



Inshore Fisheries and  
Conservation Authority

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

**to be held  
as a Microsoft Teams meeting  
27<sup>th</sup> April 2021  
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: 27<sup>th</sup> April 2021

Time: 10.30 hours

Venue: Online video conferencing via Microsoft Teams 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 2<sup>nd</sup> February 2021
- 5 Matters Arising - *Clerk*
- 6 Quarters 4 Payments and Receipts – *Hd Finance & HR*
- 7 Quarter 4 Management Accounts – *Hd Finance & HR*

## Information Items

- 8 HR Update – *Hd Finance & HR*
- 9 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: 12<sup>th</sup> April 2021

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## Finance & HR Sub-Committee

A meeting of the Finance & HR Sub-Committee took place via Zoom video conferencing 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), on 2<sup>nd</sup> February 2021 at 1030 hours.

### Members Present:

Cllr P Skinner	Chair	Lincolnshire County Council
Dr S Bolt		MMO Appointee
Cllr D Collis		Norfolk County Council
Cllr P Coupland		Lincolnshire County Council
Cllr T FitzPatrick	Vice Chair	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

### FHR21/01 Welcome

The Chairman welcomed members to the meeting.

### FHR21/02 Apologies for absence

Apologies for absence were received from Cllr Chenery (NCC), and Cllr Vigo Di Gallidoro (SCC) – *who later joined the meeting as a previous commitment finished early.*

### FHR21/03 Declarations of Members Interest.

There were no additional interests declared.

### FHR21/04 Minutes of the Finance and Personnel Sub-committee meeting held on 3<sup>rd</sup> November 2020

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

**Proposed: Cllr Goldson**

**Seconded: Cllr FitzPatrick**

**All Agreed**

**FHR21/05 Matters Arising:**

F&HR20/39: WASH FISHERIES ECONOMIC ASSESSMENT -The CEO advised following further investigation the contract had been awarded to the higher of the two bids as it gave the best value. Negotiations took place regarding the quote and a moderate reduction had been negotiated, it was hoped the work would begin in the near future.

**FHR21/06 Quarter 3 Payments made and Receipts**

Members were advised there were no extraordinary items of expenditure. The payments included three months' worth of salary costs having been transferred to the salaries account, and a £4,900 contribution to an Oystercatcher Study which would inform the Bird Food Study. There had also been £13,500 spent on a new piece of electronic equipment which would ultimately be put on the new vessel.

Income included EMFF grant funding for expenditure incurred on Operation Blake and the installation of IVMS units on Authority vessels.

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

**FHR21/07 Quarter 3 Management Accounts**

This paper shows actual expenditure compared to budget. At this point there appeared to be savings of £20,000, some savings would be made due to vacancies, however expenditure was largely as expected.

**Members Agreed to note the Management Accounts**

**FHR21/08 Internal Audit Report**

Norfolk Audit Services had completed the annual internal audit. After very close scrutiny they had found two or three minor issues with petty cash but no other weaknesses in the accounts.

The External audit was still to be completed for 2019/2020.

**Members Agreed to note the report.**

**FHR21/09 Appointment of Auditors**

Members were reminded it was necessary to formally appoint Auditors for the current financial year.

Norfolk Audit Services had carried out the Internal Audit for several years and provided a reasonable service, similarly PKF Littlejohn had completed the External Audit.

The fees for both Audits were included in the annual budget for 2020/2021.

**It was Resolved to Approve the engagement of Norfolk Audit Services to carry out the internal audit and the appointment of PKF Littlejohn to audit the Annual Return.**

**Proposed: Cllr Goldson**  
**Seconded: Dr Bolt**  
**All Agreed**

#### **FHR21/10 Credit Card Purchases Procedures**

Members were advised the Authority had 5 credit cards which were issued to individuals, one held within the office which had the highest spending limit, and four with smaller spending limits which were held by the CEO, Head of Operations, Senior IFCO Compliance and the Senior Skipper, for emergency purchases.

Purchases on these cards had adhered to the standard purchasing principles which required a Purchase Order for each item, the Head of Finance & HR felt this was an unnecessary practice as the Credit Card statements would provide a list of purchases, he recommended that verification of purchases could be made by card holders signing off the purchase statements, rather than providing Purchase Orders for individual purchases up to £250.

There remained the need to provide the necessary paperwork to enable the reimbursement of VAT.

Mr Worrall asked for reassurance that the need for Purchase Orders would still apply for other purchases, which the Head of Finance & HR was able to give.

Cllr Coupland asked if the Head of Finance & HR would be monitoring all purchases and it was confirmed that this was the case.

**Members Resolved to approve the new trial procedure for credit card expenditure for amounts up to £250.**

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

*At this point Cllr Vigo Di Gallidoro joined the meeting.*

#### **FHR21/11 Payment of expenses to MMO Appointees**

*MMO Appointees present declared an interest.*

Reimbursement of expenses to MMO Appointees had to be approved annually. Under current circumstances it was anticipated these would be substantially reduced as meetings were being held online and therefore mileage was not being incurred.

The Head of Finance & HR recommended that payment of MMO Appointee expenses should be approved for the next financial year.

**Members Resolved to approve the payment of expenses to MMO Appointees for the financial year 2021-22.**

**Proposed: Cllr Goldson**  
**Seconded: Cllr Vigo Di Gallidoro**

## **F&HR21/12 Resolution**

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

**Proposed: Cllr Skinner**

**Seconded: Cllr Goldson**

## **F&HR21/13 Vessel Procurement Update**

Members were reminded they had previously delegated to the CEO the decision relating to the contract award and the decision making and management of the contract throughout the build period of the new vessel, including budget variations within 10% of the agreed price.

The bid window closed on 30<sup>th</sup> November 2020, at which time three bids had been received which varied in price from £1.6m to £2.1m. An Evaluation Panel was tasked with considering the bids, initially each individual assessed the bids then an online discussion took place to discuss each bid. Two bids were substantially higher in price, one of which did not meet the design requirements set out by EIFCA. There was a clear winner in both categories of price and quality.

The vessel would be a 16m Lynx Catamaran, made of GRP. Despite being slightly smaller than the current vessel, Three Counties, the CEO was confident it would be fit for purpose.

There was a slight downside in that the yard was very busy and could not guarantee starting the build until January 2022, although they hoped to commence in November 2021.

In the meantime, the design would have to be slightly modified to ensure drying out on the sands was a viable option, and then the design would need to be approved by Bureau Veritas prior to build commencing.

Members then discussed possible engine availability issues, payment schedule, the need to monitor the viability of the yard on a quarterly basis throughout the build, and whether the vessel would futureproof the Authority in the event of boundaries going beyond 6 miles. Being a Cat 2 vessel it would be capable of going 60 miles from a safe haven

Many of the concerns re price rises as a result of Covid-19 affecting availability were alleviated as it was a Fixed Price Bid.

### **Members resolved to:**

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

- **Agree to delegate decision making for increases in budget to the CEO. Where single or cumulative increases exceed 5% of the agreed price such decisions will be in consultation with the Chair and Vice-Chair**

**FHR21/14 HR Update**

Members were advised there had been changes since the report was written, which left the Authority with a level 5 IFCO vacancy as well as a Marine Science Officer and a Temporary Project Officer post.

As the previous Temporary Project Officer had accepted a vacant permanent Project Officer post it was anticipated the Temporary Post would be extend for a further 12 months to enable recruiting for a two year period.

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

**FHR21/15 Any Other Business**

No other matters of business had been notified to the Chairman.

There being no further items of business to discuss the meeting closed at 1133 hours

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### Action Item 6

#### Finance and HR sub-committee meeting

27<sup>th</sup> April 2021

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

#### **Payments made and monies received during the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> March 2021(Quarter 4)**

#### 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 1<sup>st</sup> January to 31<sup>st</sup> March 2021 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> January to 31<sup>st</sup> March 2021**

**Payments made during the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> March 2021**

	<b>Month 10</b>	<b>Month 11</b>	<b>Month 12</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Transfers to EIFCA Salaries Acct.		200,000.00		200,000.00
Rent, Rates & Service Charges	2,216.45	414.88	11,067.00	13,698.33
General Establishment	7,892.11	4,232.79	6,179.43	18,304.33
Legal Fees	144.00			144.00
Staff Travelling & Subsistence	555.14	417.41	184.00	1,156.55
Members' Allowances			82.95	82.95
Training		3,040.00	175.00	3,215.00
Moorings/Harbour Dues	1,649.17	5.07	2,577.37	4,231.61
Three Counties Operating Costs	34,821.51	29,405.36	3,965.83	68,192.70
FPV JA & ST –Operating Costs	671.70	1,567.50	2,919.72	5,158.92
Vehicle Operating Costs	2,149.33	907.22	12,404.04	15,460.59
Communication and Development	636.00			636.00
Marine Science	177.32	25.68	392.59	595.59
Enforcement	504.86	1,399.61	4,317.30	6,221.77
WFO Fund			100.00	100.00
Wash & Nth Norf. EMS Project	6.99	6.99	6.99	20.97
Assets	5,887.50	158,351.52		164,239.02
Petty Cash				
VAT recoverable (Quarter)	4,556.18	39,089.61	11,693.09	55,338.88
Grant funded project			32,039.66	32,039.66
<b>TOTAL PAYMENTS MADE</b>	<b>61,868.26</b>	<b>438,863.64</b>	<b>88,104.97</b>	<b>588,836.87</b>

**Monies received during the period January 2021 to March 2021**

	<b>Month 10</b>	<b>Month 11</b>	<b>Month 12</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Levies			531,393.00	531,393.00
Asset replacement				
WFO – Licences				
EMFF Grants				
Whelk licences	800.00	300.00	2,620.00	3,720.00
Wash & North Norfolk Coast EMS				
VAT		12,776.44		12,776.44
Fixed Penalty Fine	250.00			250.00
EHO sampling	1,280.00	6,144.00		7,424.00
Lay rents				
Court costs				
Interest			0.45	0.45
Asset Sales				
Miscellaneous				
<b>TOTAL MONIES RECEIVED</b>	<b>2,330.00</b>	<b>19,220.44</b>	<b>534,013.45</b>	<b>555,563.89</b>

**Expenses –**

Three Counties operating costs include refit (£34.6k) months 10 & 11 and overhaul of gearboxes (£27k) mth 11.

Vehicles – mth12 includes £10.5k for 21/22 insurance.

Assets mth 10 cost of Procurement Service NCC, mth 11 10% deposit to Goodchild Marine for new Research Vessel.

**Income**

Includes LCC 2021/22 Levy (£531k)

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### Action Item 7

#### Finance and HR sub-committee meeting

27<sup>th</sup> April 2021

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

#### **Report on the Management Accounts for the 4th quarter of the 2020/21 financial year**

#### **Purpose of report**

To provide 4<sup>th</sup> Quarter Management Accounts for members to note.

#### **Recommendations:**

Members are asked to:

- **Note** the Management Accounts

#### **Explanatory Notes**

Salaries and on costs	63,706	Vacancies, delayed starts
General expenditure	27,483	Utility Costs, Travel & Training
Enforcement	10,804	MCSS Dongles, activity levels
Media	16	
Marine Science	( 449)	
Vessels	(39,080)	TC Gearbox overhaul
Vehicles	(3,218)	Increased mtce, older fleet
Income	(24,497)	Interest rates, WFO licence rcpts
Operation Blake	(23,036)	Timing difference spend to grant
True revenue position	11,729	

## Management Accounts Financial Year 2020/2021

	<b>ACTUAL</b> Year to Date Qtr 4 £	<b>BUDGET</b> Year to Date Qtr 3 £	<b>VARIANCE</b>	<b>MEMO</b>  Budget For Year £
<b><u>SALARIES &amp; WAGES</u></b>				
Staff Remuneration	808,800	854,033	45,233	854,033
Pension	178,871	194,341	15,470	194,341
National Insurance	84,498	87,501	3,003	87,501
<b>TOTAL</b>	<b>1,072,169</b>	<b>1,135,875</b>	<b>63,706</b>	<b>1,135,875</b>
<b><u>GENERAL EXPEND</u></b>				
Accommodation	59,096	64,185	5,089	64,185
Insurance	8,635	8,600	(35)	8,600
General Establishment	88,899	96,610	7,711	96,610
Officers' Expenses	8,852	16,000	7,148	16,000
Members' Travel	325	2,000	1,675	2,000
Training	19,105	25,000	5,895	25,000
<b>TOTAL</b>	<b>184,912</b>	<b>212,395</b>	<b>27,483</b>	<b>212,395</b>
<b>Media &amp; Comms</b>	984	1,000	16	1,000
<b>Enforcement</b>	14,196	25,000	10,804	25,000
<b>Marine Science</b>	12,449	12,000	(449)	12,000
<b>Operation Blake</b>	64,609		(64,609)	
<b><u>VESSELS</u></b>				
Moorings/Harbour Dues	6,911	5,000	(1,911)	5,000
<b><u>Vessel Operating Costs</u></b>				
Three Counties	88,386	50,000	(38,386)	50,000
FPVs JA & ST	35,545	37,500	1,955	37,500
Vessels insurance	21,238	20,500	(738)	20,500
New Vessel				
<b>Vessels TOTAL</b>	<b>152,080</b>	<b>113,000</b>	<b>(39,080)</b>	<b>113,000</b>
<b><u>VEHICLES</u></b>				
Operating Costs	29,918	26,700	(3,218)	26,700
<b>TOTAL</b>	<b>29,918</b>	<b>26,700</b>	<b>(3,218)</b>	<b>26,700</b>
<b>TOTAL EXPENDITURE</b>	<b>1,531,317</b>	<b>1,525,970</b>	<b>(5,347)</b>	<b>1,525,970</b>
<b><u>INCOME</u></b>				
Bank Interest	8,048	10,100	2,052	10,100
Levies	1,452,089	1,452,089		1,452,089
WFO Licence	16,145	40,000	(23,855)	40,000
Whelk licences	7,424	4,500	2,924	4,500
Sale of assets		6,400	(6,400)	6,400
Surveys				
EMFF Grants	47,150		47,150	
EHO sampling	15,616	15,000	616	15,000
Fines	250		250	
Lay rents	2,443	4,000	(1,557)	4,000
<b>TOTAL INCOME</b>	<b>1,549,165</b>	<b>1,532,089</b>	<b>17,076</b>	<b>1,532,089</b>
<b>Reserve movement</b>	<b>18,398</b>	<b>6,119</b>	<b>11,729</b>	<b>6,119</b>

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## Information Item 8

### Finance & HR Sub-Committee Meeting

#### HR Update

27<sup>th</sup> April 2021

**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**

##### Vacancies

The internal transfer to fill the vacant Grade 5 IFCO role did not happen as the staff member resigned to take up another position. Recruitment for the MSO (Grade 5) and IFCO (Grade 5) vacancies have been deferred pending decisions on future funding from Defra.

##### Recruitment

The vacant fixed term Project Officer position has been advertised and interviews were completed on the 15<sup>th</sup> April. An offer has been made.

##### Welfare

The Management Team continue regular contact with all staff both from a work and a wellbeing perspective. The use of Teams for virtual face to face being particularly invaluable. The Wellbeing Survey has been completed the results have been shared with the Executive Team prior to communication to all staff. Results overall were pleasing with no unexpected surprises.