fraud and corruption. It is important, therefore, that employees involved in this work should be experienced and trained. The training and development plans of these Officers will reflect this requirement.

1st EIFCA MEETING

Agenda Item: 9

1st April 2011

To receive and approve a Publications Scheme

The Authority similar to all public authorities is required by the Information Commissioner's Office (ICO) to produce a Publications Scheme. The aim is to encourage maximum disclosure and to reduce the burden on public authorities. The scheme involves adopting the ICO model scheme document and then producing a guide to information available. There is no requirement to submit the documents for approval by the ICO. Officers have developed a proposed Publication Scheme based on the model document and have also produced the required guide to information (enclosed).

The Authority is asked to receive the report and adopt the proposed Publication Scheme

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) ICO model publications scheme document
- 2) EIFCA Publication Scheme and guidance (enclosed)

FREEDOM OF INFORMATION ACT 2000

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

PUBLICATION SCHEME

Background

Eastern Inshore Fisheries and Conservation authority (EIFCA) is an autonomous Local Authority in its own right. Funding of the Authority provided by a direct levy upon its three Constituent County Councils, Lincolnshire, Norfolk and Suffolk, with their contribution as follows: Norfolk 38.5%; Lincolnshire 32.6%; Suffolk 28.9%.

The Authority's district consists of the land area of the County Councils of Lincolnshire, Norfolk and Suffolk and extends out to six nautical miles from the shore of the constituent County Councils.

The vision of the Authority is:

"EIFCA 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"

To comply with the Authority's statutory obligations under the Freedom of Information Act 2000 a publication scheme has been designed. The purpose of the scheme is to identify and make available a range of information that is held by the Authority for its various uses.

The publication scheme categorises the information which the Authority already publishes and further information that could be disclosed if required. Excluded from the scheme is all the information held relating to private individuals by virtue of it being deemed personal data under the Data Protection Act 1998.

Details of the format in which the information is accessible and whether there is a fee for providing certain information accompany each class of information. Certain classes of information are only held for a limited time, access to this information may still be possible via another organisation.

The Chief Executive Officer to the Authority is responsible for the management of the publication.

If you have an enquiry about a specific information source please contact Eastern Inshore Fisheries and Conservation Authority.

Chief Executive Officer
Eastern Inshore Fisheries and Conservation Authority
6 North Lynn Business Village
Bergen Way
King's Lynn
PE30 2JG

TEL: (01553) 775321
FAX: (01553) 772031
E-Mail: mail@eastern-ifca.gov.uk

FREEDOM OF INFORMATION ACT 2000
EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY
PUBLICATION SCHEME

Core Classes of Information

The Authority has identified the following core classes of information

- 1 Role, Function and Management of the Authority
- 2 Authority Internal Practice and Procedure
- 3 Employment Practice and Procedure
- 4 Audits and Accounts
- 5 Legislation Relevant to the Authority's Function
- 6 Statistical Information
- 7 Authority Publications
- 8 Lists and Registers

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

PUBLICATION SCHEME

Core Classes

1. Role, Function and Management of the Authority

Information:

Vision, Success Criteria, High Level Objectives

Description:

Authority's Vision, Success Criteria, High Level Objectives

Available Format:

Authority's Annual plan, EIFCA website: www.eastern-ifca.gov.uk and Authority's office

A small administration charge may be levied to cover postage and photocopying

Notes :

Annual plans are published following the April EIFCA Meeting

Information:

Annual Plan

Description:

Sets out the Authority's operational strategy for the forthcoming year, provides details of expenditure and assesses the main risks to the organisation

Available Format:

EIFCA website: www.eastern-ifca.gov.uk and Authority's office

A small administration charge may be levied to cover postage and photocopying

Notes :

Annual plans are published following the April EIFCA Meeting

2. Internal Practice and Procedure

Information:

Minutes of Joint Committee meetings

Description:

Minutes of Authority (Quarterly) Meetings, and Sub-Committee Meetings (Finance & Personnel, Marine Protected Areas, Regulatory and Compliance, Planning and Communication). Minutes of meetings are available at the office, earliest records held date back to 1894. Confirmed Minutes of all Authority and Sub-Committee (2011 onwards) available on EIFCA website: www.eastern-ifca.gov.uk

A small administration charge may be levied to cover postage and photocopying.

Notes:

Minute records are kept indefinitely

Information:

Procedural Standing Orders and Code of Conducts

Description:

Information on Authority's Standing Orders and Codes of Conduct for Members and Officers

Available Format:

Hard copies available from the Authority's office
EIFCA Website: www.eastern-ifca.gov.uk

A small administration charge may be levied to cover postage and photocopying

Notes:

Standing Orders formally reviewed biannually at the April Authority meeting

3. Employment Practice and Procedure

Information:

Statement of Main Terms and Particulars

Description:

Covers general working conditions for EIFCA staff members

Available Format:

Hard copies available from the Authority's office

A small administration charge may be levied to cover postage and photocopying

Information:

Grievance and Disciplinary Procedures

Description:

Details the procedure to follow under either process

Available Format:

Hard copies available from the Authority's office.

A small administration charge may be levied to cover postage and photocopying

Information:

Health and Safety Policy

Description:

Detailed statement of duties and responsibilities and arrangements for safety

Available Format:

Hard copies available from the Authority's office

A small administration charge may be levied to cover postage and photocopying

4. Audits and Accounts

Information:

Statement of Accounts

Description:

Detailed statement of accounts, containing auditors' reports and financial statements

Available Format:

Published in the EIFCA Annual Report. Hard copies available from the Authority's office

A small administration charge may be levied to cover postage and photocopying

Notes:

Account details are held for a minimum of six years

5. Legislation Relevant to the Joint Committee's Function

Information:

National and European Fisheries Legislation

Description:

Information relating to relevant national and European fisheries legislation enforceable in the Authority's District

Available Format:

EIFCA Annual Report, EIFCA website: www.eastern-ifca.gov.uk, copies of legislation available from Authority's office including booklets covering minimum mesh and fish sizes

Information:

EIFCA Byelaws and Wash Fishery Order 1992

Description:

Information relating to the EIFCA Byelaws and Wash Fishery Order 1992

Available Format:

EIFCA Website: www.eastern-ifca.gov.uk EIFCA Byelaws and Wash Fishery Order 1992 booklets available direct from Eastern Inshore Fishery and Conservation Officers or from the Authority's office

A small administration charge may be levied to cover postage and photocopying

Note:

Some previous Fishery Orders covering the Wash are also available

Information:

General Legislation

Description:

Acts of Parliament relating to the functions of the Authority

Available Format:

Hard Copies available for reference from the Authority's office

HMSO website: www.legislation.hms.gov.uk

6. Statistical and Research Information

Information:

Statistical Reports

Description:

Fishing industry statistics, covering landings and effort at all the ports in the EIFCA District

Available Format:

EIFCA Annual Report, EIFCA website: www.eastern-ifca.gov.uk Archived reports back to the 1970's are available for reference purposes at the Authority's office

A small administration charge may be levied to cover postage and photocopying

Information:

Research Activities

Description:

Detailed report on the various survey work undertaken by the EIFCA research staff, including comprehensive survey data for the Wash cockle and mussel stocks

Available Format:

EIFCA Annual Research Report. EIFCA website www.eastern-ifca.gov.uk Available from the Authority's office

A small administration charge may be levied to cover postage and photocopyin.

Notes:

Annual Research Reports from 1992 are available, Annual reports are approved at the April Statutory Meeting

7. Authority Publications

Information:

Press Releases

Description:

Press releases highlighting particular aspects of the Authority's work and activity

Available Format:

EIFCA website: www.eastern-ifca.gov.uk or available from the Authority's office

Information:

Notices to fishermen

Description:

Information relating to the management of Wash cockle and mussel fisheries

Available Format:

Available from the Authority's office

Information:

Consultation responses

Description:

Responses to Government consultations

Available Format:

EIFCA website: www.eastern-ifca.gov.uk Available from the Authority's office

A small administration charge may be levied to cover postage and photocopying

Information:

Appropriate Assessments

Description:

Details the fisheries proposals subject to Appropriate Assessment under the Habitats Directive.

Available Format:

Available from the Authority's office

A small administration charge may be levied to cover postage and photocopying

8. Lists and Registers

Information:

Authority's Members' Interests, Gifts and Hospitality

Description:

Code of Conduct for Members requires register of Interests, Gifts and Hospitality

Available Format:

Register can be viewed at the Authority's office by contacting the Chief Executive Officer. Elected Members' Interests can be viewed at County Council Offices

Information:

Asset List

Description:

All fixed assets held by the Authority exceeding £10,000 in value are listed in the Statement of Accounts

Available Format:

EIFCA website: www.eastern-ifca.gov.uk Available from the Authority's office

A small administration charge may be levied to cover postage and photocopying

1st EIFCA MEETING

Agenda Item: 10

1st April 2011

To receive a report recommending the adoption of ESFJC policies and procedures

In order that the Authority is able to function in an effective manner numerous policies and procedures are required to be developed, to set out the Authority's position on such matters as:

- 1) human resource management
- 2) enforcement approach
- 3) health and safety
- 4) responses to developments throughout the district
- 5) financial management (three specific issues are considered separately within Agenda Items 7, 8, 11)
- 6) customer service
- 7) charging for work conducted on behalf of other government bodies/non government bodies
- 8) administration of the Wash Fishery Order 1992

The Authority is employing on a contract basis an employment specialist to review all human resources policies operated by the Joint Committee and amend them to ensure that they are fit for purpose. This specialist will also develop appropriate policies for consideration where the Authority would benefit from a policy where one does not currently exist. Officers are of the opinion that each policy/procedure/strategy employed by the Authority should be considered in depth by the appropriate Committee or Sub-Committee and formally adopted.

In order that the Authority is able to function in a proper manner it is recommended that in the absence of a policy or procedure formally agreed by EIFCA, all ESFJC policies and procedures in place on the 31st March 2011 are adopted by the Authority until replacement policies and procedures are developed and formally adopted.

The Authority is asked to receive the report and approve the recommendation as set out.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) ESFJC Health and safety policy
- 2) Wash Fishery Order 1992

1st April 2011

To approve a bank mandate for EIFCA's bank accounts and to authorise signatures for EIFCA's cheques, BACS and bank transfers

In order that the Authority is able to function effectively whilst ensuring that financial activities are conducted on behalf/in the name of the Authority in a proper and auditable manner, a bank mandate is required to be agreed by Members. A bank mandate states the arrangements for the appropriate signatories for the Authority's cheques, bank transfers, direct debits, standing orders and BACS. A suggested bank mandate has been developed and is included below for consideration:

Treasurer's (Current) Account (A/C No 70348333), Active Saver Account (A/C No 70348341)

The Chief Executive Officer, Deputy Chief Executive Officer (or other designated senior officer) and the Finance Officer are nominated for the signing of cheques and for the transfer of payment for goods and services from the Treasurer's Account.

Instructions and cheques up to £10,000 should be signed by any two of the following: - Chief Executive Officer, Deputy Chief Executive Officer (or other designated senior officer) and the Finance Officer.

Instructions and cheques over £10,000 should be signed by either the Chair, Vice Chair of the Authority or any designated member(s) of the Authority plus any one of the following: Chief Executive Officer, Deputy Chief Executive Officer (or other designated senior officer) and the Finance Officer.*

**A designated Member is one who resides locally and is willing to act as a signatory for cheques over £10,000 which require a signature between Authority meetings.*

It is suggested that the limit for cheques signed solely by the Authority's officers be increased to £10,000.

This limit has been kept at £5,000 since 1999. There are currently several regular payments which fall into the £5,000 - £10,000 range e.g. quarterly rent, insurance and fuel for vessels. If the limit were increased to £10,000 it would allow for these payments to be made more promptly.

EIFCA Salaries & Wages Account (A/C No 80384414)

The existing mandate for the Authority's Salaries & Wages Account states that the signatories for the account are the Chief Executive Officer and the Finance Officer.

Cheques, BACS and transfers up to £5,000 require one signature and those over £5,000 require two signatories.

It is suggested that this mandate be maintained as it allows for the payment of salaries and salary related payments e.g. to HMRC and paying over Pension Contributions to the Norfolk Pension Fund in a timely manner.

It is suggested that this mandate include a further signatory ie. Deputy Chief Executive Officer (or other designated senior officer) when appointed.

The Norfolk Audit Service who have carried out the Joint Committee's Internal audit have suggested that the Finance Officer, having responsibility for the preparation of accounts for payment and all other aspects of the payment process, be removed from the list of authorised cheque signatories. However, they recognise that the current staff shortage at a senior level within the organisation makes it impractical for this to be done at this time. They are happy for the Finance Officer to remain as one of the signatories pending

the appointment of a Deputy Chief Executive Officer or equivalent senior officer, providing the Authority does not have any objection to this arrangement.

**It is the officers' recommendation that Members consider this mandate and resolve to nominate appropriate signatories.
The Authority is asked to receive the report.**

Please be advised that the Joint Committee's bank manager will be in attendance after the Statutory Meeting to view original identification for nominated signatories in order to complete the new Bank Mandate. The forms of identification required are listed below:

- 1. Passport or Driving Licence***
- 2. Utility Bill (not mobile phone bill), received within the last 3 months***

Would all members who are prepared to act as signatories please bring identification with them. Those who already bank with Barclays are excluded from this requirement.

Christine Hurley
Finance Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) Agenda Item 5 from Statutory Meeting on 29th July 2009
- 2) Email from Norfolk Audit Services dated 23rd March 2011

1st EIFCA MEETING

Agenda Item: 12

1st April 2011

To receive and approve a report delegating to the Finance and Personnel Sub-Committee (FPSC), the authority to approve the final quarter's payments and monies received by Eastern Sea Fisheries Joint Committee (ESFJC)

The transition from ESFJC to EIFCA will result in the abolishment of the ESFJC Finance and General Purpose Sub-Committee (FGPSC) on the 31st March 2011. Therefore, the FGPSC will not be able to receive and approve the final quarter's payments and monies received by ESFJC. The Marine and Coastal Access Act 2009 (Transitional and Savings Provisions) Order 2011, sets out the transfer of property, rights and liabilities from ESFJC to EIFCA, therefore the Authority is obligated to ensure that the financial matters relating to ESFJC are discharged in an appropriate and auditable manner.

It is the officers' recommendation that the Authority's FPSC is provided with the delegated authority to approve the final quarter's payments and monies received by ESFJC.

The Authority is asked to approve the Officers' recommendations.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) Marine and Coastal Access Act 2009
- 2) The Marine and Coastal Access Act 2009 (Transitional and Savings Provisions) Order 2011

1st April 2011

To receive a report on the development of fisheries management measures for the protection of *Sabellaria spinulosa* (Ross worm) reef

This paper is presented to the Authority to outline the background to this issue, to set out what has been achieved to date, and to suggest what action could be taken to ensure the Authority meets its duties under the relevant conservation legislation. Although the issue is not new, there is now an increased urgency to agree management measures to protect *Sabellaria spinulosa* (*S.spinulosa*) reef because of an increased likelihood of unrestricted and potentially damaging fishing activities being undertaken within the district. In addition, the designation of a new Special Area of Conservation (SAC)¹ for the protection of *S.spinulosa* reef, which straddles the six nautical mile boundary of EIFCA jurisdiction, has created a new management challenge, but has also brought opportunities for enhanced co-operation between EIFCA and the Marine Management Organisation (MMO).

Conservation is a key part of the Authority's remit, to be balanced with social and economic benefits. As a public body, EIFCA has conservation duties under three key pieces of legislation:

- Natural Environment & Rural Communities (NERC) Act 2006: Public bodies must have regard to the purpose of conservation of biological diversity in the exercise of their functions;
- Natural Habitats & Conservation Regulations 2010 (the "Habitats Regulations") (replacing the Conservation (Natural Habitats &c.) Regulations 1994): Protection of listed habitats and species in designated European sites, i.e. Special Areas of Conservation (SACs) and Special Protection Areas (SPAs); and
- Marine & Coastal Access Act 2009: Duty on public authorities to further – or least hinder – the conservation objectives of Marine Conservation

Box 1: IFCA conservation duties

Development of *S.spinulosa* reef protection measures

S.spinulosa reef, created by the conglomeration of tubes built by marine worms on the seabed, is a protected habitat in the Wash & North Norfolk Coast SAC – and in the adjacent Inner Dowsing, Race Bank & North Ridge candidate SAC. Sabellid worms are widely distributed in the sandy seabed habitats of the North Sea, but known examples of their reefs are rare. Regular surveys carried out by Eastern Sea Fisheries Joint Committee (ESFJC) identified that the distribution, abundance and quality of *S.spinulosa* reef are variable over time – despite the species itself showing a wide distribution. The Wash and its approaches have been intensively surveyed over the last 15 years, resulting in this area being

¹ Inner Dowsing, Race Bank & North Ridge candidate SAC

recognised as supporting some of the best examples of *S.spinulosa* reef in the UK.

Shrimp fisheries are not consented by the Joint Committee – they are licensed by the MMO; consequently EIFCA is not the competent authority (as defined by the Habitats Regulations 2010) required to assess and mitigate the impacts of this activity on site features. However, in recognition of its biodiversity duty, and the benefits of its ability to apply locally sensitive management measures, in March 2006 ESFJC agreed to develop a byelaw for the protection of *Sabellaria spinulosa* reef from damage caused by fishing activities, specifically those using towed demersal nets or dredges. The byelaw would introduce spatial restrictions on the pink shrimp (*Pandalus montagui*) and brown shrimp (*Crangon crangon*) fisheries in parts of the Wash and its approaches, and on other towed demersal (seabed) fishing activities such as dredging for sublittoral mussels (*Mytilus edulis*).

ESFJC’s decision to use its powers to apply local management measures was taken to achieve protection for the reef features without causing disproportionate socio-economic impacts. Development of the byelaw has taken time to progress because of the limited information on the distribution and quality of reef, and the paucity of evidence on the level of damage caused by fishing activities. The Authority’s remit requires that byelaws are evidenced-based and accompanied by a full Impact Assessment (to identify likely social and economic impacts of implementing the measure). Table 1 (below) sets out a chronology of key events and the research programme undertaken by ESFJC and others to support the development of management measures for the protection of *Sabellaria spinulosa* (*S.spinulosa*) reef.

Table 1. Development of management of fishing activities to protect *Sabellaria spinulosa* reef in the Wash & North Norfolk Coast Special Area of Conservation (W&NNC SAC)

Date	Key event	Research & evidence
1996	Designation of W&NNC SAC: <i>S.spinulosa</i> is a sub-feature of the protected habitat “large shallow inlet & bays”	Broadscale Mapping Project – Bob Foster-Smith, Newcastle University for English Nature: found increased biodiversity associated with <i>S.spinulosa</i> reef
2002	<i>S.spinulosa</i> reef designated as a feature of the W&NNC SAC in its own right – a protected habitat under Annex 1 of the EC Habitats Directive 1992	Pink shrimp (<i>Pandalus montagui</i>) associated with <i>S.spinulosa</i> reef: potential for fishery-related damage, but risk to feature assessed as low because only one vessel targeting this fishery
2006	ESFJC agreed to develop byelaw to protect <i>S.spinulosa</i> reef from impacts of towed gear, once agreement could be reached regarding the definition of reef, and its distribution was ascertained	Collaborative research involving ESFJC, Natural England (NE) and Bob Foster-Smith (Envision), to increase knowledge of, and map, the reef feature. Vicki Hendrick Ph.D: <i>Appraisal of S.spinulosa reefs in relation to their management and conservation</i>

2007	Joint Nature Conservation Committee (JNCC) workshop to establish agreed definition of <i>S.spinulosa</i> reef, based on elevation, consolidation, patchiness, density, extent, biodiversity & temporal stability – informed by Hendrick’s Ph.D	Additional ecological data obtained during offshore wind farm site and cable route surveys; developers required by NE to micro-route cable to avoid damage to reef
2007 - 2011	Fisheries stakeholder meetings with ESFJC and NE, to present available data and discuss options for management, e.g. no-trawl zones around core reef areas	High resolution surveys by ESFJC/NE of areas previously identified as likely to support <i>S.spinulosa</i> reef
2010	Inner Dowsing, Race Bank & North Ridge (IDRB&NR) designated a candidate SAC “to be treated as fully designated SAC”; <i>S.spinulosa</i> reef a feature	JNCC/NE analysis of all available <i>S.spinulosa</i> survey data for the Wash & its approaches, to identify core reef areas for protection
Jan-Mar 2011	ESFJC, NE & MMO liaison to discuss management options and develop consistent approach within & outside 6nm limit of district	Potential increased effort in pink shrimp fishery creates increased risk of damage to <i>S.spinulosa</i> reef in designated sites

Adaptive co-management approach

Having adopted a proactive approach to conservation matters, ESFJC benefited from a robust working relationship with NE – most notably with the management of the cockle and mussel fisheries in The Wash. Of equal importance has been engagement of fishermen in ESFJC’s decision-making process, resulting in an enhanced understanding of issues and overall a good level of stakeholder support. This has placed EIFCA in a strong position from which to continue to develop appropriate and supported fisheries management measures that achieve real conservation benefits without unduly restricting sustainable fishing practices. EIFCA Officers are aware that this adaptive, co-management approach to fisheries management is entirely in keeping with IFCA high-level objectives relating to sustainable fisheries management, working in partnership and stakeholder engagement.

Authority Officers recognise that the MMO will be required to be a key partner in the process, to ensure consistency in fisheries management across administrative boundaries, and to optimise opportunities to make best use of available resources. Initial discussions were held at a meeting with MMO, NE and JNCC on 11th March 2011, when positive messages were received from MMO regarding such joint working. Furthermore, Officers have identified an opportunity to explore the development of a Memorandum of Understanding and Service Level Agreement with the MMO, regarding the provision of economic analysis into EIFCA byelaw impact assessments (EIFCA Annual Plan for 2011/12, performance indicator 2.2b – see Agenda item 15).

Management options

ESFJC officers have recently reviewed options available to the Authority for the management of fisheries activities within Marine Protected Areas (MPAs)^{2,3}. As the process of designating MCZs turns towards the consideration of management measures required within these sites, it will soon be appropriate for EIFCA to consider what management measures it will be required to develop within each of the draft MCZs within its district. This work is in addition to the need to assess fisheries management within European Marine Sites in the district.

S.spinulosa reefs are features of two SACs and at least one draft MCZ within, or adjacent to, the EIFCA district. Three management options for the protection of *S.spinulosa* reef have been identified, and are outlined briefly below:

- 1) Do nothing
- 2) Voluntary agreement
- 3) EIFCA and MMO Byelaws

1) Do nothing

This option leaves the Authority vulnerable to the risk of failing to protect designated features from impacts of fishing activities, which could result in failure to meet conservation objectives for MPAs (or even infraction proceedings against the UK under the EC Habitats Directive). The Authority could also be exposed to legal challenge and damage to its reputation.

2) Voluntary agreement

Liaison undertaken to date between ESFJC, NE, MMO and local fishing stakeholders has resulted in agreement that management should focus on the creation of localised areas closed to towed demersal gear, with closures subject to periodic review, in keeping with NE's statutory requirement to monitor site features. NE has indicated its intention to meet fishermen from the Wash and its approaches in April 2011 to outline available data and set out management options. Recent ESFJC discussions with MMO byelaw officers have identified a willingness to develop voluntary closed areas, through continued dialogue with stakeholders, with an understanding that statutory measures would be required if voluntary measures are not successful.

3) EIFCA and MMO Byelaws

EIFCA byelaws would apply within the 0-6nm zone; MMO byelaws apply in the 0-12nm zone. EIFCA Officers have powers to enforce EIFCA and MMO byelaws in the 0-6nm zone. Regulatory management options such as byelaws should be developed after non-regulatory options have been investigated, and found to be inappropriate or have been implemented but unsuccessful. In recognition that the Authority will be required to submit Impact Assessments (IAs) with any byelaw proposals to Defra, Authority Officers have requested assistance from MMO. MMO

² Marine Protected Area (MPA) is the generic name for marine sites designated for the protection of habitats, species, geological or archaeological features and ecological processes. MPAs in England and Wales include Marine Nature Reserves (e.g. Lundy); Sites of Special Scientific Interest with marine elements, e.g. The Wash SSSI; European Marine Sites (e.g. The Wash & North Norfolk Coast Special Area of Conservation; Stour & Orwell Estuaries Special Protection Area); and the forthcoming Marine Conservation Zones.

³ EIFCA Chairman Cllr Sale and the Marine Environment Officer attended a workshop organised by NE to assist public authorities in the development of a "MPA management toolkit". EIFCA input listed in background documents to this paper and available upon request.

has recently completed the IA process for a fisheries/conservation byelaw and has indicated willingness to assist Authority officers in this process. The Authority is required to review its legacy byelaws during its first four years of existence, and the opportunities to create new byelaws during this period are likely to be limited.

It is intended to discuss each option in more detail at the MPA Sub-Committee planned for 25th May 2011. However, Officers will continue to liaise with NE, MMO and local fisheries stakeholders during April and May and request that the Authority approves the approach to be taken, as set out below.

The Authority is asked to receive this report and to agree to continue to develop management measures for the protection of *Sabellaria spinulosa* reef, as outlined in option 2 of this report, in partnership with Natural England, the Marine Management Organisation, and local fisheries stakeholders.

Judith Stoutt
Marine Environment Officer

25th March 2011

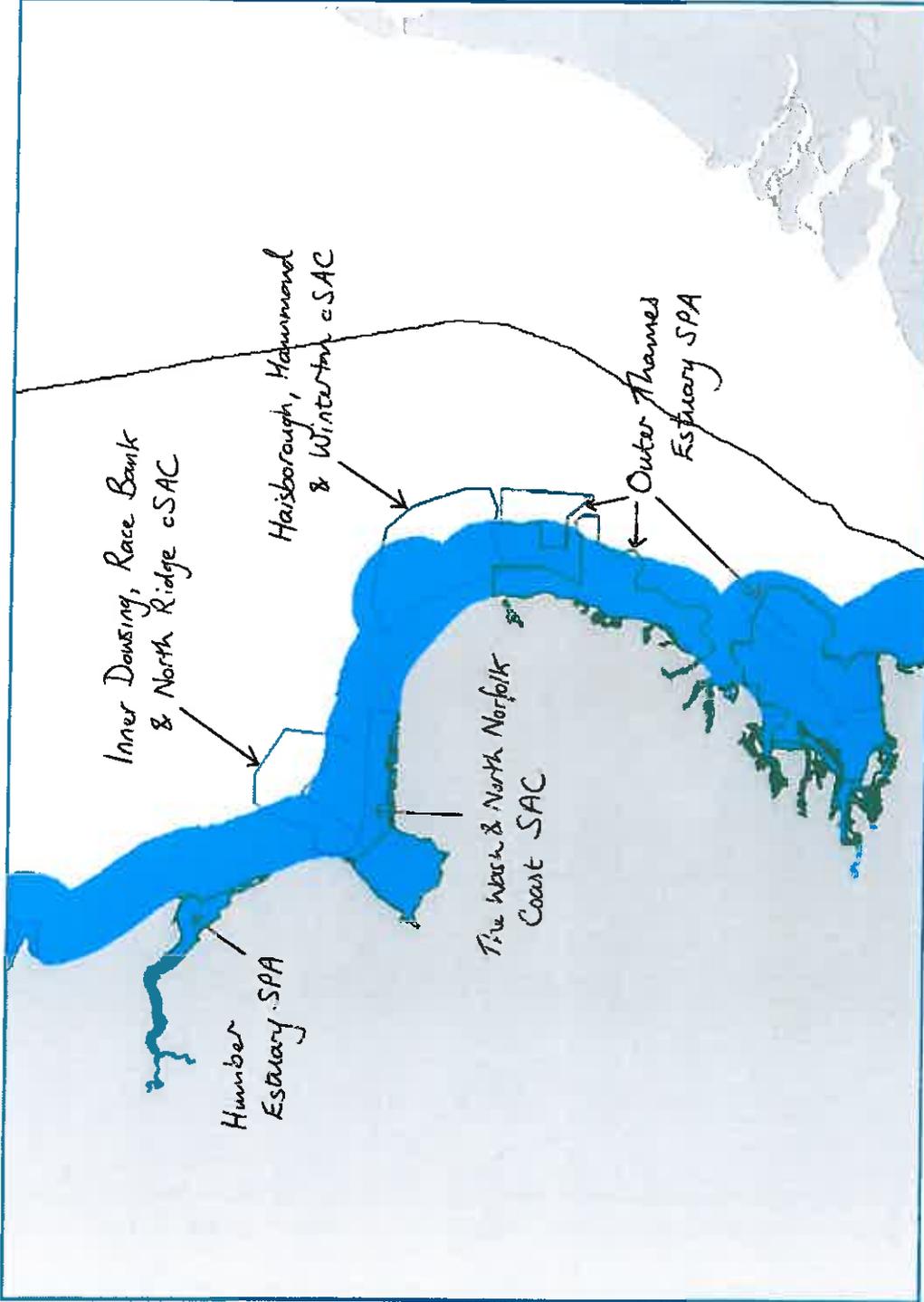
LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) Eastern Sea Fisheries Joint Committee – minutes of ESFJC Byelaw Sub-Committee meeting, March 2006.
- 2) EIFCA Annual Plan 2011-12
- 3) MPA Management toolkit – EIFCA submission to NE, 22/03/11
- 4) Natural England (2007) The Wash & North Norfolk Coast Special Area of Conservation: The Wash Reef Interest Feature
- 5) Natural England/JNCC (2010) Inner Dowsing, Race Bank & North Ridge candidate Special Area of Conservation – Selection Assessment Document
- 6) Map showing location of The Wash & North Norfolk Coast SAC and the Inner Dowsing, Race Bank & North Ridge cSAC (*enclosed*). JNCC Interactive MPA mapper, via <http://www.jncc.gov.uk/page-5201>

Marine Special Areas of Conservation & Special Protection Areas in Eastern IFCA district

Approximate Scale = 1 : 3M - Centre: -0.72906, 53.82606



Legend

- UK Continental Shelf Designated Area
- 12nm Territorial Sea limit
- SPAs with Marine Components
- SACs with marine components



24/03/2011

Map projects in WGS84. NOT TO BE USED FOR NAVIGATION. No reproduction of this map is authorised without copyright information and will remain property of JNCC. The exact limits of the UK Continental Shelf are set out in orders made under section 1(7) of the Continental Shelf Act 1964 (Crown Copyright). UK Limits provided by UKHO Law of the Sea Division (Crown Copyright). Coastline reproduced from Ordnance Survey map data by permission of the Ordnance Survey Crown copyright 2011. This map is for non-profit use. Map copyright JNCC. Marine Protected Areas: www.jncc.gov.uk/page-4524, WebGIS: www.jncc.gov.uk/page-5201.

1st EIFCA MEETING

Agenda Item: 14

1st April 2011

To receive a report on the meeting of the Planning and Communication Sub-Committee held on the 18th February 2011

On the 18th of February the PCSC was convened to further the development of an Annual Plan for EIFCA for 2011 – 2012. The PCSC had been provided with the delegated Authority to approve the plan to enable submission of the plan prior to the 1st April 2011. The creation of an annual plan is a statutory requirement as set out within Section 177 of the Marine and Coastal Access Act 2009.

The CEO requested nominations to elect a Chair and Vice Chair for the meeting. However, Members declined this request as a significant number of the PCSC were not present. A decision was taken to defer this activity to a later date. Cllr. Thompson, as the Vice Chair of the Authority, chaired the meeting.

During the meeting the DCEO presented a draft plan to the members. The members considered each section of the plan seeking clarification occasionally. Members were informed that the plan had been written to ensure compliance with the Defra guidance to IFCAs on their annual planning and reporting requirements. Concern was raised by Members that the High Level Objective - Performance Indicators (HLO-PIs) were often repetitive and ambiguous. Officers agreed with this observation but pointed out that these measures had been derived nationally and were still in draft form at the time of the plan being compiled. Future plans will reflect finalised and agreed HLO-PIs.

Officers agreed to incorporate comments from the meeting into the draft documents and then circulate the revised plan for further comment. Members agreed that officers should be provided with the delegated authority to submit the plan to Defra following a further revision by officers.

The DCEO informed the Members present that Norfolk County Council (NCC) had been approached with a view to provide EIFCA with marketing and communications expertise to better enable it to fulfil its HLOs. The DCEO sought approval from the PCSC to ascertain the capabilities of NCC through the provision of a small contract to provide assistance to officers in ensuring a successful EIFCA launch on the 1st April 2011. Members agreed with the Officers' proposal and spent some time developing key messages for the launch that could be conveyed to NCC.

The Authority is asked to receive the report.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) EIFCA 2011-2012 plan
- 2) Guidance to Inshore Fisheries and Conservation Authorities on Annual Planning and Reporting Requirements under s.177 and s. 178 of the Marine and Coastal Access Act 2009(2). DEFRA, February 2011
- 3) Marine and Coastal Access Act 2009
- 4) Unconfirmed minutes of the PCSC 18th February 2011

1st EIFCA MEETING

Agenda Item: 15

1st April 2011

To receive a report on the Authority's 2011-2012 Annual Plan

The 1st EIFCA Annual Plan (2011-2012) was submitted to Defra on the 9th March 2011. The formulation and submission of a plan is a requirement of the Marine and Coastal Access Act 2009. The plan was structured in accordance with Defra guidance. The plan was developed by Officers and reviewed in draft form by the Planning and Communications Sub-Committee on the 18th February 2011. Officers made changes to the plan as a result of this meeting and circulated the resulting document for further scrutiny by the members of this sub-committee. Following the incorporation of comments from members Officers submitted the plan to Defra.

The Authority is asked to receive the report.

Duncan Vaughan
Chief Executive Officer

25th February 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) EIFCA 2011-2012 Annual Plan (enclosed)
- 2) Guidance to Inshore Fisheries and Conservation Authorities on Annual Planning and Reporting Requirements under s.177 and s. 178 of the Marine and Coastal Access Act 2009). DEFRA. February 2011
- 3) Marine and Coastal Access Act 2009
- 4) Unconfirmed minutes of the PCSC 18th February 2011

1st EIFCA MEETING

Agenda Item: 16

1st April 2011

To receive a report on the meeting of the Finance and Personnel Sub-Committee held on the 1st March 2011

On the 1st March 2011 the Finance and Personnel Sub-Committee (FPSC) was convened to discuss the recruitment of a Chief Executive Officer (CEO) for the Authority. The FPSC discussed two options available to it (the Acting CEO was not present during these discussions):

- 1) offer the position to the Acting Chief Executive Officer
- 2) re-advertise the position

During the meeting it was agreed by the FPSC to offer the post to the Acting CEO. At this point in the meeting the Acting CEO was invited to join the meeting, he was offered the position which was duly accepted.

The meeting then concentrated on the recruitment process to be followed in order to appoint a Deputy Chief Executive Officer. It was agreed to advertise this position with immediate effect.

The Authority is asked to receive the report.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) Unconfirmed minutes of the FPSC meeting 1st March 2011

1st EIFCA MEETING

Agenda Item: 17

1st April 2011

To receive and approve a report setting out the work to be completed to ensure that the Authority's resources are aligned to its duties

The Authority has commissioned a full assessment of the staff management system and review of the staff structure in order to support and meet the four year delivery plan and ensure that EIFCA is fit for purpose.

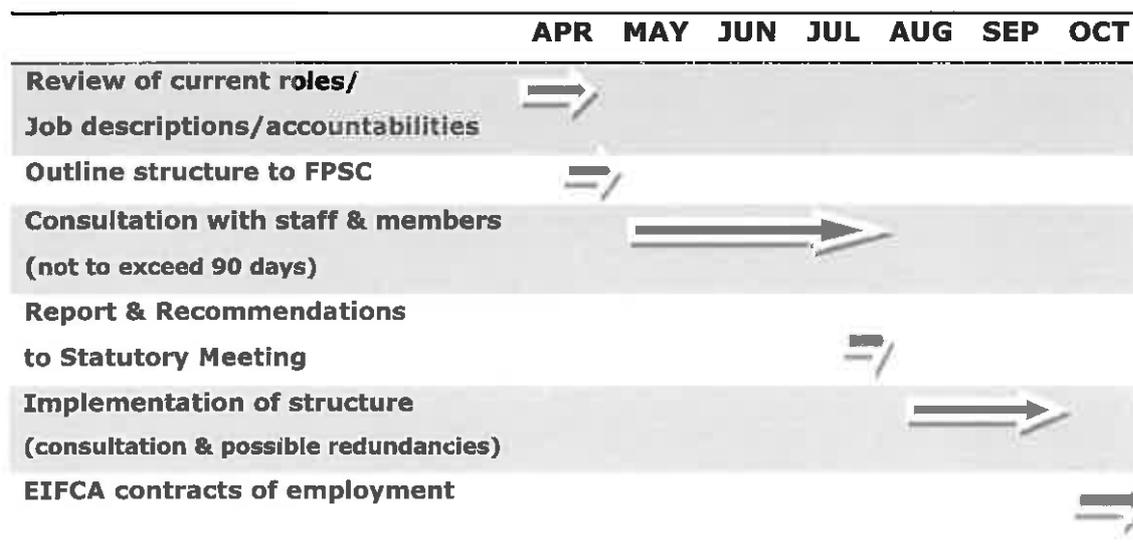
This requirement is stated within Success Criterion 1 and delivered against High Level Objective (1.4) and (1.5) with defined actions and time line. Building upon this will be the delivery of HLO (1.6a) (1.6b) and (7.2f) as implementation and outcomes from the stated HLOs.

The Authority has contracted Human Resources/Organisational Development consultant Claire Woods, to work with members and officers for an initial period of 6 months; the primary objective in this period being an agreed staff structure with all supporting mechanisms to enable the issue of EIFCA contracts of employment at the end of the TUPE moratorium period to reflect the new staff structure.

A project plan was submitted to the Clerk & Chief Fishery Officer. Part of the proposal by the HR consultant was based upon the proposed structure put forward by the Clerk & Chief Fishery Officer in December 2010. Based upon this being implemented the process of consultation with staff and a redundancy programme would have been completed by end of April 2011. However, the proposed structure/ redundancy programme has not been approved and the Authority is seeking a thorough, measured approach whereby redundancy may still be required but only with full mitigation.

The revised plan for the review/restructure entails dedicated time with each post to understand the nature of the role and the opportunity for the post holder to review the job description and assess the impact of the EIFCA framework on the role. This is planned for April during which an outline/draft structure will be placed before the FPSC for approval for consultation. The draft structure will then be used as a basis for consultation (not to exceed 90 days) with both staff and members with the intention of placing a full report and recommendations to the Statutory meeting in July. Following this will be a period of implementation, which may include a further 30 day period of consultation if redundancies are required.

The proposed timetable for the staff review/restructure is as follows:



In conjunction with above; a supporting HR framework will be implemented with all relevant policies and procedures to ensure as an employing authority, EIFCA is compliant with all statutory requirements and employment legislation.

It is the intention that EIFCA will build and develop a culture of best practice through equality and diversity, a commitment to learning and development, supporting recognition and reward and an ethos of collaborative staff relations.

It is the officer's recommendation that the proposed strategy be adopted as detailed for the full staff review and restructure.

The Authority is asked to receive the report and approve the Officer's recommendations as set out.

Claire Woods
HR Officer/Consultant

25th March 2011

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- 1) Projects proposal, Jigsaw Associates 2011
- 2) IFCA Success Criteria and High Level Objectives, Defra 2011
- 3) Agenda Item 10 1st EIFCA Transition Meeting 1st December 2011

1st EIFCA MEETING

Agenda Item: 18

1st April 2011

To receive and approve a report recommending collaboration with CEFAS to identify the economic value of recreational sea angling within England

On 18 March 2011 a letter (enclosed) was received from Mr Mike Armstrong, Group Manager Seas and Oceans at the Centre for Environment, Fisheries and Aquatic Sciences (Cefas). The letter sets out a proposed project that Defra, through Cefas, wish to implement in order that a survey of recreational sea angling activity and its economic value to England can be ascertained. Conversations with Chief Officers of other IFCA's indicate that there is widespread support for the project.

An almost identical survey had been proposed and considered by the ESFJC Recreational Sea Angling Sub Committee at its meeting on the 11 March 2009 (paper enclosed). This project was not progressed at the time because it was decided that a national survey was required in order to gain meaningful data. The employment of a Development Officer to conduct work such as this was proposed by officers at the 2nd EIFCA Transition Meeting as part of the budget setting process. A decision was made at that meeting to defer the consideration of a fulltime Development Officer until an organisational review had been conducted. This review is currently underway and the process that will be used to conduct it, along with timeframes, is detailed within Agenda Item 17. However, there exists the possibility of recruiting a person to this position on a one year contract through the use of research reserves (currently circa £64k).

Funding for a part time position to conduct the surveys on behalf of Cefas through EIFCA is proposed within the letter from Mr Armstrong. Officers suggest that the total cost to the EIFCA to support this project would be as follows:

90 days wage x £125/day = £11,250

40 days travel (fuel) @ £25/day (using EIFCA vehicles) = £1,000

40 days subsistence @ £15.98/day = £639.20

20 nights accommodation @ £50/day = £1,000

Clothing = £320

Computing (Norfolk County Council) = £2,000 (encrypted laptop, access to EIFCA/NCC network/helpdesk etc)

Training = £150

Consumables = £50

Phone = £100

Recruitment = £300

Total cost: £16,809.20

A sum of £16,809.20 from Cefas would cover the costs of the Authority for this piece of work (office accommodation, use of vehicles other than fuel and management time is not considered). A subsequent conversation with Mr Armstrong has highlighted that the sum above that officers have identified is in line with the amount of funding that Cefas envisage being passed on to the Authority. However, in order that EIFCA secures the maximum benefit from the project and starts working towards meeting the needs of the RSA sector in general throughout the district, further consideration of a fulltime contracted position may be warranted to ensure that sufficient data is collected to enable local rather than nationally statistically significant conclusions to be made thus providing much more useful data for EIFCA's use.

It is the officer's recommendation that:

- 1) a letter is written to Cefas supporting the project as set out**
- 2) the Finance and Personnel Sub-Committee further considers the employment of a fulltime Development Officer on a one year contract to conduct this project and associated work**

The Authority is asked to receive the report and accept the recommendations as set out.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) CEFAS proposed project collaboration 18 March 2011 (enclosed)
- 2) ESFJC Recreational Sea Angling Sub-Committee 11 March 2009 (enclosed)
- 3) Defra Recreational Sea Angling 2012 FAQs (enclosed)
- 4) EIFCA 2nd Transition Meeting Agenda Item 10 1 December 2010

18 March 2011

Dear IFCA Heads of Services, Chairs and Deputy Chairs

Proposed project collaboration with IFCAs: “Sea Angling 2012 – a survey of recreational sea angling activity and economic value in England”

We would like to discuss with you the ways in which the IFCAs and Cefas can collaborate in an important new project funded by Defra that will estimate recreational sea angling catch and effort, and assess its economic value in England. The project was highlighted in a letter to you from Gavin Ross (Head of Sustainable Fisheries, Marine Programme, Defra) in February. This should be a good opportunity for you to meet your success criteria for recreational sea angling, and to utilise your experience of sea angling in building up data on sea angling activities in your area. This letter is to provide you with more information and seek advice on IFCA contributions to this initiative.

Background

The new project is called “Sea Angling 2012 – a survey of recreational sea angling activity and economic value in England”. The aims of this project are to estimate fishing effort and catches of certain species and to assess the economic value of sea angling in England. There are a number of strands to this project: a monthly household survey of angling activities to be carried out by the Office of National Statistics, a survey of angling charter boats, a survey of shore based and private boat sea angling, and a socio-economic survey of anglers and angling businesses. The first two of these surveys will be managed by the MMO and the latter two will be managed by Cefas.

Defra have indicated that they would like the IFCAs to be part of the new project to collect data on recreational fisheries, given the important role that the IFCAs will play in the management of recreational sea angling activity. This project is considered to be of high significance by the Minister for Natural Environment and Fisheries, and may be discussed at the Angling Summit on 21 March 2011.

Proposed role of the IFCAs

IFCA participation in the project would be pivotal for successful collection of data from shore anglers and private boat owners, as you have knowledge of the coastline, sea angling activities and contacts with sea anglers. Each IFCA can provide valuable input to several parts of the project by:

- Developing a list of suitable angling locations along your coast where the surveyors can gain access to sea anglers fishing off beaches, rocks, man-made structures or estuaries, or landing private boats
- Classifying the locations according to typical amount of angling activity at different times
- Contributing to the design of the survey (e.g. number of sampling trips) through the identification of practical sampling issues
- Working with Cefas to produce standard operating procedures for sampling, to complete a risk analysis according to the IFCA's own health and safety policy, and to provide training in survey methods and species identification
- Recruiting and supervising a surveyor, maintaining time records and accounts, providing office facilities, ensuring adherence to guidelines and adopting safe working practices

- Liaising with Cefas to monitor progress, resolve issues and provide input into reports on angling activities and catches in your IFCA area

Collecting data

We propose that data collection is done by local, part-time surveyors interviewing anglers along the coastline in each IFCA region for 12 months starting in June 2011. Cefas would sub-contract each of the nine mainland IFCAs to hire and manage a single part-time contractor to collect data according to an agreed sampling plan, archive the data and make follow-up contacts with individual anglers. In view of the limited length of coastline on the Isles of Scilly, we propose that the IFCAs in the Isles of Scilly and Cornwall collaborate in running a suitable sampling programme covering both areas combined.

Cefas will provide terms and conditions for the sub-contracts, create job descriptions for surveyors, produce questionnaires, create tools for entering data and establish a system for regular communication with IFCAs. The sub-contract between Cefas and each IFCA would cover recruitment, wages, travel and subsistence for the surveyor, and consumables and incidental costs (protective clothing, basic laptop computer, stationery, phone calls, etc.).

We consider the available budget may allow around 360 sampling trips to various coastal locations around England over 12 months, representing an average of 40 per mainland IFCA (including Cornwall and Isles of Scilly combined). An IFCA-affiliated surveyor conducting 40 trips would need to be employed on a part-time basis for around 90 days including training, sampling trips and time in the office to plan trips, enter data, etc. We have assumed a daily rate of £125 for each surveyor based on current Cefas rates for shore sampling. The allocation of funds between IFCAs may vary based on the survey design and will be agreed in more detail when setting up the sub-contract agreement. These sub-contracts will be set up by Cefas with each IFCA and include an agreed payment schedule to a specified bank account.

Feedback from you

We would like to seek your agreement to be involved in this new project, get feedback on the proposed daily rate for the surveyors, and for you to estimate potential costs for travel and subsistence, consumables and incidental expenses. Defra wish to agree the details of the project as soon as possible, and we would therefore appreciate initial feedback on our proposals by 23 March 2011.

We will provide more information if you are in agreement with this proposal. If you have any further questions about this letter, please do not hesitate to contact me or talk to me at the angling summit.

Yours sincerely

Mike Armstrong

Group Manager Seas and Oceans
Direct line 01502 524362
E-mail mike.armstrong@cefass.co.uk



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RECREATIONAL SEA ANGLING SUB-COMMITTEE MEETING

11th March 2009

AGENDA ITEM
No. 4

To receive the Deputy Clerk's report on the proposal to commission an economic assessment of Recreational Sea Angling activity within the Joint Committee's district.

There is currently much debate locally, nationally and internationally regarding the economic and environmental impact that the Recreational Sea Angling (RSA) sector has. The RSA sector has over the past few years demanded a greater say in how inshore fisheries should be managed and developed. Recognising the importance of this sector, Defra has developed an RSA strategy for England and has made it clear through the Marine and Coastal Access Bill that the proposed Inshore Fisheries and Conservation Authorities (IFCAs) will have a remit to both manage and develop this sector. The European Union is now also consulting on whether or not to set quotas in recognition of the significant amount of fish caught by the non-commercial sector including RSA. In light of these factors, officers of the Joint Committee are of the opinion that a detailed and accurate understanding of the RSA sector's activities within Lincolnshire, Norfolk and Suffolk is required upon which to base management decisions.

Economic assessments of this sector do already exist but at a national level; in 2004 the UK government published the "Drew Report": Research into the Economic Contribution of Sea Angling. The report estimated that the total expenditure by anglers in England and Wales was £538m/yr from 12.7m angler days of activity. Information such as this must however be used with extreme care as RSA activity varies significantly throughout the UK, and several assumptions upon which figures within the report were generated are unlikely to be applicable within the Joint Committee's district. Officers recognise the importance of obtaining accurate information regarding the RSA sector and they therefore included in the approved and published 2009-2010 Business Plan an undertaking to independently assess the economic importance of this sector. Officers investigated the possibility of commissioning an independent economic analysis similar to that commissioned recently by the Scottish Executive. The Scottish investigation (due to be published in the spring) was specifically designed to determine the number of jobs created directly/indirectly/induced by this sector as well as the income that is generated by this sector within Scotland. The report was written by economists from Glasgow Caledonia University in conjunction with modelers from Cogent SI. Following conversations with the lead author of the work it became clear that the major issue faced in an investigation such as this is to accurately determine the numbers of participants in this activity. Unfortunately this cannot be conducted through a beach census as officers originally thought, as this dramatically skews the dataset and therefore representative results cannot be obtained. To negate this problem extensive distribution of householder questionnaires throughout the UK would have to be carried out. A regional questionnaire is unlikely to be suitable as it is likely that a significant proportion of RSA participants within the Joint Committee's district do not live within Lincolnshire, Norfolk and Suffolk. An estimation of the cost of a project such as this would be £40-50,000 for the regional work but would have to be carried out on a national scale in order to gain meaningful data and therefore the actual costs of obtaining meaningful data are likely to be considerably more than this figure. As such, it is the officers' opinion that the cost and complexity of this method of obtaining accurate RSA participation data precludes this approach.

The importance of obtaining reliable RSA data is of major importance if the Joint Committee is to more readily take the RSA sector into account when making management decisions regarding the regulation and development of fin fish fisheries within the Joint Committee's boundaries or in response to developers' consultations. It is clear that greater management of

the fin fish sector is likely to be an expectation of the IFCA (proposed to replace the Joint Committee) under the Marine and Coastal Access Bill. Alternative ways of obtaining accurate and reliable data including RSA participation must therefore be considered especially as proposals under the Marine and Coastal Access Bill will require all IFCA byelaw proposals to be accompanied by a Regulatory Impact Assessment which must be based on empirical data. Information of use to the Joint Committee would include:

- the level and location of participation in RSA activity;
- the impact that RSA is having on fin fish stocks;
- appropriate management measures to protect juveniles or nursery grounds;
- the most appropriate ways and areas that the fin fish fisheries can be developed to the benefit of the RSA sector.

As an alternative to commissioning an economic assessment as previously discussed, officers intend to investigate alternative methods of obtaining useful information regarding this sector. Officers hope that in the first instance that a database of the details of RSA fishermen that fish actively fish within the Joint Committee's district can be established. Officers propose that the establishment of this database is publicised locally and nationally through the use of appropriate magazine articles and letters to RSA associations. Anglers would be asked to supply their details electronically so that officers can gather recreational fisheries information and their views regarding the Joint Committee's management proposals. In the first instance officers would like to ascertain how the Joint Committee should incorporate RSA requirements within a new website for the Joint Committee. This database would also enable the Joint Committee to consult with the individuals amongst this sector that otherwise may not be represented at the Joint Committee meetings. By participating in this process, the RSA sector within Norfolk, Lincolnshire and Suffolk would be able to participate in the development and formulation of an RSA strategy for the Joint Committee's district.

It is therefore the officers' proposal to further investigate the practicality of developing a database of RSA participants within the Joint Committee's district and consult with them regarding the development of an RSA strategy for this area.

The Sub-Committee is asked to receive the report and agree to the Officers' proposal, as outlined above.

Duncan Vaughan
Deputy Clerk & Fishery Officer
4th March 2009

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) Drew Associates. 2004. Research into the Economic Contribution of Sea Angling.
- 2) Prime Ministers Strategy Unit. 2004. Net benefits, A Sustainable and profitable future for the UK Fishing Industry.
- 3) Defra. 2007. Consultation of a Sea Angling Strategy for England.
- 4) Scottish Executive. 2007. Research into the economic impact of recreational sea angling in Scotland- Tender document.

Sea Angling 2012 Frequently Asked Questions



Sea Angling 2012 – a survey of recreational sea angling activity and economic value in England

What is Sea Angling 2012?

Sea Angling 2012 is a project to collect information on shore-based and boat-based recreational sea angling activities, catches and economic impact in England in 2011 and 2012. The project will be carried out by the Marine Management Organisation (MMO), Cefas, and, we hope, the new Inshore Fisheries Conservation Authorities (IFCAs). The most recent similar study in England was the Drew report published in 2004.

How will sea anglers benefit from this project?

Sea anglers want to see the Government and local bodies put policies in place that conserve fish stocks and ultimately lead to more and bigger fish to catch. Without accurate, up-to-date information on sea angling activities around England, Defra and the new IFCAs will find it very difficult to make balanced and properly-informed decisions on how best to manage fishing activities to meet the requirements of both the commercial and recreational fishing sectors. It is therefore in the best interests of sea anglers to support the collection of the necessary information on recreational sea angling activity, catches and economic value around our coasts.

It is also hoped that the information will also be of use to other organisations – such as sea angling bodies – in the development of their own views and policies.

Why is Defra funding this project?

Recreational Sea Angling is one of the country's most popular sports, with between one and two million active participants each year. Despite this there is very little information available on catches and releases or even the number of fishing trips that take place. *Sea Angling 2012* will provide the necessary evidence base to support Defra and the new IFCAs in meeting their objectives for sustainable development of all forms of fishing.

In addition to this, it will provide the means for the sampling of recreational fisheries that is a legal requirement under EU legislation (Data Collection Framework and the Control Regulation).

What will the project look like?

The *Sea Angling 2012* project can be thought of as three work streams, each focussing on collecting different data, but providing a detailed overview of all forms of sea angling in England. The methodology planned has been successfully used worldwide.

The first work stream, being lead by MMO, will use the Office for National Statistics (ONS) household surveys in Great Britain to provide estimates of how many people go sea angling, and how often, broken down by geographic region and types of activity covered (e.g. from the shore, from chartered boats or from private boats). Data on catches and releases of cod and bass will also be obtained from the survey. The data on sea angling participation from the ONS survey will also contribute to the economic analysis.

The second work stream, also led by MMO, will involve gathering data from charter boat owners and skippers to establish charter boat activity and catches. This will involve compiling regional lists of such vessels and their typical activities and target species, and setting up a sampling scheme to estimate total catches and releases of species such as cod, bass and sharks.

The third work stream, led by Cefas, will aim to collect data on shore based and private boat angling around the coast of England. Locally appointed surveyors will interview sea anglers at the end of their fishing trips, or in some cases while they are fishing, to collect data on fishing effort, catches and releases. A detailed study will also be carried out to determine the economic value of all aspects of the recreational sea angling industry, including expenditure by individual anglers and the economic value of activities dependent on sea angling such as tourism and tackle shops.

How are you involving the angling sector in this project?

In the early stages of this project we sought the initial views of the Angling Trust. Our next step will be to invite representatives of the sea angling sector to form part of a steering group for the project. We are keen that the angling sector are involved in *Sea Angling 2012* and their expertise will be of great benefit as details of the project are decided upon. This also gives anglers a way to influence how we collect data on their sporting activity and businesses. We hope that this will ensure that all parties can have confidence in the results of the project.

How will the information gathered by this project be shared?

We are keen to be fully transparent with this data- it will be openly shared within the constraints of legislation such as the Data Protection Act.

What about catch and returns- will Sea Angling 2012 collect data on this?

We know there are concerns in the angling community that European legislation specifies we need only collect information on what anglers catch, which is interpreted as meaning retained catch and not fish that are returned to the sea. We recognise that catch-and-release is widely practiced in the UK, and that returning fish in a live and healthy state will help conserve stocks for the future. The *Sea Angling 2012* project will estimate how many fish are being caught, as well as how many fish are returned to the sea. Information on both types of catch will be included when we provide information to the European Commission.

Should Anglers be concerned? Could this data lead to more restrictions on angling?

As we know so little about angling activity we cannot predict if this project will highlight problems and what they may be. If the data does prove that recreational angling is having a significant impact on any fish species subject to recovery measures, the EU Control Regulation would give the European Commission the power to recommend specific management measures such as fishing authorisations and catch declarations. If this was the case, our preference would be to work with the angling sector to develop precautionary measures to remove the need for any European intervention.

If you would like an electronic copy of this document please e-mail iain.mathieson@defra.gsi.gov.uk

1st April 2011

Payment of elected members' expenses and remuneration

At the 1st EIFCA transition meeting on the 11th October 2010 it was agreed unanimously that Marine Management Organisation Appointees to the Authority would be able to claim expenses (including financial loss) to attend meetings or carryout work on behalf of the Authority. Elected Members and Representatives from the Environment Agency, Marine Management Organisation and Natural England were to recoup expenses from their respective organisations.

Officers have been instructed to review this decision by the Chair of the Authority and to review the decision not to remunerate members. A small number of members also have highlighted to Officers the reluctance of their Local Authorities to reimburse expenses for work conducted on behalf of the Authority. It should also be noted that no provision has been made in the Authority's 2011-2012 budget to cover these expenses or remuneration as the budget was agreed following the decision made on the 11th October.

Budget

Officers bring to the Authority's attention its Standing Order 26:

No resolution previously agreed to by the Joint Committee shall be altered or rescinded within six months and due notice of the same, stating the precise nature of the proposed alterations or cause for its rescission has been given in the notice calling the meeting excepting under very special circumstances when for urgent and unforeseen reasons the meeting may unanimously deem it desirable to vary or rescind the same.

Six months have not elapsed since the 11th October 2011.

However, Standing Order 27 states:

Any Joint Committee Standing Order with the exception of Standing Order Number 31, may be suspended at any time by a vote of the majority of the Joint Committee present at any meeting.

Recommendation 1

It is therefore the Officers recommendation that they take a vote on whether they want to reconsider this matter. If members wish to consider this matter a second vote should be taken to suspend Standing Order 26 in regards to this matter.

Recovery of expenses

Recommendation 2

If a vote is passed, Officers recommend that expenses incurred by elected members in relation to travel, subsistence and accommodation where appropriate for meetings other than Authority or Sub-Committee meetings be reimbursed. Elected members would still be expected to claim their expenses for attending Authority or Sub-Committee meetings from their Local Authority.

Remuneration of members

Recommendation 3

If a vote is passed, Officers recommend that all the IFCA's within England are contracted to ascertain remuneration rates and a paper is prepared for the July Authority Meeting for consideration. Officers are not of the opinion that this

matter is referred to the Finance and Personnel Sub-Committee for consideration due to the limited number of members and potential for issues arising from voting and personal prejudicial interests. If such a paper is presented to the July meeting and a decision is made to remunerate members, a decision can be made at this meeting regarding the backdating of remuneration for members to 1st April 2011

The Authority is asked to receive the report and decide the course of action that they wish to take.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) Agenda Item 15 Finance Officer's report on the establishment of attendance expenditure rates for Marine management Organisation Appointees. 11 October 2011
- 2) Minutes of the 1st EIFCA Transition Meeting 11 October 2011
- 3) DETR circular No1/86 dated 13th April 2000 - Members Allowances
- 4) The Local Authorities (Members Allowances) (Amendment) (England) (No. 2) Order 2000 Statutory Instrument No. 623.
- 5) The Local Authorities (Members Allowances)(Amendment)(England)(No. 2) Regulations dated 7th March 2000
- 6) The Eastern Inshore Fisheries and Conservation Order 2010. Statutory Instrument No. 2189
- 7) The Marine and Coastal Access Act 2009
- 8) EIFCA Standing Orders 2010

1st EIFCA MEETING

Agenda Item: 20

1st April 2011

To receive a report on the future reporting of the activities of EIFCA officers

In order that the Authority is kept informed of the activities conducted on its behalf it is the intention that various officers (detailed below) will report to the Authority on a quarterly basis:

- Finance Officer (payments made, income received, quarterly management accounts);
- Marine Environment Officer;
- Senior Research Officer;
- *RV Three Counties* Skipper;
- *FPV Protector III* Skipper;
- Area 1 Inshore Fisheries and Conservation Officer;
- Area 2 Inshore Fisheries and Conservation Officer;
- Area 3 Inshore Fisheries and Conservation Officer;
- Area 4 Inshore Fisheries and Conservation Officer;
- Wash Estuary Strategy Group Project Officer.

These reports have been included for this meeting as the work was conducted on the behalf of ESFJC and not EIFCA. The first set of reports received by EIFCA members at the July meeting will concern the months April, May and June.

These reports will be provided for information purposes and generally the officers (other than the Finance Officer) will not be present at the meeting to answer questions regarding the content of the report. Queries regarding the content of the reports can be raised at the Authority meeting for the CEO to follow up and report back to the Member raising the query, or to the Authority where appropriate.

Additional reports requiring action by the Authority may be presented by these officers as appropriate.

The Authority is asked to receive the report.

Duncan Vaughan
Chief Executive Officer

25th February 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

1st April 2011

To receive a report on the possible implications of the Localism Bill

The Localism Bill is currently working its way through Parliament. Officers thought it prudent to draw this Bill to the attention of members as there are potentially significant implications for the Authority if it is passed in its current form. The Bill at the time of writing this paper was in the Committee Stage within the House of Commons (8/3/2011). It is therefore worth highlighting the following sections to the Authority at this point, in case the Bill is passed.

- Part 1
 - Chapter 3 – Governance
 - Chapter 4 – Predetermination
 - Chapter 5 – Standards
 - Chapter 6 – Pay accountability
- Part 2
 - EU Fines

If this legislation is passed, Officers will review the EIFCA Standing Orders to ensure that they are still appropriate and a review will be conducted to ascertain whether other documents/procedures need amending.

Of particular note is Part 2 Section 30 – EU Fines. This Section enables a Minister of the Crown to require a local or public authority to make a payment of an amount determined by the Minister in respect of any EU financial sanction imposed on the United Kingdom. In essence, if infraction proceedings are brought against the UK Government as a result of measures the Authority has either done/not done, any fine (typically hundreds of thousands of pounds) could be levied against the three constituent County Councils of Lincolnshire, Suffolk and Norfolk. The fine can not be charged directly against the Authority by the Minister as it is not listed as a public or local authority within the Bill.

It is worth noting that a lawyer has lodged a complaint with the European Commission concerning the handwork cockle fishery within The Wash authorised by the Authority's predecessor (Eastern Sea Fisheries Joint Committee). This complaint is being robustly and successfully defended by the Joint Committee, Natural England and Defra. This could lead to infraction proceedings being levied against the UK Government.

In order to protect the Authority if this Bill is passed Officers will investigate the costs involved to provide appropriate insurance cover if the existing Professional Indemnity, and Directors'/Officers' insurance that the Authority holds is insufficient.

The Authority is asked to receive the report.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

1) Localism Bill.

<http://www.publications.parliament.uk/pa/cm201011/cmbills/126/part1/11126.i-v.html>

1st EIFCA MEETING

Agenda Item: 22

1st April 2011

The formation of an Association of Inshore Fisheries and Conservation Authorities

A meeting of the Chair and Heads of Service of each of the Inshore Fisheries and Conservation Authorities was held at Fishmongers Hall in London on 17 March 2011. The purpose of the meeting was to discuss the creation of a national Association of Inshore Fisheries and Conservation Authorities and the form that it would take. All those present were unanimous in their opinion that an Association should be established in order that the Minister and Defra officials had a single point of contact.

There was general agreement that the formation of the Association should occur in a timely manner. Concerns were raised that there had not been full discussion of the various forms that the Association could be created in, and what its purpose should be.

In order that progress could be made, Cllr Lamb (Chair of Kent and Essex IFCA) and Mr Tomlinson (Chair of Cornwall IFCA) were appointed Chair and Vice Chair of the Association on an interim basis. It was also agreed that the Chair and Chief Officer of each IFCA should be members of the Association. Articles of the Association were voted on and approved; it was noted that the articles could be reviewed and amended as required. As a result of these decisions, the Association will be established as a company.

It was decided that a working group be formed that would explore the costs, structure and secretariat functions of an Association with proposals from the working group being submitted for consideration by the Association on 17 June 2011.

The Authority is asked to receive the report.

Duncan Vaughan
Chief Executive Officer

25th March 2011

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) AIFCA meeting notes. 17 March 2011
- 2) Articles of Association of The Association of Inshore Fisheries and Conservation Authorities Ltd (a notional company)
- 3) ASFC letter to EIFCA Chair. Initial step taken on 16 December 2010 to form an association to assist the IFCA's with their work. 17 January 2011
- 4) Outline of the memorandum and articles of association of a new AIFCA