



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

**to be held
as a Zoom meeting
3rd November 2020
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: 3rd November 2020

Time: 10.30 hours

Venue: Online video conferencing via Zoom in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Statutory Instrument 2020 no.392).

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 4th August
5. Matters Arising – *Clerk*
6. Quarters 2 Payments and Receipts – *Hd Finance & HR*
7. Quarter 2 Management Accounts – *Hd Finance & HR*
8. Provisional budget 2021-22 and Budget Forecast to 2026 – *Hd Finance & HR*
9. Working from Home – *Hd Finance & HR*
10. *To resolve 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 involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.*
11. Vessel Procurement update - CEO
12. Wash Cackle Fishery Economic Assessment – Snr IFCO (Regulation)

Information Items

13. HR Update – *Hd Finance & HR*
14. Any other urgent business
 - a. *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: 26th October 2020

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Finance & HR Sub-Committee

A meeting of the Finance & HR Sub-Committee took place using Zoom Meeting technology on 4th August 2020 at 1030 hours.

Members Present:

Cllr P Skinner	Chair	Lincolnshire County Council
Cllr D Collis		Norfolk County Council
Cllr T FitzPatrick		Norfolk County Council
Cllr T Goldson		Suffolk County Council
Cllr M Vigo Di Gallidoro		Suffolk County Council
Mr S Williamson		MMO Appointee
Mr S Worrall		MMO Appointee

Eastern IFCA Officers Present:

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

F&HR20/15 Welcome

The Chairman welcomed members to the meeting.

F&HR20/16 Apologies for absence

Apologies for absence were received from Dr Bolt (MMO Appointee) and Cllrs Chenery (NCC) and Coupland (LCC).

F&HR20/17 Declarations of Members Interest.

There were no additional interests declared.

F&HR20/18 Minutes of the Finance and Personnel Sub-committee meeting held on 4th February 2020

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

Proposed: Cllr Goldson

Seconded: Cllr Collis

All Agreed

F&HR20/19 Notes of a meeting held on 28th April with the Chair and Vice-Chair which included some Finance & HR Business.

The Meeting was held to ensure business matters were discussed in a timely manner due to Covid-19 preventing the scheduled meeting on 5th May. It was noted that some of it related to Finance & HR matters whilst some was core Authority remit.

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

Proposed: Cllr Skinner

Seconded: Cllr FitzPatrick

F&HR20/20 Matters Arising:

COCKLE FISHERY: It was pleasing to note that despite Covid-19 restrictions making it difficult to conduct surveys sufficient data had been collected to enable a fishery to take place with a TAC that the CEO believed would have been very similar if all the surveys had taken place. The Chair recorded his thanks to both the staff and industry for working together to allow this fishery to go ahead.

It was also noted that the decision had been taken to reduce the cost of the WFO licence fee for this financial year as a response to Covid-19.

F&HR20/21 Quarter 1 Payments made and Receipts

The Head of Finance advised the payments and receipts were in line with those expected for the first quarter of the financial year, there were no concerns.

Members were also advised that a contingency measure was in place to ensure staff payment was seamless in the event of the Head of Finance & HR being affected by Covid-19.

Members Agreed to note the content of the paper

F&HR20/22 Quarter 1 Management Accounts

The Accounts showed members the expected level of expenditure at the end of Quarter 1 compared to the actual level of expenditure. There were a few variances. One being a slight underspend in salaries and wages due to a delayed start date. General Expenditure also seemed a little out of sync but this was due to timing of payments, and the fact that some payments applied to the whole year but were made early in the financial year.

Income appeared to be lower than anticipated, due to LCC levy having been paid early, at the end of the previous financial year.

Members Agreed to note the Management Accounts

F&HR20/23 Annual Statement of Accounts for year ending March 2020

Like most other things the Annual Accounts had been affected by Covid-19, the internal audit was delayed until later in the year, and the forms relating to the external audit were still being waited for but the figures in the Accounts would be those provided to members in the paperwork.

Members discussed the accounts and Resolved to Approve the Statement of Accounts for submission for external examination.

Proposed: Cllr Goldson

Seconded: Mr Worall

All Agreed

It was Resolved to:

- **Authorise the Chairman and Chief Executive to sign the Annual Return before submission to the auditors for review.**
- **Authorise in accordance with Authority's Financial Regulation 3.4, transfer of funds to and from 'ear-marked' reserves as outlined in the Statement of movement in reserves.**

Proposed: Cllr Goldson

Seconded: Mr Worrall

F&HR20/24 New Burden Funding

Prior to the meeting the CEO had provided members with a document which set out possible outcomes for future funding from Defra.

Members were advised that this financial year would be the last time New Burden Funding was provided, however, Defra hoped to continue to fund IFCAs to the same level and would put in a bid for continuation of funding during the next Spending Review.

Their intention being to apply for the same level of funding, to be distributed in the same formulas, however they were hoping to distribute the funding in a more direct manner, rather than through the County Councils Treasury Departments.

This was considered positive news, but the bid still needed to be successful.

This led to discussion on cross warranting and the possibility of districts being pushed further out to sea. The CEO did not believe there was any intention in the short to medium term to increase the seaward limit.

Cllr Goldson encouraged members to lobby their MPs to ensure the Defra funding bid was successful, particularly as County Councils had incurred additional expenditure due to the pandemic and were expecting similar additional spending for the next 12-18 months.

Members agreed to note the information provided by the CEO.

F&HR20/25 Office Accommodation

The Head of Finance & HR gave members a brief update. Inevitably discussions for the new building had been stalled by Covid-19.

As the 'working from home' arrangements were working relatively well it seemed there was potential to reconsider the office space requirements. It was still considered more beneficial to the Authority to purchase an office rather than continue renting, but it was not felt there was a need to make any hasty decisions.

The CEO advised that, considering the requirement to work from home came almost overnight the staff had adapted remarkably well, with just a few IT niggles, although he also felt the lack of social interaction may be more difficult to accept during the winter months, and inducting new staff members could be challenging.

Return to working from the office was discussed, and the challenges of maintaining social distancing, Cllr Goldson advised the County Councils were not planning on going back to the offices for some time.

Possible scenarios for returning were considered, as was the need to ensure staff members mental health was not suffering by being isolated.

Members Agreed to note the information provided.

F&HR20/26 Vessel Procurement Update

The CEO reminded members of the journey that had been travelled to reach the current situation. During the process the approach had varied from new build, to second hand with a refit and back to new build.

Norfolk County Council's Procurement Team had been engaged to move the process through the next stage and the spec for the new vessel was almost finalised. Members were advised the intention was to purchase a twin hull catamaran between 16-18m in length, with diesel propulsion engines. The vessel would be suitable for both research and enforcement purposes.

Following discussions with vessel designers it had also been ascertained that it would be possible for the vessel to be built from GRP, which if maintained correctly should last for at least 30 years and would not be an issue in terms of releasing microplastics into the water.

Current advice was that on completion of the tender process the vessel could be built within 8-12 months.

Members Agreed to note the information provided.

FHR20/27 HR Update

The Head of Finance & HR advised the start date had been agreed for the recently recruited Grade 5 IFCO.

Unfortunately, the Authority would still not be working at full complement as an IFCO had recently resigned and would be leaving on 21st August.

The only other news was that staff continued to be working from home and would be for the foreseeable future.

Members Agreed to note the content of the report

There being no further items of business to discuss the meeting closed at 1123 hours

Vision

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Action Item 6

Finance and HR sub-committee meeting

3rd November 2020

Report by: Andrew Bakewell – Head of Finance & HR

Payments made and monies received during the period 1st July 2020 to 30th September 2020 (Quarter 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.

The report on Payments made and monies received during the period 1st July to 30th September 2020 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
1st July to 30th September 2020**

Payments made during the period 1st July 2020 to 30th September 2020

	Month 4	Month 5	Month 6	TOTAL
	£	£	£	£
Transfers to EIFCA Salaries Acct.		300,000.00		300,000.00
Rent, Rates & Service Charges	1,850.75	9,266.59	1,421.40	12,538.74
General Establishment	3,759.43	4,134.60	1,446.84	9,340.87
Legal Fees			6,300.00	6,300.00
Staff Travelling & Subsistence	117.71	636.78	227.90	982.39
Members' Allowances		242.30		242.30
Training	1,317.92	7,015.00	1,193.75	9,526.67
Moorings/Harbour Dues	91.60	917.09	225.34	1,234.03
Three Counties Operating Costs	1,489.27	2,262.64	4,101.04	7,852.95
FPV JA & ST –Operating Costs	2,578.31	3,647.46	1,218.28	7,444.05
Vehicle Operating Costs	1,344.41	2,959.82	2,117.67	6,421.90
Communication and Development		198.00		198.00
Marine Science	15.99	116.32	1,041.32	1,173.63
Enforcement	1,001.96	327.30	785.95	2,115.21
Wash & Nth Norf. EMS Project	157.96	604.45	15.44	777.85
Assets				
Petty Cash				
VAT recoverable (Quarter)	2,143.04	10,148.30	3,630.73	15,922.07
Grant funded project		32,122.86	83.20	32,206.06
TOTAL PAYMENTS MADE	15,868.35	374,599.51	23,808.86	414,276.72

Monies received during the period July 2020 to September 2020

	Month 4	Month 5	Month 6	TOTAL
	£	£	£	£
Levies				
Asset replacement				
WFO – Licences	1,980.00	330.00	990.00	2,970.00
EMFF Grants				
Whelk licences			500.00	500.00
Wash & North Norfolk Coast EMS	18,200.00			18,200.00
VAT		12,806.94		12,806.94
Fixed Penalty Fine				
EHO sampling		1,024.00	5,120.00	6,144.00
Lay rents				
Court costs				
Interest		2.70		2.70
Asset Sales				
Miscellaneous		86.16		86.16
TOTAL MONIES RECEIVED	20,180.00	14,249.80	6,610.00	41,039.80

Expenses –

Salary transfer to cover 3 months. Legal Fees mth 6 relate to costs for representation at an appeal against the sentencing for a conviction re. Whelk offences. The ruling reduced the

penalty and costs were not awarded. Grant expenditure is for Cefas testing this will be reclaimed from the EMFF grant funding for the project.

Income

As anticipated.

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Action Item 7

Finance and HR sub-committee meeting

3rd November 2020

Report by: Andrew Bakewell – Head of Finance and HR

Report on the Management Accounts for the 2nd quarter of the 2020/21 financial year

Purpose of report

To provide 2nd Quarter Management Accounts for members to note.

Recommendations:

Members are asked to:

- **Note** the Management Accounts

Explanatory Notes

Salaries and on costs	31,502	Vacancy savings
General expenditure	7,437	Staff Expenses
Enforcement	10,260	Timing, licences paid last year
Marine Science	5,885	Equip. insurance to be recharged
Vessels	(1,503)	JA mtce.
Vehicles	(614)	Insurance
Income	(445,415)	LCC Levy rec'd 19/20 (472,617), WFO licence reduction (19,152)
Operation Blake	10,005	
True position 2 nd Qtr.		
Expenditure savings	53,119	exc. Operation Blake
Income	15,205	inc. LCC Levy
Total	68,324	

Management Accounts Financial Year 2020/2021

	ACTUAL Year to Date Qtr 2 £	BUDGET Year to Date Qtr 2 £	VARIANCE	MEMO Budget For Year £
<u>SALARIES & WAGES</u>				
Staff Remuneration	410,757	427,016	16,259	854,033
Pension	83,593	97,170	13,577	194,341
National Insurance	42,084	43,750	1,666	87,501
TOTAL	536,434	567,936	31,502	1,135,875
<u>GENERAL EXPEND</u>				
Accommodation	31,004	32,092	1,088	64,185
Insurance	8,635	8,600	(35)	8,600
General Establishment	64,451	66,900	2,449	96,610
Officers' Expenses	2,192	8,000	5,808	16,000
Members' Travel	242	1,000	758	2,000
Training	15,131	12,500	(2,631)	25,000
TOTAL	121,655	129,092	7,437	212,395
Media & Comms	348	500	152	1,000
Enforcement	4,090	14,350	10,260	25,000
Marine Science	1,615	7,500	5,885	12,000
Operation Blake	32,402		(32,402)	
<u>VESSELS</u>				
Moorings/Harbour Dues	2,237	4,350	2,113	5,000
<u>Vessel Operating Costs</u>				
Three Counties	12,090	13,000	910	50,000
FPVs JA & ST	22,538	18,750	(3,788)	37,500
Vessels insurance	21,238	20,500	(738)	20,500
Vessels TOTAL	58,103	56,600	(1,503)	113,000
<u>VEHICLES</u>				
Operating Costs	19,314	18,700	(614)	26,700
TOTAL	19,314	18,700	(614)	26,700
TOTAL EXPENDITURE	773,961	794,678	20,717	1,525,970
<u>INCOME</u>				
Bank Interest	10	40	(30)	10,100
Levies	979,472	1,452,089	(472,617)	1,452,089
WFO Licence	16,848	36,000	(19,152)	40,000
Whelk licences	3,360	2,500	860	4,500
Sale of assets		3,200	(3,200)	6,400
Surveys	5,682		5,682	
EMFF Grants	42,407		42,407	
EHO sampling	8,192	7,500	692	15,000
Lay rents	2,443	2,500	(57)	4,000
TOTAL INCOME	1,058,414	1,503,829	(445,415)	1,532,089
Reserve movement				6,119

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Action Item 8

Finance & HR Sub-Committee

3rd November 2020

Report by: Andrew Bakewell – Head of Finance and HR

Provisional Budget for the period 1st April 2021 to 31st March 2022 and Forecast to 2025/26

Purpose of report

To present the Draft Budget for the 2021/22 financial year along with the Forecast for the following 4 years to 2026. The estimates detailed below are for agreement and recommendation to the full Authority at their next Statutory meeting.

Recommendations

Members are asked to:

- **Approve and recommend** the Draft Budget 2021/22 to the full Authority at their next meeting on 9th December 2020.
- **Approve and recommend** the Levies for 2021/22 to the full Authority at their next meeting on 9th December 2020.
- **Approve** the Forecast for the following 4 years to 2025/26 for presentation to the full Authority at their next meeting on 9th December 2020.

Background

The Draft Estimates of Expenditure for the financial year 2021/2022 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 (2020/2021) 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 2020/2021 shows a £78,060 benefit. The total comprising of expenditure savings £96,060 less income shortfall of £(18,000). Adding the budgeted surplus of £6,119 gives a forecast surplus for 20/21 of £84,179.

The calculation of the Provisional Budget for 2021/2022 (Table 1).

Assumptions

Defra have included funding to the same level as 'New Burdens funding' in their bid to Treasury for 2021, so the estimates include this. In the event that such funding is reduced or not provided at all it is proposed that the shortfall is met from reserves for 2021-22 whilst plans are made to address the shortfall from 2022-23 onwards.

Notes on Expenditure

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

Variations from 2020/2021 Budget to the 2020/2021 Projection and 2021/2022 Draft Budget are summarised under the main budget headings in the following table:

	2020/2021 Budget £	2020/2021 Projection £	2021/2022 Draft Budget £
Salaries & Wages	1,135,875	81,625	(30,025)
General Expenditure	212,395	16,235	4,945
Departmental Op Costs	38,000	500	(500)
Vessels	113,000	(2,250)	(1,850)
Vehicles	26,700	(50)	(550)
TOTAL	1,525,970	96,060	(27,980)

Salaries & Wages

<u>2020/2021 Projection- £ 81,625</u>	<u>2021/2022 Draft Budget (£30,025)</u>
a) Vacancies and recruitment delay due to pandemic.	Vacancies all filled, annual increments and 2% est. inflation.

General Expenditure

<u>2020/2021 Projection- £ 16,235</u>	<u>2021/2022 Draft Budget £4,945</u>
a) Savings on travel, expenses and training.	Travel and expenses savings online meetings.

Departmental Operational Costs

<u>2020/2021 Projection- £500</u>	<u>2021/2022 Draft Budget £(500)</u>
a) Minor savings	inflation

Vessels

The 2020/2021 budget provided for the operating costs of Three Counties, John Allen, Sebastian Terelinck and Seaspray all year.

<u>2020/2021 Projection- £ (2,250)</u>	<u>2021/2022 Draft Budget £(1,850)</u>
TC age related mtce.	Inflation.

Vehicles

<u>2020/2021 Projection- £(50)</u>	<u>2021/2022 Draft Budget £(550)</u>
	inflation

Inflation Contingency

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

Income

<u>2020/2021 Projection £(18,000)</u>	<u>2021/2022 Draft Budget £(10,000)</u>
WFO licence fees one off reduction.	Reduced interest receipts.

Reserves

The amounts held in EIFCA's ear-marked reserves estimated at 30.09.2020 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>1,809,526</u>
	<u>2,240,897</u>

Levies

As discussed with the County Councils' finance representatives, levies have been increased by 2% for 2021/22. Although reserves are healthy the upcoming replacement of RV Three Counties will expend a substantial proportion. The reduced reserves will be further augmented by annual asset replacement contributions which started in 2020/21. The Levies on the constituent County Councils including the 2% increase and asset replacement funding for 2021/2022 follow:

	Norfolk County Council	Suffolk County Council	Lincolnshire County Council
	£	£	£
County Council Levies	415,454	311,860	351,789
Asset replacement	61,267	45,991	51,878
New Burden Funding Allocation	151,999	114,420	127,726
Total Levy	<u>628,720</u>	<u>472,271</u>	<u>531,393</u>
	38.5%	28.9%	32.6%

For Information

<u>2020/2021</u> Total CC contributions	618,790	464,816	522,984
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Table 1

Estimates of Expenditure 2021/2022

	2020/2021 Budget	2020/2021 Act/Proj	2021/2022 Draft Budget
	£	£	£
Salaries & Wages	1,135,875	1,054,250	1,165,900
General Expenditure	212,395	196,160	207,450
<u>Departmental Operational Costs</u>			
Marine Science	12,000	12,500	12,500
Marine Protection	25,000	24,000	25,000
Media	1,000	1,000	1,000
<u>Vessels</u>			
Moorings & Harbour Dues	5,000	6,500	6,500
Research Vessel – T C	50,000	52,500	50,000
Enforcement Vessels - Ribs	37,500	35,000	35,500
Vessel insurance	20,500	21,250	22,850
Vehicles	26,700	26,750	27,250
TOTAL EXPENDITURE £	1,525,970	1,429,910	1,553,950
INCOME	80,000	62,000	70,000
EXPENDITURE LESS INCOME £	1,445,970	1,367,910	1,483,950
<i>LESS New Burden Funding</i>	394,145	394,145	394,145
Net Expenditure	1,051,825	973,765	1,089,805
Levies	1,057,944	1,057,944	1,079,103
Surplus/(Shortfall)	£ 6,119	84,179	(10,702)

Table 2

Estimates of Expenditure 2021/2022

Details of Expenditure - Salaries & Wages and General Expenditure

	2020/2021 Budget	2020/2021 Projection	2021/2022 Draft Budget
<u>SALARIES</u>			
Staff Remuneration	854,033	807,000	887,602
Pension	194,341	164,500	184,915
National Insurance	87,501	82,750	93,383
TOTAL	1,135,875	1,054,250	1,165,900
<u>GENERAL EXPENDITURE</u>			
<i><u>Accommodation</u></i>			
<i>(Rent, Rates, Insurances, Utilities)</i>			
Rent	34,665	35,040	36,250
Business Rates	15,980	15,980	16,300
Water Rates	760	710	750
Service Charges	3,420	3,420	3,500
Insurance - Buildings	1,090	1,090	1,150
Insurance Office & General	8,500	8,500	8,750
Electricity	4,850	4,100	4,500
Cleaning	920	1,000	1,000
Maintenance & Redecoration	4,900	4,520	4,000
TOTAL	75,085	74,360	76,200
<i><u>General Establishment</u></i>			
Advertisements & Subscriptions	19,000	18,000	18,000
Legal & Professional Fees	12,000	14,000	12,000
Telephones (Office & Mobile)	8,000	6,400	7,500
Postage & Stationery	8,500	8,500	8,500
IT Support (including Citrix)	33,200	34,000	34,500
Uniforms & Protective Clothing	8,550	7,500	8,000
Medical Fees	1,000	3,200	1,250
Recruitment	1,200	1,000	1,000
Sundry inc. Meeting Costs	1,360	1,200	1,250
TOTAL	92,810	93,800	92,000
<i><u>Officers' Travel & Subsistence</u></i>			
General Travel - Fares, Taxis etc	6,500	3,000	5,000
Subsistence Payments	1,000	2,000	1,250
Overnight Subsistence	2,500		1,500
Hotel - Accommodation & Meals	7,500	2,000	5,000
TOTAL	17,500	7,000	12,750
<i>Members' Travel</i>	2,000	1,000	1,500
<i>Training</i>	25,000	20,000	25,000

Table 3

Estimates of Expenditure 2021/2022

Details of Expenditure - Vessels & Vehicles

	2020/21	2020/21	2021/22
	Budget	Projection	Draft Budget
<u>MOORINGS & HARBOUR DUES</u>			
Rent - Sutton Bridge Moorings			
Maintenance	500	500	500
Berthing & Harbour Dues	4,500	6,000	6,000
TOTAL	5,000	6,500	6,500
<u>RESEARCH VESSEL</u>			
<u>Three Counties/replacement</u>			
Maintenance & Repairs	14,000	20,000	20,000
Refit	26,000	24,000	10,000
Insurance & Certification	14,000	14,000	15,000
Fuel	10,000	8,500	10,000
TOTAL	64,000	66,500	65,000
<u>ENFORCEMENT VESSELS</u>			
<u>John Allen/Sebastian Terelinck</u>			
Maintenance & Repairs	32,500	30,000	30,000
Insurance & Certification	5,500	6,250	6,750
Fuel	5,000	5,000	5,500
TOTAL	43,000	41,250	42,250
<u>Seaspray</u>			
Maintenance & Repairs			
Insurance & Certification	1,000	1,000	1,100
Fuel			
TOTAL	1,000	1,000	1,100
<u>VEHICLES</u>			
Insurance	11,000	10,750	11,250
Fuel & Sundries	10,200	10,000	10,200
Servicing	4,000	4,500	4,500
Vehicle Tracking	1,500	1,500	1,500
TOTAL	26,700	26,750	27,250

Forecast to March 2026

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
Income					
Levies	1,079,103	1,100,685	1,122,699	1,145,143	1,168,056
“New Burden”	394,145				
Other	70,000	80,000	80,000	80,000	80,000
Total Income	1,543,248	1,180,685	1,202,699	1,225,143	1,248,056
Expenditure					
Staff cost	1,165,900	1,200,877	1,236,903	1,274,010	1,312,231
Administration	207,450	180,000	183,600	187,600	191,000
Operations	38,500	39,000	39,500	40,000	40,500
Vessels	114,850	105,000	107,000	110,000	112,500
Vehicles	27,250	27,750	28,250	28,750	29,250
Total	1,553,950	1,552,627	1,595,253	1,640,360	1,685,481
Surplus/Shortfall	(10,702)	(371,942)	(392,554)	(415,217)	(437,425)
New burden alt.		394,145	394,145	394,145	394,145
Adj. Surp/s/fall	(10,702)	22,203	1,591	(21,072)	(43,280)

Movement in reserves

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Opening	2,240,897	1,829,576	878,010	(370,022)	(633,749)	(915,074)
Revenue	84,179	(10,702)	(371,942)	(392,554)	(415,217)	(437,425)
Asset rep	154,500	159,136	163,910	168,827	173,892	179,109
Utilised	(650,000)	(1,100,000)	(1,040,000)	(40,000)	(40,000)	(740,000)
Balance	1,829,576	878,010	(370,022)	(633,749)	(915,074)	(1,913,390)
New Burden			394,145	788,280	1,182,435	1,576,580
Final	1,829,576	878,010	24,123	154,531	267,361	(336,810)

Reserves over Forecast period

Opening 30/9/2020	2,240,897
Surplus/(shortfall) 6 years	(1,543,661)
Asset replacement CC contrib.	999,374
Asset purchases	(3,610,000)
Balance	(1,913,390)
New Burden/Alternative	1,576,580
Adjusted balance	(336,810)

Asset Purchases

TC replacement	1,600,000	2020/21 and 2021/22
Moorings	150,000	2020/21
Offices	600,000	2022/23
TC replace	400,000	2022/23
ST replace	700,000	2025/26
Vehicles	160,000	2022/2026

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 Meeting

03 November 2020

Working from Home (WFH)

Report by: A Bakewell – Head of Finance & HR

Purpose of Report

To seek members agreement on additional payments to staff for home working.

Recommendations

It is recommended that members:

Agree to options 1 and 2 to contribute to staff costs whilst working from home

Background

Since the instruction to work from home in late March EIFCA staff have having adapted well and have continued to do so, a situation likely to prevail for the foreseeable future. While the situation was originally thought to be “temporary” the ongoing conditions have prompted us to consider whether, or not compensation for additional costs of WFH should be made.

Extra costs

- Desk and chair (to DSE standard)
- Other essential equipment
- Gas and electricity

WFH Benefits

- Travelling expenses
- Flexibility
- Deliveries etc

HMRC Guidance

Recompense for equipment etc, solely for business use is not taxable

Payment for household expenses up to a maximum of £6 per week (£312 per annum) Is likewise exempt from tax and NI.

EIFCA Benefits

- Utility cost savings
- Goodwill

Options

1. Give an allowance of up to £80 for a desk and up to a total of £50 for other equipment.
 - a. Payable on presentation of a VAT receipt via the expense system
 - b. Request through EIFCA Admin to order and pay via purchasing system
(Most people have taken Chairs from the office)
2. Pay a weekly allowance for household expenses of £6/week in line with HMRC limits.
3. Do nothing.

Financial

Option 1 – Maximum cost c. £3,000 (one-off)

True cost will likely be significantly less as many officers have taken equipment from the office.

Option 2 – Maximum cost £144 per week (c.£7k per annum)

The cost would be budget neutral given the current level of savings on travel and accommodation (£5,808 in the first 6 months). Overall surplus for the first half £68,324.

Vision

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Information Item 13

Finance & HR Sub-Committee Meeting

HR Update

3rd November 2020

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 content of the report

Activity since last report

Recruitment

Following the last report re the Grade 5 IFCO I am pleased to inform members that Natasha Wright (Grade 5 IFCO) joined us on the 28th September. Albeit strange circumstances Natasha is adapting to the current ways of working. Her MMO experience should prove valuable to the organisation.

Vacancies

Elise Quinn (Marine Science Officer) has accepted a new challenge with the Marine Stewardship Council and will leave us on the 4th November. Pending the outcome of a review of the current structure and workload of the Project Team and the roles therein the Grade 5 IFCO vacancy has not been progressed.

Welfare

Given the ongoing situation a Working From Home (WFH) crib sheet has been created to establish staff reaction to the continuing "isolation". It is designed to identify individuals who, for whatever reason, would benefit from some office time and albeit limited social interaction with colleagues.