



**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**

**Tuesday  
5<sup>th</sup> November 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: 5<sup>th</sup> November 2019

Time: 10.30 hours

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

### **Revised 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 26<sup>th</sup> June 2019 – *Chair* (page 2)
- 5 Matters Arising – *Clerk*
- 6 Quarters 1 and 2 Payments and Receipts – *Hd Finance & HR* (page 9)
- 7 Quarter 1 and 2 Management Accounts – *Hd Finance & HR* (page 13)
- 8 Draft budget 2020-21 and Budget Forecast to 2025 – *Hd Finance & HR* (page 16)
- 9 External Audit Report – *Hd Finance & HR* (page 24)

### **Information Items**

- 10 Temporary post (Project Officer) – CEO / Hd Finance & HR (page 28)
- 11 HR Update – *Hd Finance & HR* (page 31)
- 12 Any other urgent business

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

Julian Gregory

Chief Executive Officer

Date: 28<sup>th</sup> October 2019

### 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



## Finance & HR Sub-Committee

The inaugural meeting of the Finance & HR Sub-Committee took place at the EIFCA offices, 6 North Lynn Business Village, King's Lynn, on 26<sup>th</sup> June 2019 at 1030 hours.

### Members Present:

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

### Eastern IFCA Officers Present:

A Bakewell	Head Finance & HR
J Butler -	Head of Operations
J Gregory	Chief Executive

### F&HR19/01 Welcome

Cllr Collis, as the chair of the now obsolete F&P sub-committee took the Chair for the early part of the meeting to conclude the work of the F&P Sub-Committee.

### F&HR19/02 Apologies for absence

Apologies for absence were received from Cllrs Fitzpatrick (NCC), & Vigo DI Gallidoro (SCC) and Dr Bolt (MMO Appointee).

### F&HR19/03 Declarations of Members Interest.

There were no Declarations of Interest.

### F&HR19/04 Minutes of the Finance and Personnel Sub-committee meeting held on 16<sup>th</sup> January 2019

**Members Resolved to sign the Minutes as a true reflection of the meeting.**

**Proposed: Cllr Skinner**

**Seconded: Cllr Coupland**

### F&HR19/05 Matters Arising:

F&P19/06 PROVISIONAL BUDGET: The CEO advised that the 2019 Spending Review had still not been completed which meant the concerns regarding New Burdens funding remained in place. There was some belief that Defra may roll NB funding over for another year in view of the delay in completing the Spending Review, however, this had not been confirmed. Cllr Coupland suggested in the meantime Officers consider how to meet the shortfall if NB funding was no longer

forthcoming. The CEO advised the funding authorities would be approached to meet the shortfall.

Cllr Skinner acknowledged that additional funding had been requested in the Spending Review but questioned whether any increase would also mean an increase in expected duties, the CEO advised the requested increase was not connected to any change in duties. He also reiterated that the spending authorities had already been made aware of the potential shortfall and as EIFCA were a small organisation he did not feel it would be significant to the funding authorities, however any reduction in EIFCA income would result in hard decisions having to be made and it would impact on the ability to work and meet expectations.

Noting Dr Bolt would normally provide an update of this matter, Cllr Collis requested that in future when a member was sending their apologies, they should provide any relevant information to the CEO prior to the meeting.

**F&P19/10 VESSEL REPLACEMENT UPDATE:** Officers had explored options, a tender process to build a vessel had been undergone which had resulted in the realisation that this would be a substantial expense. Consequently, the possibility of purchasing a second-hand vessel and refurbishing it was being explored. A number of vessels available on the second-hand market were however, water jet propulsion which left officers concerned whether they would be able to undertake surveys etc. This resulted in a jet propulsion vessel being hired which was then used to undertake survey work. Following which the sands were inspected and no damage was found, which resulted in this type of vessel being an option to purchase.

The CEO advised Officers were doing their homework to ensure they knew exactly what was required before any procurement process was undertaken. It was advised that a twin hull would be the preferred option between 15-19m.

Mr Worrall queried the tendering process when second-hand vessels were involved, how could there be competitive tendering if only one vessel was available. The CEO advised another IFCA had gone through the process by writing the spec and asking for tenders that matched it. The key part of the process was making sure the spec was accurate. He also advised that a second-hand vessel would be subject to proof of service history as well as EIFCA commissioning a survey of the structure and engineering.

**ACCOMMODATION UPDATE:** The CEO advised members that various premises had been considered. The most recent being The Bath House on the quay in King's Lynn, a derelict building belonging to the King's Lynn Conservancy Board, they were hoping to restore the building in partnership with the King's Lynn Heritage Trust. Architects had been employed to draw up plans and the Officers were satisfied suitable

accommodation would be available. The Head of Finance & HR advised the cost of conversion was anticipated to be approximately £940,000 which was disappointing as initially it had been implied there would be grant funding available to assist with the restoration costs, the new advice suggested EIFCA would either have to make an upfront payment or rent of £45,000 per year, which was substantially more than currently being paid.

Members discussed potential ways of funding the project and whether it was beneficial to EIFCA in the long term. Cllr Coupland pointed out that as EIFCA currently have no appreciable assets this could be an opportunity to find some land and build an asset. He felt it could be funded with loans from the County Councils.

The Head of Finance & HR advised there was potentially a building plot available next to the EIFCA storage unit.

*At this point Cllr Collis handed the Chair over to Cllr Skinner*

#### **F&HR19/06 Finance & HR sub-committee meetings**

The CEO advised members that the sub-committee was now following the revised formulation agreed at the previous Statutory Meeting. All other sub-committees had been disbanded with their business being transferred to the full authority. The Finance & HR sub-committee would be responsible for everything relating to finance, with the exception of final approval of the annual budget and setting the levies. It was anticipated F&HR sub-committees would be held on the first Tuesday in February, May, August and November which would allow consideration of quarterly accounts.

#### **Members Resolved to:**

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

**Proposed: Cllr Collis**

**Seconded: Cllr Chenery**

**All Agreed**

#### **F&HR19/07 Report on the Internal Audit for 2018/19 carried out by Norfolk Audit Services**

Having been completed by Norfolk Audit Services the Internal Audit report had come back with a result of 'acceptable' which was the best available result indicating all control objectives had been met.

One comment had been made requesting the risk register be reviewed more frequently. The Head of Finance & HR advised the register was a dynamic register which was revised as and when required. Cllr Coupland suggested the risk register be put on the agenda for each meeting so that financial risk could be regularly considered, adding that there would be no need to spend a great deal of time on the item if there were no changes. As the risk register also covered subjects other than finance it was felt the item would also need to be put on the agenda for Statutory Meetings.

**It was Proposed that the Risk Register would be a standing item for review of financial risks at this sub-committee and a recommendation would be made to the full authority that it also be a standing item on the Statutory Meeting Agenda.**

**Proposed: Cllr Coupland**

**Seconded: Cllr Collis**

**As the proposal had been put forward it was Resolved to take a vote, which was subsequently carried unanimously.**

**Proposal: Cllr Chenery**

**Seconded: Cllr Skinner**

**All Agreed**

**Members Agreed to note the report.**

#### **F&HR19/08 Statement of Accounts for the year ended 31 March 2019**

The statement of Accounts is prepared on an annual basis and sent to the external auditor for scrutiny.

The Head of Finance & HR went through the headlines of the accounts taking questions from members as he worked through the report. It was noted that some expenditure was higher than previously, this was explained as being largely due to EIFCA operating for almost the whole year with a full complement of staff.

Questions were also raised with regard to depreciating assets, members were advised that figures did not reflect depreciating assets as EIFCA use an asset until its no longer useful but there are reserves in place to replace them as the need arises.

**Members Resolved to:**

- **Approve the Annual Governance Statement**
- **Approve the Statement of Accounts for submission for external examination.**

**Proposed: Mr Worrall**

**Seconded: Cllr Chenery**

**All Agreed**

**Members Resolved to:**

- Authorise the Chairman and Chief Executive to sign the Annual Return before submission to the auditors for review
- 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.

**Proposed: Cllr Collis**  
**Seconded: Mr Worrall**  
**All Agreed**

**F&HR19/09 Quarter 1 Payments made and monies received**

Due to the timing of the Sub-committee this paper did not provide a full set of figures for the quarter. In future a full quarters' figures would be provided.

**Members Agreed to note the content of the paper**

**F&HR19/10 Quarter 1 Management Accounts**

This report relates to the first two month figures, again due to the timing of the meeting.

**Members Agreed to note the Management Accounts**

**F&HR19/11 Marine Science Roles and grade review**

Previously there had been a review of the Marine Protection Roles which had resulted in a two grade system allowing progression once certain qualifications had been achieved.

For the Marine Science Team there was only a single grade option available. It had become apparent that work levels were such that the two Senior Marine Science Officers would benefit from extra assistance with certain tasks. To address the issue a temporary Grade 6 post was introduced on a trial basis to work on projects with a higher level of responsibility.

It had also become apparent from the Annual Wellbeing survey that the lack of opportunity to progress within the Marine Science Team was a factor contributing to high levels of staff turnover.

Officers had reviewed the workload and felt that there was sufficient justification for two Grade 6 posts within the Marine Science Team, it was therefore recommended that the temporary post should be made permanent and an additional one created which would become effective in 12 months' time when all of the current cohort would have sufficient experience to apply for the post. It was noted the additional cost for such a post would be factored into the budget.

**Members Resolved to:**

- **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**

**Proposed: Cllr Collis**  
**Seconded: Cllr Chenery**  
**All Agreed**

**F&HR19/12 Investment Strategy**

The Head of Finance & HR explained the potential to invest with a raft of institutions in an attempt to generate some interest with little or no risk to the Authority's funds.

Members discussed the accessibility of invested funds and compensation levels in the event of an institute collapsing.

**As significant amounts of money were being considered for investment it was Resolved that the Head of Finance & HR should research the best options and put forward proposals for the CEO, Chair & Vice Chair to consider.**

**Proposed: Cllr Chenery**  
**Seconded: Mr Worrall**  
**All Agreed.**

**F&HR19/13 It was Resolved 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 involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.**

**Proposed: Cllr Chenery**  
**Seconded: Mr Worrall**  
**All Agreed**

**F&HR19/14 HR Update**

Members were advised a successful recruitment campaign had resulted in the recruitment of a Grade 5 IFCO who would join EIFCA on 1<sup>st</sup> July.

Applications had also been received for the post of WNNMP Project Officer, interviews would take place in the not too distant future.



Mental Health First Aid Training had been attended by all managers/supervisors and BPSS checks for all Officers were ongoing.

**Members Agreed to note the content of the report**

**F&P19/12 Any Other Business**

No other items of business had been put forward for discussion

The meeting closed at 1200 hours.

### **Vision**

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



### **Action Item 6**

## **Finance and HR sub-committee meeting 5<sup>th</sup> November 2011**

**Report by:** Andrew Bakewell – Head of Finance & HR

### **Payments made and monies received during the period 1<sup>st</sup> April 2019 to 30<sup>th</sup> September 2019 (Quarters 1 and 2)**

#### **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 to Members on a quarterly basis.

At the previous Finance and HR sub-committee meeting held on the 26<sup>th</sup> June 2019 only two months payments and receipts were presented. I have therefore included the completed first quarter along with the second quarter in this report.

The report on Payments made and monies received during the period 1st April to 30th September are shown in the following tables.

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**  
**1<sup>st</sup> April 2019 to 30<sup>th</sup> June 2019**

**Payments made during the period 1<sup>st</sup> April 2019 to 30<sup>th</sup> June 2019**

	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Transfers to EIFCA Salaries Acct.	131,000.00	85,000.00	90,000.00	306,000.00
Rent, Rates & Service Charges	2,198.91	1,935.74	11,300.39	15,435.04
General Establishment	1,876.49	4,881.33	13,006.76	19,764.58
Legal Fees	52.00	2,011.30		2,063.30
Staff Travelling & Subsistence	874.38	810.50	1,632.84	3,317.72
Members' Allowances				
Training	618.96	3,612.28	1,259.35	5,490.59
Moorings/Harbour Dues	4.32	311.00	75.48	390.80
Three Counties Operating Costs	360.54	1,875.47	19,901.18	22,137.19
FPV JA & ST –Operating Costs	652.25	296.09	3,941.04	4,889.38
Vehicle Operating Costs	595.60	983.54	957.63	2,536.77
Communication and Development		201.00		201.00
Marine Science	663.37	3,043.97	4,589.99	8,297.33
Enforcement	9,037.35	4,991.38	426.31	14,455.04
Wash & Nth Norf. EMS Project	151.66	2,904.76	10,346.34	13,402.76
Wash Fishery Order	1,884.00	422.32	1,000.00	3,306.32
Assets				
Petty Cash				
VAT recoverable (Quarter)	2,820.65	4,030.49	5,819.29	12,670.43
Grant funded project	204.48	26.60	508.80	739.88
<b>TOTAL PAYMENTS MADE</b>	<b>152,994.96</b>	<b>117,337.77</b>	<b>164,765.40</b>	<b>435,098.13</b>

**Monies received during the period April 2019 to June 2019**

	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Levies	1,066,591.00			1,066,591.00
WFO – Licences		342.00	15,574.00	15,916.00
WFO – Tolls				
Whelk licences	2,565.00	325.00	200.00	3,090.00
Wash & North Norfolk Coast EMS	7,025.00	6,449.00	13,300.00	26,774.00
VAT		21,132.69		21,132.69
Fixed Penalty Fine				
EHO sampling	7,168.00			7,168.00
Lay rents		1,342.90	844.71	2,187.61
Court costs		200.00	100.00	300.00
Interest	6.60	7.50	4.35	18.45
Asset Sales		1,180.00		1,180.00
Miscellaneous	50.00	2,858.00	2,428.80	5,336.80
<b>TOTAL MONIES RECEIVED</b>	<b>1,083,405.60</b>	<b>33,837.99</b>	<b>32,451.86</b>	<b>1,149,694.55</b>

**Finance Officer's Report on Payments Made and Monies Received during the period**  
**1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019**

**Payments made during the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019**

	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Transfers to EIFCA Salaries Acct.		175,000.00	90,000.00	265,000.00
Rent, Rates & Service Charges	356.00	3,023.79	8,326.16	11,705.95
General Establishment	4,604.94	5,482.64	3,603.81	13,691.39
Legal Fees		2,300.00		2,300.00
Staff Travelling & Subsistence	489.94	1,105.74	508.92	2,104.60
Members' Allowances			406.80	406.80
Training	795.84	1,085.00	1,760.00	3,640.84
Moorings/Harbour Dues		605.00	16.32	621.32
Three Counties Operating Costs	2,279.14	967.99	2,030.09	5,277.22
FPV JA & ST –Operating Costs	2,731.94	3,372.89	2,102.53	8,207.36
Vehicle Operating Costs	37.50	3,139.92	1,212.71	4,390.13
Communication and Development				
Marine Science	79.24	689.74	1,295.00	2,063.98
Enforcement	886.32	12.51	634.56	1,533.39
Wash & Nth Norf. EMS Project	150.00	35.12	110.00	295.12
Wash Fishery Order				
Vessel Hire	1,624.40			1,624.40
Petty Cash				
VAT recoverable (Quarter)	2,265.14	9,144.63	3,747.99	15,157.76
Miscellaneous	30.00	32,092.86	56.60	32,179.46
<b>TOTAL PAYMENTS MADE</b>	<b>16,330.40</b>	<b>238,057.83</b>	<b>115,811.49</b>	<b>370,199.72</b>

**Monies received during the period July 2019 to September 2019**

	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Levies				
WFO – Licences	7,458.00	3,480.00	4,922.00	15,860.00
WFO – Tolls				
Whelk licences			750.00	750.00
Wash & North Norfolk Coast EMS	9,247.20			9,247.20
VAT			12,689.74	12,689.74
Fixed Penalty Fine				
EHO sampling				
Lay rents	640.40			640.40
Court costs	100.00	50.00		150.00
Interest	9.75	15.15	9.21	34.11
Asset Sales				
Miscellaneous			440.11	440.11
<b>TOTAL MONIES RECEIVED</b>	<b>17,455.35</b>	<b>3,545.15</b>	<b>18,811.06</b>	<b>39,811.56</b>

## **Notes**

### **Exceptions**

### **Expenses**

Legal Fees – Month 5 includes an invoice from the previous year for a successful prosecution.

Enforcement – Annual charge for MCSS in month 1

Miscellaneous – Month 5 includes initial invoice from Cefas for Operation Blake sample analysis (will be recovered via EMFF grant)

Vessel Hire – cost of a trial to ascertain suitability of jet propulsion for the replacement survey vessel using Icen Spirit

### **Income**

As predicted

## Vision

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## Action Item 7

### **Eastern Inshore Fisheries and Conservation Authority Finance and HR sub-committee meeting**

5<sup>th</sup> November 2019

**Report by:** Andrew Bakewell – Head of Finance and HR

### **Report on the Management Accounts for the 1<sup>st</sup> and 2<sup>nd</sup> quarters of the 2019/20 financial year**

#### **Purpose of report**

To provide complete 1<sup>st</sup> and 2<sup>nd</sup> Quarter Management Accounts for members to note.

#### **Recommendations:**

Members are asked to:

- **Note** the Management Accounts

#### **Explanatory Notes Qtr 1**

Salaries and on costs	11,605	Part time working and IFCO vacancy
General expenditure	8,102	Timing of expenditure
Media & Comms	( 25)	Not significant
Enforcement	( 4,455)	IVMS Units £4,700
Marine Science	( 2,247)	Sonde repairs
Vessels	14,660	Insurance 3,497, TC 3,262, Ribs 6,292 and Moorings 1,609 (timing)
Vehicles	2,653	Timing
Income	11,157	WFO 5,658 (increases), EHO 2,668, Whelk Tags 1,590 and other 1,241

#### **Quarter 2**

Salaries	19,342	Part time staff, IFCO vacancy
General Exp	10,069	Training more 2 <sup>nd</sup> half
Enforcement	(1,244)	Front end loaded
Marine Science	(2,772)	Sonde repairs not budgeted
Vessels	18,180	Further mtce savings
Vehicles	543	
Income	12,834	WFO licence increase

## Management Accounts Financial Year 2019/2020

	ACTUAL Year to Date Qtr 1 £	BUDGET Year to Date Qtr 1 £	VARIANCE	MEMO Budget For Year £
<b><u>SALARIES &amp; WAGES</u></b>				
Staff Remuneration	193,939	202,672	8,733	810,687
Pension	42,398	44,073	1,675	176,292
National Insurance	19,584	20,781	1,197	83,125
<b>TOTAL</b>	<b>255,921</b>	<b>267,526</b>	<b>11,605</b>	<b>1,070,104</b>
<b><u>GENERAL EXPEND</u></b>				
Accommodation	15,435	16,211	776	64,846
Insurance	8,351	8,483	132	8,483
General Establishment	50,627	56,538	5,911	94,108
Officers' Expenses	3,318	3,514	196	14,055
Members' Travel		383	383	1,532
Training	5,491	6,195	704	24,779
<b>TOTAL</b>	<b>83,222</b>	<b>91,324</b>	<b>8,102</b>	<b>207,803</b>
<b>Media &amp; Comms</b>	201	176	(25)	704
<b>Enforcement</b>	14,455	10,000	(4,455)	24,323
<b>Marine Science</b>	8,297	6,050	(2,247)	10,698
<b><u>VESSELS</u></b>				
Moorings/Harbour Dues	391	2,000	1,609	4,403
<u>Vessel Operating Costs</u>				
Three Counties	2,384	5,646	3,262	48,724
FPVs JA & ST	4,889	11,181	6,292	44,723
Vessels insurance	19,753	23,250	3,497	23,250
<b>TOTAL</b>	<b>27,417</b>	<b>42,077</b>	<b>14,660</b>	<b>121,100</b>
<b><u>VEHICLES</u></b>				
Operating Costs	11,537	14,190	2,653	26,210
<b>TOTAL</b>	<b>11,537</b>	<b>14,190</b>	<b>2,653</b>	<b>26,210</b>
<b>TOTAL EXPENDITURE</b>	<b>401,050</b>	<b>431,343</b>	<b>30,293</b>	<b>1,460,942</b>
<b><u>INCOME</u></b>				
Bank Interest	22	24	(2)	7,100
Levies	1,431,345	1,431,345	-	1,431,345
WFO Licence	15,238	9,570	5,668	19,140
Whelk licences	3,090	1,500	1,590	3,000
Sale of assets	1,180		1,180	
Fines and costs	300		300	
EMFF Grant (Seaspray)				20,000
EHO sampling	7,168	4,500	2,668	18,000
Lay rents	2,253	2,500	(247)	3,638
<b>TOTAL INCOME</b>	<b>1,460,596</b>	<b>1,449,439</b>	<b>11,157</b>	<b>1,502,223</b>
<b>Reserve movement</b>				<b>41,282</b>

## Management Accounts Financial Year 2019/2020

	ACTUAL Year to Date Qtr 2 £	BUDGET Year to Date Qtr 2 £	VARIANCE	MEMO Budget For Year £
<b><u>SALARIES &amp; WAGES</u></b>				
Staff Remuneration	390,378	405,344	14,966	810,687
Pension	85,950	88,146	2,196	176,292
National Insurance	39,383	41,563	2,180	83,125
<b>TOTAL</b>	<b>515,711</b>	<b>535,053</b>	<b>19,342</b>	<b>1,070,104</b>
<b><u>GENERAL EXPEND</u></b>				
Accommodation	29,072	32,423	3,351	64,846
Insurance	8,351	8,483	132	8,483
General Establishment	67,699	69,061	1,362	94,108
Officers' Expenses	5,422	7,028	1,606	14,055
Members' Travel	407	766	359	1,532
Training	9,131	12,390	3,259	24,779
<b>TOTAL</b>	<b>120,082</b>	<b>130,151</b>	<b>10,069</b>	<b>207,803</b>
<b>Media &amp; Comms</b>	201	352	151	704
<b>Enforcement</b>	15,988	14,774	(1,244)	24,323
<b>Marine Science</b>	10,361	7,599	(2,772)	10,698
<b><u>VESSELS</u></b>				
Moorings/Harbour Dues	1,012	2,800	1,788	4,403
<b><u>Vessel Operating Costs</u></b>				
Three Counties	7,661	11,291	3,630	48,724
FPVs JA & ST	13,097	22,362	9,265	44,723
Vessels insurance	19,753	23,250	3,497	23,250
<b>TOTAL</b>	<b>41,523</b>	<b>59,703</b>	<b>18,180</b>	<b>121,100</b>
<b><u>VEHICLES</u></b>				
Operating Costs	17,657	18,200	543	26,210
<b>TOTAL</b>	<b>17,657</b>	<b>18,200</b>	<b>543</b>	<b>26,210</b>
<b>TOTAL EXPENDITURE</b>	<b>721,523</b>	<b>765,832</b>	<b>44,309</b>	<b>1,460,942</b>
<b><u>INCOME</u></b>				
Bank Interest	52	50	2	7,100
Levies	1,431,345	1,431,345	-	1,431,345
WFO Licence	31,776	19,140	12,636	19,140
Whelk licences	3,840	3,000	840	3,000
Sale of assets	1,180		1,180	
Fines and costs	450		450	
EMFF Grant (Seaspray)				20,000
EHO sampling	7,168	9,000	(1,832)	18,000
Lay rents	2,828	3,000	(172)	3,638
<b>TOTAL INCOME</b>	<b>1,478,639</b>	<b>1,465,535</b>	<b>12,834</b>	<b>1,502,223</b>
<b>Reserve movement</b>				<b>41,282</b>



## 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



## Finance & HR Sub-Committee

## Action Item 8

5<sup>th</sup> November 2019

**Report by:** Andrew Bakewell – Head of Finance and HR

### **Draft Budget for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 and Forecast to 2024/25**

#### **Purpose of report**

To present the Draft Budget for the 2020/21 financial year along with the Forecast for the following 4 years to 2025. The estimates detailed below are for agreement and recommendation to the full Authority at their next Statutory meeting on the 11<sup>th</sup> December 2019.

#### **Recommendations**

Members are asked to:

- **Approve and recommend** the Draft Budget 2020/21 to the full Authority at their next meeting on 11<sup>th</sup> December 2019.
- **Approve and recommend** the Levies for 2020/21 to the full Authority at their next meeting on 11<sup>th</sup> December 2019.
- **Approve** the Forecast for the following 4 years to 2024/25 for presentation to the full Authority at their next meeting on 11<sup>th</sup> December 2019.

#### **Background**

The Draft Estimates of Expenditure for the financial year 2020/2021 are summarised under the main budget headings shown on Table 1. The details of expenditure are shown in Tables 2 & 3, which are attached.

Table 1 also shows the budget approved for the current financial year (2019/2020) and projected outcome for this year. The format of Table 1 shows the Total Estimates of Expenditure less Income including 'New Burden' costs. The New Burden Funding is then deducted from the Total Expenditure less Income to establish the residual cost which after deduction of the contribution from County Councils shows the surplus available for asset replacements or the reserves ear marked for that purpose.

The projected expenditure less income for 2019/2020 shows a saving of £ 51,532 The total saving comprising of expenditure savings £28,965, income surplus of £1,622 on top of the budgeted £20,945 saving.

The calculation of the Provisional Budget for 2020/2021 (Table 1).

## Notes on Expenditure

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

Variations from 2019/2020 Budget to the 2019/2020 Projection and 2020/2021 Draft Budget are summarised under the main budget headings in the following table:

	2019/2020 Budget £	2019/2020 Projection £	2020/2021 Draft Budget £
Salaries & Wages	1,070,104	1,054,603	1,131,742
General Expenditure	207,802	207,270	212,395
Departmental Op Costs	35,725	41,400	38,000
Vessels	121,100	104,253	112,500
Vehicles	26,210	24,450	26,700
TOTAL	1,460,941	1,431,976	1,521,337

### Salaries & Wages

2019/2020 Projection- £15,501 saving	2020/2021 Draft Budget
<ul style="list-style-type: none"> <li>a) New rates introduced for calculation of Employer pension contribution - 15.2% of pensionable pay plus £55,000 for the year (deficit recovery)</li> <li>b) Employers NI calculated at 18/19 rates (13.8% of earnings above LEL).</li> <li>c) Savings from vacancy management IFCO 3 months</li> <li>d) Part time working</li> </ul>	<ul style="list-style-type: none"> <li>a) Salaries have been calculated for a full complement based on current agreed structure including 2 year fixed term Project Officer.</li> <li>b) Salary inflation 2%.</li> <li>c) Salaries calculated at top of scale.</li> <li>d) Employer's NI Contributions are calculated at 2018/2019 rates</li> <li>e) Employer's pension contributions are calculated as 15.2% of pensionable pay plus £60,000 deficit recovery for the year.</li> </ul>

### General Expenditure

2019/2020 Projection- £532 saving	2020/2021 Draft Budget
<ul style="list-style-type: none"> <li>a) Accommodation costs £839 under budget</li> <li>b) Establishment costs £307 over budget: Overspends :- Advertising £(589), Phones and mobiles £(309), IT inc software £(2,217), Recruitment £(306) and Members expenses £(218). Underspends:- Legal and professional fees £520, Postage and stationery £821, Uniforms and PPE £703, Medicals £116, Sundries £338, Officers Travel and subsistence £555 and Training £279.</li> </ul>	<p>Costs aligned with 19/20 forecast with adjustments for inflation and non-recurring costs.</p>

### Departmental Operational Costs

<u>2019/2020 Projection- £(5,675)</u>	<u>2020/2021 Draft Budget</u>
Increase on 2019/20 budget due to: a) Overspends: Marine Science £(2,802), equipment repairs and replacements and Enforcement £(177) equipment and Media £(2,696) Parliamentary Review £2,700	Reduction overall £3.4k due to: Inflation 2% offset by non-recurring costs

### Vessels

The 2019/2020 budget provided for the operating costs of Three Counties, John Allen, Sebastian Terelinck and Seaspray all year.

<u>2019/2020 Projection- £16,847 saving</u>	<u>2020/2021 Draft Budget</u>
Savings:- Rib operation £14,223 no large scale breakdowns, Three Counties £1,971 and other £653.	Anticipated £8,247 increase reflecting age of vessels and inflation.

### Vehicles

<u>2019/2020 Projection- £1,760 saving</u>	<u>2020/2021 Draft Budget</u>
Savings on Fuel and maintenance part offset by increased insurance.	Increased by £2,250 over 19/20 to allow for insurance and fuel increases

### Inflation Contingency

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

### Income

<u>2019/2020 Projection</u>	<u>2020/2021 Draft Budget</u>
Income generated £1.6k more than budget WFO licence increases and EMFF grant funding	Permit increases plus further WFO increase.

## Reserves

The amounts held in EIFCA's ear-marked reserves estimated at 30.09.2019 are set out below:

	£
ICT Fund	10,000
Legal and Enforcement Fund	75,000
Office Improvement Fund	10,000
Operational Fund	150,000
Research Fund	78,169
DEFRA Grant	18,292
Vehicle Renewals Fund	60,000
IVMS (10%)	30,000
Vessel Replacement Fund	<u>1,575,464</u>
	<u>2,006,925</u>

## Levies

As discussed with the County Councils' finance representatives, levies have been increased by 2% for 2020/21. Although reserves are healthy the upcoming replacement of RV Three Counties will expend a substantial proportion. The reduced reserves will be augmented from 2020/21 by annual contributions from the County Councils' as agreed as the preferred method of funding asset replacements. The Levies on the constituent County Councils including the 2% increase and asset replacement funding for 2020/2021 follow:

	Norfolk County Council	Suffolk County Council	Lincolnshire County Council
	£	£	£
County Council Levies	407,308	305,745	344,891
Asset replacement	59,483	44,651	50,367
New Burden Funding Allocation	151,999	114,420	127,726
Total Levy	<u>618,790</u>	<u>464,816</u>	<u>522,984</u>
	38.5%	28.9%	32.6%
<u>For Information</u>			
<u>2019/2020</u> Total Levy	610,804	451,643	508,124

**Table 1****Estimates of Expenditure 2020/2021**

	2019/2020 Budget	2019/2020 Act/Proj	2020/2021 Draft Budget
	£	£	£
Salaries & Wages	1,070,104	1,054,603	1,131,742
General Expenditure	207,802	207,270	212,395
<b><u>Departmental Operational Costs</u></b>			
Marine Science	10,698	13,500	12,000
Marine Protection	24,323	24,500	25,000
Media	704	3,400	1,000
<b><u>Vessels</u></b>			
Moorings & Harbour Dues	4,403	4,500	5,000
Research Vessel - Three Counties	63,724	61,753	64,000
Enforcement Vessels - John Allen/Sebastian Terrelinck	48,223	34,000	39,500
Seaspray Vessel Hire	4,750	4,000	4,000
Vehicles	26,210	24,450	26,700
<b>TOTAL EXPENDITURE</b>	<b>£ 1,460,941</b>	<b>£ 1,431,976</b>	<b>£ 1,521,337</b>
 INCOME	 70,878	 72,500	 80,000
<b>EXPENDITURE LESS INCOME</b>	<b>£ 1,390,063</b>	<b>£ 1,359,476</b>	<b>£ 1,441,337</b>
<i>LESS New Burden Funding</i>	394,145	394,145	394,145
Net Expenditure	995,918	965,331	1,047,192
Levies	1,037,200	1,037,200	1,057,944
<b><u>Surplus/(Shortfall)</u></b>	<b>£ 41,282</b>	<b>£ 71,869</b>	<b>£ 10,752</b>

**Table 2****Estimates of Expenditure 2020/2021**

Details of Expenditure: Salaries &amp; Wages and General Expenditure

	2019/2020 Budget	2019/2020 Projection	2020/2021 Draft Budget
<b><u>SALARIES</u></b>			
Staff Remuneration	810,687	798,231	854,033
Pension	176,292	176,726	190,208
National Insurance	83,125	79,646	87,501
<b>TOTAL</b>	<b>1,070,104</b>	<b>1,054,603</b>	<b>1,131,742</b>
<b><u>GENERAL EXPENDITURE</u></b>			
<b><u>Accommodation</u></b>			
<b><u>(Rent, Rates, Insurances, Utilities)</u></b>			
Rent	34,665	34,665	34,665
Business Rates	15,534	15,534	15,980
Water Rates	729	730	760
Service Charges	3,087	3,300	3,420
Insurance - Buildings	1,035	1,000	1,090
Insurance Office & General	8,482	8,351	8,600
Electricity	4,624	4,640	4,900
Cleaning	863	520	770
Maintenance & Redecoration	4,310	3,750	2,600
<b>TOTAL</b>	<b>73,329</b>	<b>72,490</b>	<b>72,785</b>
<b><u>General Establishment</u></b>			
Advertisements & Subscriptions	19,041	19,630	19,600
Legal & Professional Fees	12,960	12,440	12,000
Telephones (Office & Mobile)	6,591	6,900	6,900
Postage & Stationery	8,821	8,000	8,850
IT Support (including Citrix)	33,343	35,560	35,560
Uniforms & Protective Clothing	7,703	7,000	8,000
Medical Fees	916	800	850
Recruitment	1,194	1,500	1,250
Sundry inc. Meeting Costs	3,538	3,200	3,600
<b>TOTAL</b>	<b>94,107</b>	<b>95,030</b>	<b>96,610</b>
<b><u>Officers' Travel &amp; Subsistence</u></b>			
General Travel - Fares, Taxis etc	3,573	3,000	4,250
Subsistence Payments	1,690	1,250	1,750
Overnight Subsistence	1,250	1,250	1,500
Hotel - Accommodation & Meals	7,542	8,000	8,500
<b>TOTAL</b>	<b>14,055</b>	<b>13,500</b>	<b>16,000</b>
<i>Members' Travel</i>	1,532	1,750	2,000
<i>Training</i>	24,779	24,500	25,000
<b>TOTAL GENERAL EXPENDITURE</b>	<b>207,802</b>	<b>207,270</b>	<b>212,395</b>

**Operating Dept Costs**

<i>Marine Science</i>	10,698	13,500	12,000
<i>Marine Protection</i>	24,323	24,500	25,000
<i>Media</i>	704	3,400	1,000

**Table 3****Estimates of Expenditure 2020/2021**

Details of Expenditure - Vessels &amp; Vehicles

	<b>2019/20</b> Budget	<b>2019/20</b> Projection	<b>2020/21</b> Draft Budget
<b><u>MOORINGS &amp; HARBOUR DUES</u></b>			
Rent - Sutton Bridge Moorings			
Maintenance	303	500	500
Berthing & Harbour Dues	4,100	4,000	4,500
<b>TOTAL</b>	<b>4,403</b>	<b>4,500</b>	<b>5,000</b>
<b><u>RESEARCH VESSEL</u></b>			
<b><u>Three Counties</u></b>			
Maintenance & Repairs	12,088	10,000	13,500
Refit	26,141	29,000	25,000
Insurance & Certification	18,250	14,753	15,500
Fuel	7,245	8,000	10,000
<b>TOTAL</b>	<b>63,724</b>	<b>61,753</b>	<b>64,000</b>
<b><u>ENFORCEMENT VESSELS</u></b>			
<b><u>John Allen/Sebastian Terelinck</u></b>			
Maintenance & Repairs	32,119	24,000	25,000
Upgrade			
Insurance & Certification	3,500	3,500	3,500
Fuel	12,604	6,500	11,500
<b>TOTAL</b>	<b>48,223</b>	<b>34,000</b>	<b>39,500</b>
<b><u>Seaspray</u></b>			
Maintenance & Repairs	1,500	1,000	1,500
Insurance & Certification	1,500	1,500	1,500
Fuel	1,750	1,500	1,000
<b>TOTAL</b>	<b>4,750</b>	<b>4,000</b>	<b>4,000</b>
<b><u>VEHICLES</u></b>			
Insurance	10,183	10,500	11,000
Fuel & Sundries	10,527	9,000	10,500
Servicing	4,048	3,500	3,750
Vehicle Tracking	1,452	1,450	1,450
<b>TOTAL</b>	<b>26,210</b>	<b>24,450</b>	<b>26,700</b>

### **Forecast to March 2025**

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<b><u>Income</u></b>					
Levies	1,057,944	1,079,103	1,100,685	1,122,699	1,145,153
“New Burden”					
Other	80,000	95,000	100,000	105,000	110,000
Total Income	1,137,944	1,174,103	1,200,685	1,227,699	1,255,153
<b><u>Expenditure</u></b>					
Staff cost	1,131,742	1,165,700	1,165,671	1,198,310	1,228,268
Administration	212,395	210,000	212,000	214,000	214,500
Operations	38,000	38,750	39,250	39,500	40,000
Vessels	112,500	115,000	120,000	122,000	124,000
Vehicles	26,700	27,250	27,500	28,000	28,250
<b>Total</b>	1,521,337	1,556,700	1,564,421	1,601,810	1,635,018
Surplus/Shortfall	(383,393)	(382,597)	(363,736)	(374,111)	(379,865)
New burden alt.	394,145	394,145	394,145	394,145	394,145
Adj. Surp/s/fall	10,752	(11,548)	30,409	20,034	14,280

### **Movement in reserves**

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Opening	2,006,925	2,184,794	455,901	(517,461)	(747,288)	(1,520,573)
Revenue	71,869	(383,393)	(382,597)	(363,736)	(374,111)	(379,865)
Utilised	(44,000)	(1,500,000)	(750,000)	(30,000)	(568,000)	(30,000)
Balance	2,034,794	301,401	(676,696)	(911,197)	(1,689,399)	(1,930,438)
CC capital	150,000	154,500	159,135	163,909	168,826	173,891
Adjusted	2,184,794	455,901	(517,461)	(747,288)	(1,520,573)	(1,756,547)
New Burden		394,145	788,290	1,182,435	1,576,580	1,970,725
Final	2,184,794	850,046	270,729	435,147	56,007	214,178



### **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**

## **Eastern Inshore Fisheries and Conservation Authority Finance and HR sub-committee meeting**

5<sup>th</sup> November 2019

### **External Audit Report for 2018/19**

**Report by:** Andrew Bakewell – Head of Finance and HR

### **Purpose of report**

To inform members of the outcome of the external audit carried out by PKF Littlejohn.

### **Recommendations:**

Members are asked to:

- **Note** that the audit reported “no matters arising from our review”
- **Agree** that PKF Littlejohn are retained to perform the same service for the 2019/2020 financial year.

### **Background**

Since 2014 Eastern IFCA has not been obliged to be externally audited, however for members’ benefit and reassurance the Annual Statement has been audited by PKF Littlejohn. The systems and procedures of day to day financial processes are audited by Norfolk County Council, the report, conclusions and recommendations having been the subject of a report to the previous sub-committee meeting.

### **Report**

The attached Certificate from PKF Littlejohn concludes no matters arising.

### **Financial**

The cost of the audit of the 2018/19 statement is £2,000 as budgeted.

## 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>(Please tick 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

F&HR 19/08

dated 26/06/2019

Signed by:

Chair

dated 26/06/2019

Signed by:

Clerk

dated 26/06/2019

\*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:

EASTERN IRLAND FISHERIES AND 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:



Date 26/06/2019

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

26/06/2019

and recorded as minute reference:

F & HR 19/08.

Signed by Chair of meeting approving these accounting statements:



Date 26/06/2019

### 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:
No matters arising

(continue on a separate sheet if required)

Reviewer signature

*Paul Littlejohn*

Reviewer

PKF Littlejohn LLP

Date

22/10/2019



## Vision

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



## Information Item 10

### Finance & HR Sub-Committee Meeting

#### Temporary (Fixed term) Project Officer

5<sup>th</sup> November 2019

**Report by:** Julian Gregory, CEO

#### **Purpose of report**

To advise members on the decision to recruit an additional Project Officer for a fixed term (2 year) contract.

#### **Recommendations**

It is recommended that members:

- **Note** the content of the report

#### **Background**

Despite continuing efforts to reduce the backlog of projects several have rolled over for a number of annual planning years. Whereas we expect some slippage when preparing our 5-year plans, it has now become clear that business as usual, new priorities and resource constraints are conspiring to condemn several important projects to significant delays in their completion.

With the vast majority (95%) of the Eastern IFCA district having Marine Protected Area (MPA) status, and new sites being designated in recent years, the MPA workload remains significant. Target dates for identifying and implementing management in the more complex cases have not been met, and assessments for the new sites are not yet completed. Development of management in one red risk site is yet to be completed and monitoring and control plans for fisheries in MPAs have yet to be developed.

In addition to MPA management, other legislative drivers require implementation or review of management measures, specifically the Marine Strategy Framework Directive. This will drive the development and likely implementation of measures relating to crab and lobster, brown shrimp and whelk fisheries, from the perspective of ensuring stock sustainability.

A further notable workstream is the replacement of the Wash Fishery Order 1992 by February of 2023. This will likely represent one of the most significant pieces of work in terms of developing management measures in Eastern IFCA's history, not least because of its complexity and the contentions within industry regarding the current management regime.

Eastern IFCA's approach to developing and implementing management measures has developed over the last five years and it is now more extensive and resource intensive than had previously been the case. Through Eastern IFCA's engagement plan, it is now commonplace to allocate a significant resource to consultation with industry including production of materials and organising, attending and facilitating meetings and workshops.

This approach reflects the Authority's commitment to making properly considered and evidence-based fisheries and conservation management decisions and is warranted by the level of scrutiny and potential challenge from industry, non-governmental organisation and lobby groups.

The Project Team forms the vital link between the outputs of Marine Science workstreams (including both MPA protection and fisheries sustainability) and the implementation of management, through the development of regulation and ultimately guidance for IFCOs in enforcing such measures.

## **Report**

Having reviewed progress against priorities in the Business Plan over recent years the matter was discussed by the management team. There was clear consensus that an investment in additional resource was required to focus specifically on projects with the aim of clearing the backlog and creating additional capacity.

Further work was undertaken with a view to recruiting a Grade 5 Project Officer on a temporary fixed-term (24 month) contract in order to increase capacity to deliver critical projects, free senior officers from routine tasks and generally improve resilience within the team.

As part of the Projects Team, it is anticipated that a Grade 5 Project Officer will contribute to almost all workstreams identified within the Business Plan. Anticipated key roles will include:

- Engagement planning and delivery (developing engagement plans and materials, administering consultations, reporting on responses) in relation to all management measures;
- Production of Impact Assessments including evidence gathering and analysis;
- Production of Decision Memos;
- Engagement with public – general information requests, advice on byelaw and other management measures etc.
- Habitat Regulation Assessments including evidence gathering;
- Stock assessments including evidence gathering.

It should be noted that, throughout a financial year, new or novel workstreams are often picked up by the Projects Team. Within recent years this has included, Eastern IFCA compliance with GDPR, implementing body worn videos within the enforcement team and administering operation Blake (in response to PSP being found in washed up marine organisms). The Grade 5 Project Officer would be expected to contribute to any such workstream in a similar manner.

### Financial Implications

Funding the temporary post can be achieved within existing budget allocation as a consequence of utilising a projected underspend and an unused element of grant funding from Defra.

<b>Funding</b>	<b>£'000</b>
Salary savings from part year vacant posts	29.5 (2019/20)
Budgeted underspend	41.3
Defra grant in reserves	18.3*
Available funds	89.1

### **Cost of post over 2 years**

Salary	51.1
Pension	7.8
E'ers NI	4.7
Total cost	63.6

Return to reserves	25.5
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- \*Defra Grant awarded in 2016 to fund MPA projects only partially used. The project officer will support the development of regulation for MPAs – e.g. Byelaws including engagement, consultation and impact assessments.
- Any remaining surplus could be added to general reserves if we use Defra Grant first.

Whilst the temporary nature of the post and the fact that it can be achieved within existing budget allocations means that the decision to proceed falls within the scheme of delegations to the CEO, the Chair and Vice-Chair were consulted, and both were supportive.

## Vision

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



## Information Item 11

### Finance & HR Sub-Committee Meeting

#### HR Update

5<sup>th</sup> November 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

The Project Officer post reported earlier in the agenda has been filled following an advert with CMS that yielded 6 candidates suitable for interview. Interviews held on the 14<sup>th</sup> and 15<sup>th</sup> identified 3 employable and 1 stand out candidate who was offered and accepted the post.

An advert has recently been placed to recruit a replacement IFCO following the departure of Pete Welby to a role closer to his native North East. Although the officer leaving was a Grade 5 the advertised role is Grade 6 requiring ready made vessel skipper skills to enhance resilience.

##### Welfare

Following surgery, a key member of the Marine Science Team is currently recuperating. We expect a return later this year. The Marine Protection Team is also under pressure with the departure of an IFCO and another officer on long term sickness absence.

##### Training

A 2-day training exercise for all sea going officers took place on the 23<sup>rd</sup> and 24<sup>th</sup> October. This was designed as a refresher in all aspects of crewing, equipment operation, health and safety and general best practice.