



**Papers for a meeting of the
FINANCE & HR SUB-COMMITTEE**

to be held at

**Eastern IFCA Offices,
6 North Lynn Business Village, Bergen Way, King's Lynn, PE30 2JG**

**Wednesday
26th June 2019**

**at
10.30 hours**

Vision

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



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

Date: 26th June 2019

Time: 10.30 hours

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

Agenda

- 1 Welcome - *Chair*
- 2 Apologies for absence - *Chair*
- 3 Declaration of Members' interests - *Chair*

Action Items

- 4 Minutes of the Finance & Personnel Sub-Committee meeting on 16th January 2019 - *Chair*
- 5 Matters Arising - *Clerk*
- 6 Finance & HR sub-committee meetings – *CEO*
- 7 To receive a report on the Internal Audit for 2018/19 carried out by Norfolk Audit Services - *Hd Finance & HR*
- 8 To receive and approve the Statement of Accounts for the year ended 31 March 2019 – *Hd Finance & HR*
- 9 Quarter 1 (to date) payments made and monies received – *Hd Finance & HR*
- 10 Quarter 1 (to date) Management Accounts – *Hd Finance & HR*
- 11 Marine Science roles and grade review – *Hd Operations*
- 12 Investment strategy – *Hd Finance & HR*
- 13 To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 14 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.

Information Items

- 14 HR Update – Hd Finance & HR
- 15 Any other urgent business

To consider any other items which the Chair is of the opinion are matters of urgency by reason of special circumstances which must be specified

Julian Gregory

Chief Executive Officer
Date: 18th June 2019

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Finance & Personnel Sub-Committee

A meeting of the Finance & Personnel Sub-Committee took place at the EIFCA offices, 6 North Lynn Business Village, King's Lynn, on 16th January 2019 at 1030 hours.

Members Present:

Cllr D Collis	Chair	Norfolk County Council
Cllr M Chenery of Horsbrugh		Norfolk County Council
Cllr P Coupland	Vice Chair	Lincolnshire County Council
Cllr P Skinner		Lincolnshire County Council
Cllr M Vigo Di Gallidoro		Suffolk County Council
Mr S Worrall		MMO Appointee

Eastern IFCA Officers Present:

A Bakewell – Head Finance & HR
J Butler - Head of Operations

F&P19/01 Welcome

The Chair advised members that in the absence of the CEO who was attending a meeting in London, the Head of Operations would act as Clerk and present the papers assigned to the CEO.

F&P19/02 Apologies for absence

Apologies for absence were received from Cllr FitzPatrick (NCC), and Mr Bolt (MMO Appointee).

F&P19/03 Declarations of Members Interest.

There were no Declarations of Interest.

F&P19/04 Minutes of the Finance and Personnel Sub-committee meeting held on 17th October 2019

With the exception of Cllr Collis requesting that he be added to the list of those who sent apologies, it was agreed these were a true reflection of the meeting.

F&P19/05 Matters Arising:

There were no matters arising

F&P19/06 Provisional budget for the period 1 April 2019 to 31 March 2020

The provisional budget was based on 9 months of actual expenditure, with the notes and figures providing all the information for the basis of the budget. The Head of Finance & HR advised members on what the 'pension squeeze' referred to. This was the sum EIFCA needed to pay into the pension fund to cover the shortfall identified by the tri-annual assessment of the Local Government Pension Fund, during the period 2014-2017.

Cllr Coupland queried New Burden funding and whether there was any further news regarding payments after 2019/2020. The Head of Finance & HR advised the outcome of the 2019 Spending Review was not known and there had been no news from Defra. He believed IFCA's were still giving good value and remained optimistic funding would continue in some form after 2019/2020. He advised that the Authority's reserves would allow some breathing space for reorganisation in the event that further funding was not forthcoming. Cllr Coupland expressed concern that the County Councils may be asked to make up the £400k shortfall, he felt this would prove difficult to achieve. The Head of Finance & HR advised as a precepting/levying authority the funding could be demanded from the County Councils' but he accepted this was not the way to go forward and a degree of compromise would be needed. He advised that other forms of funding would be looked into and added that currently collaborative working with the MMO was taking place.

Cllr Coupland remained concerned about the potential for EIFCA to be at loggerheads with the County Councils.

The Head of Finance & HR advised that the Finance representatives from the three County Councils were aware of the situation.

Cllr Vigo Di Gallodoro questioned where the conversation would start for funding in the event of requiring it. The Head of Finance & HR advised it would start with those parties putting the extra burdens on the Authority.

Referring to the provisional budget Members were advised there would be less than previously anticipated to put into reserves at the end of the financial year due to unforeseen expenditure in the form of the Pension Squeeze and the engine rebuild on FPV John Allen.

Members Resolved to note and agree the Provisional budget for the period 1st April 2019 to 31st March 2020

Proposed: Cllr Skinner

Seconded: Mr Worrall

All Agreed

F&P19/07 Provisional Forecasts of estimates of expenditure for the period 1 April 2020 to 31 March 2024

The Forecast of Estimates was based on the 2019/2020 budget extended out to the following four years, with an amount for inflation added to the baseline. The forecast had been prepared without New Burden Funding to give an indication of the potential shortfall and the affect it would have on reserves if this funding stream was removed. Effectively reserves would be exhausted in 2021/2022.

Cllr Coupland again expressed concern and added the Authority needed to be aware they would not be the only body asking for more money, there could be 100 others asking for additional funding which the County Councils would not be able to accommodate.

Cllr Chenery of Horsbrugh questioned what expenditure fell under the heading of medical fees, this applied to the medical qualification which seagoing staff had to meet in order to be eligible to work at sea.

Members Resolved to note and agree the Forecast of Income and Expenditure for the five years to 31st March 2024.

Proposed: Mr Worrall

Seconded: Cllr Chenery or Horsbrugh

All Agreed

F&P19/08 External Audit Report

Under current legislation there was no longer a requirement for EIFCA to undergo an audit however the decision had been made to continue with this process.

The report provided by the auditors for the last financial year had provided 5 suggestions for consideration, which could have been considered pedantic, however the Head of Finance & HR was quite content as it proved they were doing a thorough review of the accounts.

Cllr Collis commended the Head of Finance & HR for 'running a tight ship'.

Cllr Chenery of Horsbrugh noted the internal audit was carried out by NCC and questioned whether either of the other two County Councils were ever used for this purpose. Whilst it had been considered it was felt that as NCC already had methods/practices in place to move to another body would involve a longer process which would involve greater cost.

Members Agreed to note the report.

F&P19/09 Resolution that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting

for item 10 on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.

Proposed: Cllr Skinner

Seconded: Cllr Vigo Di Gallidoro

F&P19/10 Vessel Replacement Update

the Head of Operations gave a brief summary of the route already taken to reach the current position.

Members were advised that following discussions with architects it had become apparent the build cost was likely to be higher than originally anticipated, this had led Officers to reconsider the type of vessel required and had started looking at actual requirements and whether or not more basic accommodation would be appropriate, as well as ensuring the vessel was future proof if the district was extended out to 12nm.

A Visit had been made to Northumberland IFCA to view their vessel and a similar visit would be made to Kent & Essex IFCA.

Consideration was also being given to whether the build could be carried out without the expense of an architect to design it as this would also significantly reduce the cost. It was however, noted that it may be possible to use the services of an architect to prepare tender documents and oversee the build.

The Head of Finance & HR advised members that the intention was for the vessel cost to be kept within the budget already available in the Vessel Replacement Fund, including the architects' fees.

Resale value of Three Counties was questioned, however this would not be known until after the replacement vessel had been built, it would depend on whether anyone needed a vessel like Three Counties at the time it was up for sale.

Members discussed the various activities required of the vessel and potential for going out to 12nm, it was noted that the vessel would be coded to a level which would enable the vessel to go out to 60nm so all eventualities out to 12 would be covered. It would also need to be suitably designed to cover the whole of the District which meant it would need to reach a reasonable speed.

The Head of Operations added that vessels are usually limited by capability of crew and weather rather than by the vessel itself.

Cllr Collis suggested that a concise and limited report be made to the full Authority later in the month, advising that progress was being made slowly.

Members Resolved to Note the report

Proposed: Cllr Vigo Di Gallidoro

Seconded: Cllr Chenery of Horsbrugh

All Agreed

F&P19/11 HR Update

The Head of Finance & HR provided a summarised report of the ongoing activity, highlighting, among other things, his own move back to a three day week and welcoming Emma Godwin, the new Admin & Data Officer.

F&P19/12 Any Other Business

No other items of business had been put forward for discussion

The meeting closed at 1145 hours.

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Information Item 6

Finance & HR Sub-Committee Meeting

Finance & HR sub-committee meetings

26th June 2019

Report by: Julian Gregory, CEO

Purpose of report

To propose a framework and meeting frequency for the Finance and HR sub-committee.

Recommendations

It is recommended that members:

- **Agree** the framework for sub-committee meetings set out in the paper
- **Agree** that meetings will be held quarterly, ordinarily on the first Tuesday in February, May, August and November each year

Background

A review of the Constitution and Standing Orders was considered at the 36th Authority meeting held on 15th May 2019, when recommendations to revise the sub-committee structure and associated scheme of delegations were agreed. These included reforming the previous Finance and Personnel sub-committee to become the Finance and HR sub-committee with a substantially increased decision making mandate.

Report

The revised delegations for the Finance and HR sub-committee set out in the Constitution and Standing Orders can be found at Appendix A.

In order to meet the new requirements, it is suggested that meetings of the Finance & HR sub-committee should be held quarterly, ordinarily on the first Tuesday in February, May, August and November. This will enable quarterly accounts to be completed for presentation and review at each meeting as well as facilitating recurring annual items at appropriate points during each year.

If the meeting frequency is agreed the currently scheduled meeting for 16th October 2019 will be cancelled and the schedule of meetings for 2019 and 2020 would be as follows:

- 1030hrs Tuesday 5th November 2019
- 1030hrs Tuesday 4th February 2020
- 1030hrs Tuesday 5th May 2020
- 1030hrs Tuesday 4th August 2020
- 1030hrs Tuesday 3rd November 2020

The following outline framework for items to be considered at each meeting is proposed:

Recurring Items

- Quarterly Payments and receipts
- Management Accounts
- HR Update

February meeting

- Review of expenses to MMO appointees
- Review of expenditure limits
- Appointment of auditors

May meeting

- Annual statement of accounts for preceding financial year
- Transfer of surplus funds to reserves

August meeting

- Annual audit report

November meeting

- Approving for recommendation to the full Authority, the annual budget and the levy to the County Councils

As required

- Transfers between accounts

- Approval of bank signatories
- Capital asset replacement programme (vessels and vehicles)
- Property (accommodation) requirements
- Waiving any of the procedures relating to contracts which are set out in the Financial Regulations
- Agreeing the sale of assets worth more than £10,000
- Receiving reports and agreeing action on bad debts
- Strategic Human Resources matters, including:
 - Staff levels and structure
 - Pay scales and allowances
- Recruitment, remuneration and retention of the Chief Executive Officer and Executive Officers (noting the delegated powers to Chair, Vice-Chair and CEO)
- Disciplinary matters

Appendix A

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE FINANCE & HR SUB-COMMITTEE TO DISCHARGE
Function
1. Decision making powers for all strategic financial matters, including: <ol style="list-style-type: none"> a. Approving for recommendation to the full Authority, the annual budget and the levy to the County Councils b. Approving quarterly accounts c. Approving statements of payments and monies received d. Approving the annual Statement of Accounts e. Approving transfers between accounts f. Appointment of the Auditors g. Approval of bank signatories
2. Agreeing the capital asset replacement programme (vessels and vehicles).
3. Agreeing arrangements for the provision of property (office accommodation, workshops, storage and moorings etc.) to meet operational requirements.
4. Agreeing and reviewing annually the Members' expenses scheme.
5. Waiving any of the procedures relating to contracts which are set out in the Financial Regulations.
6. Agreeing the sale of assets worth more than £10,000.
7. Receiving reports and agreeing action on bad debts.
8. Strategic Human Resources matters, including: <ol style="list-style-type: none"> a. Staff levels and structure b. Pay scales and allowances
9. Recruitment, remuneration and retention of the Chief Executive Officer and Executive Officers, including: <ol style="list-style-type: none"> a. Approving the Job Description/Person Specification and selection process b. Appointing interview panels for the recruitment process, who will ordinarily be drawn from this Sub-Committee and in the case of Executive Officers will also include the CEO and other Executive Officers as appropriate c. Appointment of the CEO and Executive Officers <p>NB These decision-making powers are delegated to the Chair and Vice-Chair in conjunction with the CEO to enable action between scheduled meetings.</p>
10. Disciplinary and Grievance appeals panels will ordinarily be chaired by the Vice-Chair of the sub-committee, who will designate members of the panel from the sub-committee.
11. The Sub-Committee may delegate any of its powers to an individual member of the Sub-Committee or to the CEO except where the power falls to be discharged by a panel.

12. The Chair of the Sub-Committee, or the CEO in consultation with the Chair, may refer any of the matters set out above to the full Authority for determination, where this is in the Authority's interests.

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Action Item 7

Finance and HR Sub-Committee

26th June 2019

Report on the Internal Audit for 2018/2019

Report by: Andrew Bakewell – Head of Finance

Purpose of report

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

Recommendations

Members are asked to:

- **Note** the content of the report.

Background

The 2018/2019 Internal Audit was carried out by Norfolk Audit Services. The Audit letter which provides an outline of the work undertaken and which constitutes the audit certificate follows as Appendix A.

Audit Opinion – “internal control for the Joint Committee is Acceptable”

“our conclusions were that in all significant respects all the control objectives were being met to a standard adequate to meet the needs of the body”

Recommendations

“Conduct more frequent formal reviews of the risk register.” See Note C

Although it is no longer a statutory requirement, for continued reassurance and as last year PKF Littlejohn have been engaged to review the small bodies return at the same fee as previously charged (£2,000).



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

Norfolk Audit Services
Ground Floor, South Wing
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DW

Please ask for: Claire Bunn
Direct Dialling Number: 01603 223863
Email: claire.bunn@norfolk.gov.uk
12 June 2019

Dear Mr Gregory,

Internal Audit 2018-19 of EIFCA

The Joint Committee for the Eastern Inshore Fisheries and Conservation Authority (EIFCA) appointed Norfolk Audit Services to undertake the internal audit work for the financial year ended 31 March 2019 and to provide the audit report for the year as described in our letter of engagement signed on 23 April 2019.

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

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

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

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

The responsibility for internal control includes:

- The ongoing maintenance of internal control,

- financial systems,
- risk management and,
- protection of assets.

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

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

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

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

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

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

The audit of accounts for the year ended 31 March 2018 was undertaken by the external auditors, PKF LittleJohn LLP.

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

I would suggest that a copy of this letter is provided to your external auditors. Please also find attached a signed copy of 'Section 4 – annual internal audit report', as requested.

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

Please also find enclosed the fully signed letter of engagement, which was not signed by ourselves prior to the commencement of the audit.

Please ask if you have any questions.

Yours sincerely



Claire Bunn
Client Manager
Norfolk Audit Services

**Eastern Sea Fisheries Joint Committee
Internal Audit 2018-19**

Internal control objectives	Extent of Coverage / Comments	Opinion
A. Appropriate accounting records have been kept properly throughout the year	It can be concluded that appropriate accounting records at Eastern Inshore Fisheries Conservation Authority (EIFCA) have been kept throughout the year. Purchase invoices, sales invoices, bank statements, cash book, bank reconciliations and payroll records have been seen as part of our audit work. The asset register is updated annually, rather than throughout the year although the board and insurers are advised of the acquisition of an asset.	Acceptable
B. The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	A sample of ten invoices totalling £6,473.55 and covering period from April 2018 to March 2019 were reviewed: All invoices were arithmetically checked, coded appropriately and VAT was accounted for correctly.	Acceptable
C. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	A risk register is in place and is included within the 2018-23 Business Plan. The register is formally reviewed on an annual basis with updates completed where necessary on a quarterly basis. It is noted that last year's advice to undertake more frequent formal reviews would better comply with best practice has not been actioned.	Acceptable
D. The annual taxation levy or funding requirement resulted	Budgets are set on an annual basis using the current budget, with alterations in line with the three year plan and priorities listed in the annual plan. This is approved by the full board. Levies for the year (2018-19)	Acceptable

Internal control objectives	Extent of Coverage / Comments	Opinion
<p>from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</p>	<p>were correctly received against letters requesting payment which were dated 5 February 2018.</p> <p>Income and expenditure reports and management accounts showing over/under spend compared to budget are presented by the Head of Finance to the Full Board on a quarterly basis to ensure the budget is monitored.</p>	
<p>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for</p>	<p>A sample of five invoices totalling £8,255.70 raised between April 2018 and March 2019 were reviewed: Income received was banked promptly and based on correct prices. As EIFCA is not VAT registered, VAT is not shown on the invoices.</p>	<p>Acceptable</p>
<p>F. Petty cash payments were properly supported by receipts, all expenditure was approved and VAT properly accounted for</p>	<p>A sample of five petty cash payments totalling £25.69 raised between April 2018 and March 2019 were reviewed and controls in place are adequate.</p> <p>All petty cash vouchers had been appropriately checked and authorised and were within the approved limit of £15.</p> <p>All petty cash payments sampled had receipts and VAT was properly accounted for.</p>	<p>Acceptable</p>
<p>G</p>	<p>Two employee's payroll months were sample tested. Both were correct in EIFCA records and PAYE calculations agreed to summaries and payslips.</p>	<p>Acceptable</p>

Internal control objectives	Extent of Coverage / Comments	Opinion
Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied	<p>The employees' gross pay agreed to the pay scales stipulated in their contract and manual tax calculation confirmed accurate amounts are deducted from the employee's payslips.</p> <p>There is an overall 16% increase in payroll costs and it is understood the main reason for this was the recruitment to a vacant senior post.</p>	
H. Asset and investments registers were complete and accurate and properly maintained	<p>Vessels are the most significant assets, followed by vehicles.</p> <p>Workboat certificates seen for all 4 vessels.</p> <p>3 vehicles verified by observation in car park.</p> <p>Disposal of 2 x Peugeot 207s discussed with Head of Finance and were in accordance with the disposal policy.</p>	Acceptable
I. Periodic and year end bank account reconciliations were properly carried out	<p>Bank reconciliations are carried out monthly and at year end by the Head of Finance in accordance with the procedures. These are dated with the date on which the reconciliation is completed (Although the reconciliation for June 2018 was not dated) and then signed and dated by the CEO when he performs his check of the reconciliation.</p> <p>There were no stale cheques.</p>	Acceptable
J. Accounting statements prepared during the year were prepared on the correct	Accounts are prepared on a quarterly basis to report the income and expenditure to the Finance and Personnel committee and the full board.	Acceptable

Internal control objectives	Extent of Coverage / Comments	Opinion
accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded	The draft accounts for 2018-19 have been reviewed and checked to supporting documentation and accounting system extracted records. No issues were found.	

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Action Item 8

Finance & HR Sub-Committee

26th June 2019

Statement of Accounts for Eastern Inshore Fisheries & Conservation Authority for the year ended 31st March 2019

Report by: Andrew Bakewell – Head of Finance & HR

Purpose of report

To present the annual statement of accounts for the year ended 31st March 2019 and the Joint Committees Annual Return prepared for external examination by PKF Littlejohn for certification.

Recommendations

Members are asked to:

1. **Approve** the Annual Governance Statement.
2. **Approve** the Statement of Accounts for submission for external examination.
3. **Authorise** the Chairman and Chief Executive to sign the Annual Return before submission to the auditors for review.
4. **Authorise** in accordance with the Authority's Financial Regulation 3.4, transfers of funds to and from 'ear-marked' reserves as outlined in the Statement of movement in reserves below.

Appendices

Appendix A - Eastern Inshore Fisheries & Conservation Authority Statement of Accounts for the year ended 31st March 2019 (attached)

Appendix B - Uncertified Joint Committees Annual Return and requested supporting documents (copy attached).

Appendix A

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Statement of Accounts for the year ended 31st March 2019

Foreword

The Accounts and Audit (England) Regulations 2015 have classified Eastern Inshore Fisheries and Conservation Authority as a “smaller relevant body”.

The Account statements are centred on the Audit Commission Small Bodies Annual Return, which is completed and certified on the day the accounts are approved, in this case 26th June 2019. A copy of the return is attached for your information.

The accounting statements forming the basis of the return are:

1. The Income and Expenditure Account for the year ended 31st March 2019
2. The Balance sheet as at 31st March 2019.
3. A statement detailing movement on reserves.

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

4. A schedule of Fixed Assets held at 31st March 2019. Fixed Assets are valued at cost with no allowance for depreciation. By this method the “book value” of fixed assets remains constant until disposed of.
5. Notes relevant to the above statements.

2018/2019 Out-turn

The table below shows a comparison of Actual results with the 2018/19 Budget analysed under the main budget headings.

	2018/19 Budget	2018/19 Actual
	£	£
Salaries	1,037,946	1,024,065
General Expenditure	211,900	213,685
<u>Departmental Operational Costs</u>		
Media and Publicity	1,600	3,233
Marine Protection	22,000	26,381
Marine Science	6,250	8,907
Moorings and Harbour Dues	3,700	5,219
Three Counties	89,000	82,855
John Allen/Sebastian Terelinck	41,500	38,754
Seaspray	4,200	
Vehicles	25,000	26,107
TOTAL EXPENDITURE	1,443,096	1,429,206
<u>INCOME</u>		
Miscellaneous Income	70,000	88,156
TOTAL INCOME	70,000	88,156
EXPENDITURE less INCOME	1,373,096	1,341,050

Consolidated Balance Sheet at 31st March 2019

31/3/2018		31/3/2019
£	CURRENT ASSETS	£
25,929	Debtors	68,760
	Treasury Deposit	
576,941	Suffolk County Council Deposit	580,590
2,919,454	Cash at bank	2,439,166
49	Cash in hand	626
	CURRENT LIABILITIES	
1,391,812	Creditors	-907,710
2,130,561	NET ASSETS	2,181,432
	EAR-MARKED RESERVES	
10,000	ICT Fund	10,000
30,000	IVMS Fund	30,000
21,750	Fixed Penalty Fund	21,750
75,000	Legal and Enforcement Fund	75,000
10,000	Office Improvement Fund	10,000
150,000	Operational Fund	150,000
78,169	Research Fund	78,169
60,000	Vehicles Renewal Fund	60,000
18,292	Environment Grants	18,292
1,506,105	Vessel Replacement Fund	1,575,464
119,860	Wash Fishery Order Fund	113,753
51,385	Wash and North Norfolk Project Fund	39,004
2,130,561		2,181,432

Reconciliation between Box 7 and Box 8 in Section 1 (31/03/2019)

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

		£	£
Box 7: Balances carried forward (31/03/2019)			2,181,432
Deduct:	Debtors	44,252	
	- HMRC	24,508	
Total deductions			(68,760)
Add:	Creditors	907,710	
Total additions			907,710
Total cash and short term investments			3,020,382

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Income and Expenditure Account for the year ended 31st March
2019

2017-2018			2018 - 2019		
£	£	<u>INCOME</u>	£	£	£
996,925		Levies	1,016,863		
394,145		New Burden Funding	394,145		
3,000		Fines and costs	6,845		
4,093		Interest	6,807		
<u>38,994</u>		Miscellaneous income	<u>62,105</u>		
	1,437,157	sub-total		1,486,765	
30,000	30,000	Grants	8,750		
1,946		Vessel Replacement Fund	3,649		
8,550		Wash Fishery Order			
<u>30,449</u>		Wash & North Norfolk Project Fund	<u>33,698</u>		
	<u>40,945</u>	sub-total		<u>46,097</u>	
	1,508,102	TOTAL INCOME			1,532,862
 <u>EXPENDITURE</u>					
901,273		Salaries	1,024,065		
220,717		General expenditure	213,685		
371		Media and Publicity	3,233		
4,165		Marine Science	8,907		
18,270		Marine Protection	26,381		
10,448		Moorings and Harbour dues	5,219		
283		Seaspray			
76,924		Three Counties operating costs	82,855		
18,892		John Allen & Sebastian Terelinck	38,754		
22,862		Vehicles operating costs	26,107		
<u>115,209</u>		Asset purchases			
	1,389,414	sub-total		1,429,206	
2,965		Wash Fishery Order Fund	6,106		
<u>50,561</u>		Wash & North Norfolk Project Fund	<u>46,079</u>		
	<u>53,526</u>	sub-total		<u>52,185</u>	
	1,442,940	TOTAL EXPENDITURE			1,481,391
	65,162	INCOME less EXPENDITURE			51,471

Notes – Surplus for the year of £ 51,139 arose as follows:

- Salary savings £13,881
 - Vacancy management savings coupled with a structure change partially offset by an £8,000 “one-off” salary payment
- General Expenditure overspend £(1,785)
 - Software licence increases.
- Operations overspend £(8,671)
 - £2,700 Parliamentary Review, £1,800 Marine Science sonde repairs and legal costs associated with successful prosecutions. Note the recovered costs £6,845 show as extra income..
- Vessels & vehicles savings £10,465
 - Three Counties operating cost £2,145 under budget, other vessels £11,246 under budget (John Allen out of service for part of the year) offset by overspends on vehicles £(1,107) and moorings £(1,819) which includes electrical installation for the container.
- WFO and WNNCMP £(18,487)
- Extra miscellaneous income £18,156 including WFO propagation £9,000 interest £3,000 and Grant funding £8,750.
- Budgeted surplus £37,912.

Statement of movement in reserves

	opening	used	added	reallocated	closing
ICT Fund	10,000				10,000
F.A.P.	21,750				21,750
Legal Fund	75,000				75,000
Office refurbishment	10,000				10,000
Operational Fund	150,000				150,000
Research Fund	78,169				78,169
Vehicle replacement	60,000				60,000
Vessel replacement	1,506,105		69,359		1,575,464
Wash Fishery Order	119,860	6,107			113,753
WNNC-EMS	51,385	12,381			39,004
IVMS (10%)	30,000				30,000
Grants	18,292				18,292
Total	2,130,561	18,488	69,359		2,181,432

Notes

Movement in reserves are treated as follows with the cost of asset/use of reserve shown as a reduction then replenished from surpluses to re-instate. The exceptions being movements in non-discretionary reserves (FAP, WFO and WNNC). All other surplus is directed to Vessel replacement.

**EASTERN INSHORE FISHERIES AND CONSERVATION
AUTHORITY**

FIXED ASSET REGISTER as at 31/03/2019

Acquired	Description	Supplier	Cost £
31/07/2002	RV Three Counties		914,560.00
01/09/2015	Sebastian Terelinck	Redbay	415,188.00
25/04/2013	John Allen	Redbay	144,349.00
12/02/2018	Seaspray 2	Humber	50,546.00
12/02/2018	Seaspray 2 "extras"	Humber	8,592.00
			<hr/> 1,533,235.00
01/04/2013	Sidescan sonar		53,815.00
01/06/2013	Imaging software		13,343.00
13/06/2013	Underwater camera		28,770.00
30/04/2013	Videoray		11,108.00
12/02/2018	Sonde	Xylem	11,753.00
			118,789.00
20/10/2015	Isuzu D-Max	FX65UXP	17,978.00
21/07/2014	Skoda Yeti 4x4	AJ14NHL	20,350.00
01/08/2014	Skoda Yeti Greenline	AJ14NHM	18,095.00
01/08/2014	Skoda Yeti Greenline	AJ14NHN	18,095.00
18/08/2016	Ford Tourneo	EP16DRO	16,851.00
31/12/2008	Peugeot 308SW	AM58SRO	13,500.00
26/05/2017	Skoda Yeti	AK17EVU	13,909.00
26/05/2017	Skoda Yeti	AK17EWA	16,628.00
26/05/2017	Skoda Fabia	AK17EVW	10,215.00
			<hr/> 145,621.00
	Total Fixed Assets		1,797,645.00

Appendix B

Joint Committees Annual return for the financial year ended 31 March 2019

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the Joint Committee.
- Section 3 is completed by the PKF Littlejohn LLP as the reviewer appointed by the Joint Committee.
- Section 4 is completed by the Joint Committee's internal audit provider.

Completing your annual return

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

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

Send the annual return, together with your bank reconciliation as at 31 March 2019, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, PKF Littlejohn LLP, by the due date.

We will identify and ask for any additional documents needed for our work. Therefore, unless requested, do not send any original financial records.

Once we have completed our work, certified annual returns will be returned to the Joint Committee.

It should not be necessary for you to contact us for guidance.

Additional information can be found on our website using the following link (<https://www.pkf-littlejohn.com/joint-committees-independent-review>).

Section 1 – Annual governance statement 2018/19

We acknowledge as the members of

Enter name of reporting joint committee **EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY**

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed –		*Yes* <small>(marks that the joint committee)</small>
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the guidance notes within this Annual Return.	✓		prepared its accounting statements and approved them.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the joint committee to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with generally accepted good practice.
4 We provided opportunity during the year for interested persons to inspect and ask questions about the accounts.	✓		has given all persons interested the opportunity to inspect and ask questions about these joint committee accounts.
5 We carried out an assessment of the risks facing the joint committee and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the joint committee's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the joint committee.
7 We took appropriate action on all matters raised in reports from internal audit and external reviews.	✓		responded to matters brought to its attention by internal and external reviewers.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the joint committee and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the Joint Committee and recorded as minute reference

MINUTE REFERENCE

dated 00/00/0000

Signed by:

Chair SIGNATURE REQUIRED

dated 00/00/0000

Signed by:

Clerk SIGNATURE REQUIRED

dated 00/00/0000

*Note: Please provide explanations on a separate sheet for each 'No' response. Describe how the joint committee will address the weaknesses identified.

Section 2 – Accounting statements 2018/19 for:

Enter name of reporting joint committee here:

EASTAIDH IASBÓRÉ FISHÉIRIÚ ANB CONSERVATION AUTHORITY
ENTER JOINT COMMITTEE NAME HERE

	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
	31 March 2018 £	31 March 2019 £	
1 Balances brought forward	2,065,599	2,130,561	Total balances and reserves at the beginning of the year as recorded in the joint committee's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	1,391,070	1,411,005	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring joint committee. Excluding any grants received.
3 (+) Total other receipts	117,032	121,854	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	901,273	1,024,065	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the joint committee's borrowings (if any).
6 (-) All other payments	541,667	457,326	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	2,130,561	2,182,032	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	3,496,444	3,020,382	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,626,625	1,797,645	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the joint committee as at 31 March
10 Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2019 the accounting statements in this annual return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE REQUIRED

Date 00/00/00

I confirm that these accounting statements were approved by the Joint Committee on:

00/00/00

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date 00/00/00

Section 3 – Review report 2018/19 Certificate

We present the findings from our review of the annual return for the year ended 31 March 2019 in respect of:

Enter name of reporting joint committee here:

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Respective responsibilities of the Joint Committee and the reviewer

The Joint Committee is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Joint Committee prepares an annual return which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice.

We have reviewed the annual return and set out our findings below. Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and therefore does not provide the level of assurance of a statutory audit.

Report

Matters arising from our review

(continue on a separate sheet if required)

Reviewer signature

Reviewer

PKF Littlejohn LLP

Date

Section 4 – Annual internal audit report 2018/19 to

Enter name of reporting joint committee here:

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

The Joint Committee's internal audit service provider, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2019.

Internal audit has been carried out in accordance with the Joint Committee's needs and planned coverage.

On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Committee.

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

For any other risk areas identified by the Joint Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit: CLAIRE GUNN

Signature of person who carried out the internal audit: *CLG* Date: 12/6/19

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2018/19 annual return

1. Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the joint committee, properly initialled and an explanation provided to us. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
2. Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to us.
3. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
4. Make sure that the copy of the bank reconciliation which you send with the annual return covers all your bank accounts. If the joint committee holds any short-term investments, note their value on the bank reconciliation. We must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8.
5. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete analysis to support your explanation.
6. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
7. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
8. Do not complete section 3. We will complete it at the conclusion of our work.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested has been sent with this annual return?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Approval by the joint committee confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2019 agrees to Box 8?	
Section 4	An explanation of any difference between Box 7 and Box 8 is provided?	
	All red boxes completed by internal audit and explanations provided?	

Vision

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



Action Item 9

Finance and HR Sub-committee

26th June 2019

Report by: Andrew Bakewell – Head of Finance & HR

Payments made and monies received during the period 1st April 2019 to 31st May 2019

Purpose of report

To set out the YTD receipts and payments for members to note. Quarterly reporting will be facilitated by a change to the meeting schedule going forward. This follows a change to the delegations to the sub-committee agreed at the last Full Authority meeting

Recommendations

Members are asked to:

- **Note** the content of the paper

Background

It is an audit requirement that the Authority's receipts and payments are presented on a quarterly basis. In this instance pending a change to meeting dates payments and receipts are for the first two months only.

The report on Payments made and monies received during the period 1st April to 31st May are shown in the table below.

The payments have been made in accordance with EIFCA's Financial Regulations and the necessary processes and approvals have been carried out.

Background documents

There are no background documents to this paper

Finance Officer's Report on Payments Made and Monies Received during the period
1st April 2019 to 31st May 2019

Payments made during the period 1st April 2019 to 31st May 2019

	Month 1	Month 2	Month	TOTAL
	£	£	£	£
Transfers to EIFCA Salaries Acct.	131,000.00	85,000.00		216,000.00
Rent, Rates & Service Charges	2,198.91	1,935.74		4,134.65
General Establishment	1,876.49	4,881.33		6,757.82
Legal Fees	52.00	2,011.30		2,063.30
Staff Travelling & Subsistence	874.38	810.50		1,684.88
Members' Allowances				
Training	618.96	3,612.28		4,231.24
Moorings/Harbour Dues	4.32	311.00		315.32
Three Counties Operating Costs	360.54	1,875.47		2,236.01
FPV JA & ST –Operating Costs	652.25	296.09		948.34
Vehicle Operating Costs	595.60	983.54		1,579.14
Communication and Development		201.00		201.00
Marine Science	663.37	3,043.97		3,707.34
Enforcement	9,037.35	4,991.38		14,028.73
Wash & North Norfolk. Marine Partnership	151.66	2,904.76		3,056.42
Wash Fishery Order	1,884.00	422.32		2,306.32
Assets				
Petty Cash				
VAT recoverable (Quarter)	2,820.65	4,030.49		6,851.14
Grant funded project	204.48	26.60		231.08
TOTAL PAYMENTS MADE	152,994.96	117,337.77		270,332.73

Monies received during the period April 2019 and May 2019

	Month 1	Month 2	Month	TOTAL
	£	£	£	£
Levies	1,066,591.00			1,066,591.00
WFO – Licences		342.00		342.00
Whelk licences	2,565.00	325.00		2,890.00
Wash & North Norfolk Marine Partnership	7,025.00	6,449.00		13,474.00
VAT		21,132.69		21,132.69
Fixed Penalty Fine				
EHO sampling	7,168.00			7,168.00
Lay rents		1,342.90		1,342.90
Court costs		200.00		200.00
Interest	6.60	7.50		14.10
Asset Sales		1,180.00		1,180.00
Miscellaneous	50.00	2,858.00		2,908.00
TOTAL MONIES RECEIVED	1,083,405.60	33,837.99		1,117,243.59

Notes

Expenses

Enforcement – Includes one off annual cost of MCSS dongles £5k.

Income

Levies – LCC 19/20 received in March 2019. Levies include asset replacement contribution of £150,000 spread across the three councils in the same proportion as the base levy.

Vision

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



Action Item 10

Finance and HR Sub-committee

26th June 2019

Report by: Andrew Bakewell – Head of Finance and HR

Report on the Management Accounts for Qtr 1 (YTD) of the 2019/20 financial year

Purpose of report

To set out the YTD Management Accounts for members to note. Quarterly reporting will be facilitated by a change to the meeting schedule going forward. This follows a change to the delegations to the sub-committee agreed at the last Full Authority meeting.

Recommendations:

Members are asked to:

- **Note** the Management Accounts

Explanatory Notes

Only two months invoices processed.

Salaries and on costs	7,381	Vacancy part month, part time working
General expenditure	5,327	Timing
Media & Comms	(81)	
Enforcement	(5,029)	IVMS units £4,600
Marine Science	(2,157)	Sonde and buoy repairs
Vessels	11,971	Low activity
Vehicles	671	Minor differences
Income	6,122	Includes EHO sampling charges 2018/19

Management Accounts Financial Year 2019/2020

	ACTUAL	BUDGET	VARIANCE	MEMO
	Year to Date	Year to		Budget
	Qtr 1	Date		For Year
	£	Qtr 1		£
	£	£		
<u>SALARIES & WAGES</u>				
Staff Remuneration	129,648	135,115	5,467	810,687
Pension	28,260	29,382	1,122	176,292
National Insurance	13,062	13,854	792	83,125
TOTAL	170,970	178,351	7,381	1,070,104
<u>GENERAL EXPEND</u>				
Accommodation	10,541	10,808	267	64,846
Insurance	8,351	8,483	132	8,483
General Establishment	43,958	48,099	4,141	94,108
Officers' Expenses	1,685	2,343	658	14,055
Members' Travel		250	250	1,532
Training	4,231	4,100	(131)	24,779
TOTAL	68,766	74,093	5,327	207,803
Media & Comms	201	120	(81)	704
Enforcement	14,029	9,000	(5,029)	24,323
Marine Science	7,907	5,750	(2,157)	10,698
<u>VESSELS</u>				
Moorings/Harbour Dues	1,250	1,500	250	4,403
<u>Vessel Operating Costs</u>				
Three Counties	2,236	3,954	1,718	48,724
FPVs JA & ST	948	7,454	6,506	44,723
Vessels insurance	19,753	23,250	3,497	23,250
TOTAL	24,187	36,158	11,971	121,100
<u>VEHICLES</u>				
Operating Costs	10,579	11,250	671	26,210
TOTAL	10,579	11,250	671	26,210
TOTAL EXPENDITURE	296,639	314,722	18,083	1,460,942
<u>INCOME</u>				
Bank Interest	14	15	(1)	7,100
Levies	1,431,345	1,431,345	-	1,431,345
WFO Licence	342		342	19,140
Whelk licences	2,890	1,500	1,390	3,000
Sale of assets	1,180		1,180	
Fines and costs	200		200	
EMFF Grant (Seaspray)				20,000
EHO sampling	7,168	3,000	4,168	18,000
Lay rents	1,343	2,500	(1,157)	3,638
TOTAL INCOME	1,444,482	1,438,360	6,122	1,502,223
Reserve movement				41,282

Vision

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



Action Item 11

Finance & Personnel Sub-Committee Meeting

26th June 2019

Review of Marine Science Roles and Grades

Report by: Jon Butler, Head of Operations

Purpose of report

To make proposals to create 2 Marine Science Officer (MSO) Grade 6 positions from existing MSO Grade 5 positions.

Recommendations

It is recommended that members:

- **Approve** the re-designation of two Grade 5 MSO positions to create two Grade 6 MSO positions.
- **Approve** the Grade 6 MSO Job Description and Person Specification
- **Approve** the additional budget to create two permanent Grade 6 MSO positions.
- **Approve** incorporation of the above changes into the EIFCA structure

Background

During 2012 a review of roles and salary grades was undertaken, which resulted in the current salary structure based upon formal job evaluations undertaken by Norfolk County Council.

Since then an extensive review of the Marine Protection function has been undertaken, which has resulted in a coherent and effective structure. Within this are two grades of IFCO, with grade 5 being the standard grade and grade 6 applying to officers with additional responsibilities i.e. vessel skipper.

Several factors combined to cause a further review of roles, responsibilities and the structure of the organisation to be undertaken during late 2016. These included the departure of some staff, ongoing development of the Marine Protection function, emerging demands and the experience of operating as an IFCA for some four to five years. This resulted in changes being recommended and agreed to the meeting of the Finance and Personnel sub-committee held on 25th January 2017. One such change was the creation of

the Marine Science Team from the previous Environment and Research teams. This team has two Senior Marine Science Officers, one leading on environment and the other on research, and a single grade (grade 5) of Marine Science Officer (six in number), all of whom work across both disciplines.

Report

During 2017 the complexity and high quantity of work undertaken by the environment side of the Marine Science team meant that priorities were not progressed as intended. It became clear that a 'pinch point' existed with insufficient capacity for outputs to be quality assured before being progressed further. This work was primarily undertaken by the Senior MSO (Environment), who did not have enough capacity to turn work round in a timely manner. This was further compounded when the Senior MSO requested reduced hours in 2018, which is a situation that looks set to continue and may even become permanent.

To address these issues a grade 6 MSO role was temporarily created in July 2018 to enable work to be progressed and to assess whether there was a requirement for grade differentiation within the Marine Science function. The aim of the higher-grade role was to take responsibility for quality assurance as well as leading on more complex pieces of work.

Assessment of the impact of the temporary grade 6 role during the last six months shows that it has had a positive effect. In particular the post-holder has been able to make significant contributions and / or to take the lead in a number of areas, including the following:

- Shrimp HRA and supporting development of management
- Consultations (including influential responses and recognition of saltmarsh and electro-magnetic fields issues)
- North Norfolk Coast Habitat surveys
- Oversight of HRA for Cockle Survey and cockle dredge assessment
- Oversight of Cromer MCZ assessment
- Representing EIFCA in Marine Pioneer project
- Support and expert advice to members of Marine Science Team
- External Consultations and community meetings
- Support and mentoring of Grade 5 MSO's

Additional Responsibilities assumed as a Grade 6 MSO

The Job Descriptions for the MSO grade 5 can be found at Appendix A and the Job Description for the MSO grade 6 can be found at Appendix B. The key

issue is that the higher grade enables the officer to lead and manage significant projects and work streams ensuring timely and accurate completion within an allocated budget. This includes:

- a. Co-ordinating contributions from colleagues and other contributors as required
- b. Engagement with stakeholders
- c. Producing strategic documents and products to support the organisation e.g. Authority papers

The ability of the post-holder to quality assure Marine Science outputs to ensure that they are appropriate, credible and supported by evidence is a key element of the role and reduces the risk of work being unnecessarily delayed.

Career Development

The absence of career progression opportunities within the Marine Science team has undoubtedly been a contributory factor in staff retention over a long period of time. This has been compounded by the discrepancy in career development opportunities between the Marine Protection and Marine Science teams and two MSO's have, in recent years, transferred from Marine Science to Marine Protection in addition to those who left the organisation. The disparity between the two disciplines was a factor highlighted in the 2019 staff wellbeing survey.

Conclusion

The current temporary Grade 6 role has resolved some of the issues created by the bottle neck and has seen some notable pieces of work completed. The additional capacity has meant the team have been able to catch up on outstanding areas of work and it has created capacity within the team, reducing the reliance on one manager which could be seen as a single point of failure should that person become ill or leave the organisation.

The creation of the temporary position has also allowed the officer involved some personal development and has, albeit temporarily, addressed the absence of career progression within the Marine Science team.

Taking these factors into account it is recommended that two permanent MSO grade 6 post are created to replace two of the existing grade 5 posts. This would mean that there would be four grade 5 MSO's on establishment and two grade 6 MSOs.

The adoption of this structure would provide improved resilience for the Senior MSO's, provide improved capacity for significant projects and workstreams (e.g. Wash cockle surveys) as well as providing clear opportunities for career development with the objective of improving staff satisfaction and retention.

It is envisaged that the two posts would be advertised internally and given that it will involve the deletion of two grade 5 posts applications would be restricted

to current Marine Science Officers. Appointment to one post could be delayed until the next financial year to spread the initial cost over a 2-year period.

Financial

The creation of two grade 6 MSO's involves a modest increase in expenditure as appointment will be at the bottom of scale point for grade 6, albeit if the temporary post holder is successful then his appointment would be on the second scale point as he has been in the temporary position for 12 months. This moderate increase would then continue on a year by year basis as the post holders move up the scale points allowed within the band. Increase cost in year 1 c. £5,000 rising to c. £12,000 by year 5 (based on 2019 salary scale).

The current pay structure can be found at Appendix C.

Appendices

Appendix A – Job Description - Marine Science Officer grade 5

Appendix B – Job Description - Marine Science Officer grade 6

Appendix C – Salary Structure effective 1st April 2019

Background Papers

Confirmed minutes of the Finance and Personnel sub-committee held on 25th January 2017

Confirmed minutes of the meeting Finance and Personnel sub-committee held on 27th June 2018

Appendix A

Eastern Inshore Fisheries and Conservation Authority	
Job Description	
Job title: Marine Science Officer (Grade 5)	
Location: Kings Lynn	
Reports to: Senior Marine Science Officer	
Grade: 5	
General Description:	The Marine Science Officer will undertake relevant research to provide appropriate evidence to support sustainable fisheries and protection of the marine environment. They will be expected to work across all disciplines within the function and deliver the full range of activities required, including contributing to responses to marine planning and licensing consultations, contributing to Habitats Regulation Assessments, use of GIS, development of data management systems, survey and sample collection and acting as vessel crew.
Duties and Responsibilities	<ol style="list-style-type: none">1. To develop and maintain positive relationships with colleagues and an extensive range of relevant partner agencies, stakeholders and communities, including the commercial and recreational fishing communities.2. To develop and maintain a good knowledge of the District in terms of relevant marine, fisheries and conservation associated issues.3. Obtain, research and collate appropriate scientific and other data to support credible expert advice provided to support fisheries and conservation management.4. Provide informed responses to consultations and information requests relating to environmental aspects of marine activities.5. Support fisheries management in marine protected areas, including obtaining and using relevant information to inform/complete Habitats Regulations Assessments.6. Lead and / or assist in the design, planning and resourcing various internal and external marine science projects and working groups as directed.7. Produce accurate, timely and relevant marine science reports.8. Maintain up to date and relevant knowledge of the marine research field and industry best practices.9. Act as crew member when required to go to sea, to include watch-keeping, operation of boat equipment and RIB use as directed by the Skipper.10. Develop working knowledge of and contribute to the full range of Marine Science Team activities and duties.

11. To contribute to the development of EIFCA colleagues through sharing knowledge and experience
12. To contribute to appropriate enforcement activities as and when required including the accurate gathering and sharing of relevant intelligence in relation to breaches of fishery and conservation legislation.
13. Ensure compliance with all aspects of Health & Safety both on shore and at sea
14. Ensure equality and diversity is actively promoted in the workplace

Key measures

1. Relationships are developed and maintained and agreed support is delivered accurately, professionally and in a timely manner.
2. Has a good knowledge of the District, which includes tides, weather conditions, fisheries, sea beds, rivers, ports & harbours, appropriate retail outlets and key stakeholders.
3. Leads / participates as required in both shore and vessel based coastal survey work. Agreed standards of practice are followed. Accurate and relevant research samples and data are collected. Outputs are appropriate, timely and robust. Expert advice presented is supported by relevant data, credible assessments, critical analysis and appropriate research. Study reports and records are produced and maintained appropriately.
4. Consultations and requests responded to accurately and in a timely manner.
5. Suitable data sources are identified; necessary information is gathered and utilised accurately to create credible assessments. HRA's are completed appropriately and timely. Supporting data is readily accessible.
6. Projects completed on time and within allocated budgets. Full professional participation and advice is given. EIFCA brand is promoted. Outputs are appropriately presented, logged and shared with relevant stakeholders as appropriate. Authority policies regarding data holding and distribution are followed.
7. All reports and study results are completed and submitted to the required standard and on time. Appropriate records are maintained. Authority policies regarding data holding and distribution are followed.
8. Mechanisms in place to keep knowledge up to date and relevant in both the scientific and legislative fields. Updates shared and applied as appropriate in line with Authority expectations.

9. Fulfils all relevant crew member duties safely and to the required standard as directed by the Skipper.
10. Completes all activities allocated professionally and in line with expectations. Evidence of enthusiasm and commitment applied to all tasks. Fulfils wider team member role in line with expectations.
11. Skills and expertise are shared in an appropriate and timely manner with colleagues as required.
12. Functions assigned in support of Marine Protection are completed accurately, professionally and in a timely manner. Intelligence reports submitted promptly.
13. H&S policy is adhered to at all times. Risk assessments completed and recorded appropriately.
14. Appropriately conducts self with colleagues and stakeholders. Absence of complaints

Eastern Inshore Fisheries and Conservation Authority
Job Description

Direct reports

- None

Financial scale

- N/A

Planning horizon

- Workload is set by Senior Marine Science Officer based on the annual Strategic Assessment and Business Plan
- Contributes towards the annual marine science plans

Complexity

- Diverse range of stakeholders, often with conflicting requirements
- Requirement to keep up to date with relevant marine science legislation and best practice
- Mix of office and sea-based work
- Agile work roster - requirement to remain flexible to support changes to work plans
- Requirement to work across various diverse locations within the district
- Shifting function priorities and external factors affecting work plans

Key working relationships (other than Line Manager or reports)

- All other Authority Officers
- Authority members
- Relevant statutory, commercial and voluntary organisations
- Commercial and recreational fishing communities
- Public including community groups

Freedom to make decisions

- Freedom to complete allocated tasks within agreed timelines
- Develops contingency plans as appropriate to ensure projects are completed for line manager approval

Experience, knowledge & skills

Essential

- Educated to degree level or equivalent experience

Preferred

- Degree in a biological, marine science or marine environment

<ul style="list-style-type: none"> ○ Experience of detailed statistical analysis using appropriate packages such as R stats ○ Good working knowledge of MS Office ○ Experience of report writing ○ Excellent communication skills, both written and verbal ○ Holds, or can obtain an ML5 or ENG1 medical certificate ○ Ability to make an effective contribution across disciplines in a small team environment ○ Ability to travel throughout the district ○ Right to work in the UK 	<ul style="list-style-type: none"> ○ Previous experience gained in a UK marine science environment ○ Understanding of Marine Protected Areas ○ Experience of using GIS map information programmes ○ Knowledge of the marine licence system and Environmental Impact Assessments ○ Experience of completing Habitats Regulation Assessments ○ Knowledge of the UK fishing industry, particularly relating to shellfish ○ Holds current UK driving licence
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<p>Personal qualities required</p> <ul style="list-style-type: none"> ○ Analytical ○ Resilient (physically and psychologically) ○ Good organisational skills and ability to prioritise ○ Flexibility – out of hours working required with occasional periods away from base ○ Strong team working ethic ○ Attention to accuracy when working with information ○ Ability to work unsupervised ○ Good interpersonal skills ○ Excellent time management skills ○ Comfortable with challenge and conflicting views / demands ○ Able to both receive and deliver constructive feedback

Appendix B

Eastern Inshore Fisheries and Conservation Authority Job Description
Job title: Marine Science Officer (Grade 6)
Location: Kings Lynn
Reports to: Senior Marine Science Officer
Grade: 6
General Description: The Marine Science Officer will undertake relevant research to provide appropriate evidence to support sustainable fisheries and protection of the marine environment. They will be expected to work across all disciplines within the function and deliver the full range of activities required, including contributing to responses to marine planning and licensing consultations, contributing to Habitats Regulation Assessments, use of GIS, development of data management systems, survey and sample collection and acting as vessel crew. They will lead and manage allocated projects, and will quality assure work in support of the Senior Marine Science Officers.
Duties and Responsibilities <ol style="list-style-type: none">1. To develop and maintain positive relationships with colleagues and an extensive range of relevant partner agencies, stakeholders and communities, including the commercial and recreational fishing communities.2. To develop and maintain a good knowledge of the District in terms of relevant marine, fisheries and conservation associated issues.3. To obtain, research and collate appropriate scientific and other data to support credible expert advice provided to support fisheries and conservation management.4. Provide informed responses to consultations and information requests relating to environmental aspects of marine activities.5. Support fisheries management in marine protected areas, including obtaining and using relevant information to inform/complete Habitats Regulations Assessments.6. To lead and manage significant projects and work streams ensuring timely and accurate completion within any allocated budget. This will include:<ol style="list-style-type: none">a. Co-ordinating contributions from colleagues and other contributors as requiredb. Engagement with stakeholdersc. Producing strategic documents and products to support the organisation e.g. Authority papers7. Quality assure Marine Science outputs to ensure that they are appropriate, credible and supported by research, evidence, and expert advice in relation to fisheries and conservation management8. Produce accurate, timely and relevant marine science reports.

9. Maintain up to date and relevant knowledge of the marine research field and industry best practices.
10. Act as crew member when required to go to sea, to include watch-keeping, operation of boat equipment and RIB use as directed by the Skipper.
11. Develop working knowledge of and contribute to the full range of Marine Science Team activities and duties.
12. To contribute to the development of EIFCA colleagues through sharing knowledge and experience
13. To contribute to appropriate enforcement activities as and when required including the accurate gathering and sharing of relevant intelligence in relation to breaches of fishery and conservation legislation.
14. Ensure compliance with all aspects of Health & Safety both on shore and at sea
15. Ensure equality and diversity is actively promoted in the workplace

Key measures

1. Relationships are developed and maintained and agreed support is delivered accurately, professionally and in a timely manner.
2. Has a good knowledge of the District, which includes tides, weather conditions, fisheries, sea beds, rivers, ports & harbours, appropriate retail outlets and key stakeholders.
3. Leads / participates as required in both shore and vessel based coastal survey work. Agreed standards of practice are followed. Accurate and relevant research samples and data are collected. Outputs are appropriate, timely and robust. Expert advice presented is supported by relevant data, credible assessments, critical analysis and appropriate research. Study reports and records are produced and maintained appropriately.
4. Consultations and requests responded to accurately and in a timely manner.
5. Suitable data sources are identified; necessary information is gathered and utilised accurately to create credible assessments. HRA's are completed appropriately and timely. Supporting data is readily accessible.
6. Projects and work streams are planned effectively, appropriately delegated and completed on time and within allocated budgets. Full professional participation and advice is given. EIFCA brand is promoted. Outputs are appropriately presented, logged and shared with relevant stakeholders as

appropriate. Authority policies regarding data holding and distribution are followed.

7. Science Team outputs are checked for accuracy and relevance. Appropriate feedback is communicated to team members.
8. All reports and study results are completed and submitted to the required standard and on time. Appropriate records are maintained. Authority policies regarding data holding and distribution are followed.
9. Mechanisms in place to keep knowledge up to date and relevant in both the scientific and legislative fields. Updates shared and applied as appropriate in line with Authority expectations.
10. Fulfils all relevant crew member duties safely and to the required standard as directed by the Skipper.
11. Completes all activities allocated professionally and in line with expectations. Evidence of enthusiasm and commitment applied to all tasks. Fulfils wider team member role in line with expectations.
12. Skills and expertise are shared in an appropriate and timely manner with colleagues as required.
13. Functions assigned in support of Marine Protection are completed accurately, professionally and in a timely manner. Intelligence reports submitted promptly.
14. H&S policy is adhered to at all times. Risk assessments completed and recorded appropriately.
15. Appropriately conducts self with colleagues and stakeholders. Absence of complaints

Eastern Inshore Fisheries and Conservation Authority Job Description	
Direct reports	
<ul style="list-style-type: none"> ○ None 	
Financial scale	
<ul style="list-style-type: none"> ○ N/A 	
Planning horizon	
<ul style="list-style-type: none"> ○ Workload is set by Senior Marine Science Officer based on the annual Strategic Assessment and Business Plan ○ Contributes towards the annual marine science plans 	
Complexity	
<ul style="list-style-type: none"> ○ Diverse range of stakeholders, often with conflicting requirements ○ Requirement to keep up to date with relevant marine science legislation and best practice ○ Mix of office and sea based ○ Agile work roster - requirement to remain flexible to support changes to work plans ○ Requirement to work across various diverse locations within the district ○ Shifting function priorities and external factors affecting work plans 	
Key working relationships (other than Line Manager or reports)	
<ul style="list-style-type: none"> ○ All other Authority Officers ○ Authority members ○ Relevant statutory, commercial and voluntary organisations ○ Commercial and recreational fishing communities ○ Public including community groups 	
Freedom to make decisions	
<ul style="list-style-type: none"> ○ Freedom to complete allocated tasks within agreed timelines ○ Develops contingency plans as appropriate to ensure projects are completed for line manager approval ○ Freedom to make decisions when quality assuring Marine Science outputs 	
Experience, knowledge & skills	
Essential	Preferred
<ul style="list-style-type: none"> ○ Educated to degree level or equivalent experience 	<ul style="list-style-type: none"> ○ Degree in a biological, marine science or marine environment

<ul style="list-style-type: none"> ○ Experience of detailed statistical analysis using appropriate packages such as R stats ○ Good working knowledge of MS Office ○ Experience of report writing ○ Excellent communication skills, both written and verbal ○ Holds, or can obtain an ML5 or ENG1 medical certificate ○ Ability to make an effective contribution across disciplines in a small team environment ○ Ability to travel throughout the district ○ Right to work in the UK 	<ul style="list-style-type: none"> ○ Previous experience gained in a UK marine science environment ○ Understanding of Marine Protected Areas ○ Experience of using GIS map information programmes ○ Knowledge of the marine licence system and Environmental Impact Assessments ○ Experience of completing Habitats Regulation Assessments ○ Knowledge of the UK fishing industry, particularly relating to shellfish ○ Holds current UK driving licence
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Personal qualities required

- Analytical
- Resilient (physically and psychologically)
- Good organisational skills and ability to prioritise
- Flexibility – out of hours working required with occasional periods away from base
- Strong team working ethic
- Attention to accuracy when working with information
- Ability to work unsupervised
- Good interpersonal skills
- Excellent time management skills
- Comfortable with challenge and conflicting views / demands
- Able to both receive and deliver constructive feedback

Appendix C

Eastern Inshore Fisheries and Conservation Authority Revised Pay scale from 1 July 2018

LGS Scale point	Salary (based on Full time)	Salary including 7.5% enhancement	EIFCA Band	(Positions highlighted receive a 7.5% enhancement)
1	17,364			
2	17,711		2	Entry Level Admin. Assistant
3	18,065			
4	18,426			
5	18,795			
6	19,171			
7	19,554		3	Data & Admin. Officer
8	19,945			
9	20,344			
10	20,751			
11	21,166			
12	21,589			
13	22,021			
14	22,462			
15	22,911			
16	23,369			
17	23,836			
18	24,313	26,136	4	Senior Admin. Officer
19	24,799	26,659		
20	25,295	27,192	5	Marine Science Officer* IFCO (Grade 5) Marine Science Officer (GIS)
21	25,801	27,736		
22	26,317	28,291		
23	26,999	29,024		
24	27,905	29,998		
25	28,785	30,944		
26	29,636	31,859	6	IFCO (Grade 6) IFCO (Project Officer) Marine Science Officer (Grade 6)
27	30,507	32,795		
28	31,371	33,724		
29	32,029	34,431		
30	32,878	35,344		
31	33,799	36,334	SO1	Snr. Marine Science Officer (research) Senior IFCO Senior Skipper
32	34,788	37,397		
33	35,934	38,629		
34	36,876	39,642		Snr. Marine Science Officer (Environment)
35	37,849			
36	38,813			
37	39,782			
38	40,760			
39	41,675			
40	42,683			
41	43,662			
42	44,632		E01	Head of Finance & HR
43	45,591			LGPS scales ends at scale point 43
44	46,720			
45	47,911			
46	49,108			
47	50,339		E02	Head of Operations
48	51,595			
49	52,895			
50	54,923			
51	55,567			
52	56,179			
53	57,484			
54	58,818			
55	60,604			
56	62,674		E03	CEO
57	64,334			
58	66,040			
59	67,789			
60	69,687			
61	71,329			

Vision

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



Action Item 12

Finance & HR Sub-Committee Meeting

Investment Strategy

26th June 2019

Report by: Andrew Bakewell, Head of Finance and HR

Purpose of report

To agree an investment strategy to increase interest receipts for deposited reserves.

Recommendations

It is recommended that members:

Agree

- to deposit £500,000 in a Nationwide BS instant access account (currently offering 0.65% interest)
- to deposit £500,000 in a 45 day notice account typical interest 0.85%
- to deposit £500,000 in a 125 day notice account typical interest 1.25%
- to deposit £1,000,000 in a fixed term 1 year account offering 1.6%

All deposits would be with A rated institutions. Structuring the deposits in such a way would ensure sufficient access to funds to satisfy short and long term commitments. The aim would be to increase interest receipts by £20,000 in a full financial year. The amount held across all accounts as at 1st June 2019 was £3,865,000.

Cashflow Forecast

Account	Jun	Jul	Aug	Sep	Oct
Current	250,000	250,000	250,000	250,000	250,000
Saver	3,035,256	3,469,146	3,363,346	3,249,246	3,153,416
SCC	580,590				
Total	3,865,846	3,719,146	3,613,346	3,499,246	3,403,146
Income	2,000	19,000	2,000	20,000	2,000
Spend	148,700	124,800	116,100	116,100	124,700
cashflow	-146,700	-105,800	-114,100	-96,100	-122,700
c/f	3,719,146	3,613,346	3,499,246	3,403,146	3,280,446

Account	Nov	Dec	Jan	Feb	Mar
Current	250,000	250,000	250,000	250,000	250,000
Saver	3,030,446	2,918,346	2,809,246	2,688,546	2,578,046
SCC					
Total	3,280,446	3,168,346	3,059,246	2,938,546	2,828,046
Income	2,000	7,000	2,000	2,000	2,000
Spend	114,100	116,100	122,700	112,500	132,500
cashflow	-112,100	-109,100	-120,700	-110,500	-130,500
c/f	3,168,346	3,059,246	2,938,546	2,828,046	2,697,546

Above forecast would indicate that without capital payments surplus cash at the year end of £2.7 million, of this £351k is Defra funds and £150k set aside for the Marina Project.

Vision

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



Information Item 14

Not for publication by virtue of paragraph 1 of schedule 12A of the Local Government Act 1972.

Finance & HR Sub-Committee Meeting

HR Update

26th June 2019

Report by: Andrew Bakewell, Head of Finance and HR

Purpose of report

To update members on HR activity.

Recommendations

It is recommended that members:

- **Note** the contents of the report

Activity since last report -

Recruitment

Following the resignation of an IFCO grade 6 (Lowestoft) a recruitment campaign culminated in us finding two exceptional candidates. The selected first placed candidate, Stephen Vaughan, was offered and immediately accepted and will join Eastern IFCA on the 1st July.

Stephen joins us following recent retirement from the police force where he completed 30 years' service, much of which was as a dog handler.

This will bring the team back to full strength.

Applications have been received for the Wash and North Norfolk Marine Partnership Project Co-ordinator role interview date t.b.c.

Employee engagement

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

Changes previously proposed at Item 11 should, if approved, enhance motivation by establishing a development target for staff.

Training

All of the management team attended a one-day Mental Health First Aid training session. All agreed it was interesting and helpful.

BPSS

Baseline Personnel Security Standard screening for all staff is underway with a target completion during Quarter 2.