



**Devon & Severn Inshore Fisheries and Conservation
Authority
Finance and General Purposes Committee**

Terms of Reference

Name

The Group shall be known as the Finance and General Purposes Committee (F&GPComm)

Membership

The Group shall comprise of the three representatives of the funding Authorities, three representatives of the MMO Appointees to the IFCA and one representative of one of the statutory agencies on the IFCA.

The Chair and Vice-Chair will be ex-officio members of the F&GPComm.

Other members may be co-opted as and when this is considered to be appropriate.

Any member of the IFCA may attend a meeting as an observer.

The quorate number of attendees at any meeting is 4. Of this one should be an MMO appointee and one should be an elected member.

Chairing the Group

The Group will appoint a Chair and Vice Chair at its inaugural meeting and at the first meeting following the Annual meeting of D&SIFCA each year thereafter.

Functions

The primary function of F&GPComm is to support the delivery of D&SIFCA's main management and budget setting throughout the year including:

- Setting the main budget for the year and reporting to the main Authority with their recommendations.
- Reviewing the quarterly budget statements of expenditure.
- Reviewing the spending of the Authority's officers with recommendations to the full Authority on large capital expenditure items.
- Reviewing and supporting any HR issues for the Authority.
- Developing and reviewing capital and risk assessments for the Authority.
- Reviewing the IFCA Assets against future work streams and making recommendations to the full Authority.

Role of Members

Members will:

- Provide a channel of communication between F&GPComm and their host organisations.
- Provide technical expertise and knowledge to F&GPComm to inform and support decision making.
- Keep F&GPComm informed of their host organisations' policy initiatives and position.
- Provide support the IFCA senior officers in their work for the Authority.

Members will be expected to play an active and participative role in all business associated with F&GPComm which may include, from time to time, written input

Frequency of meetings

The group will meet four times a year in tandem with the cycle of D&SIFCA meetings. Special meetings can be called in exceptional circumstances.

Attendance

If a member of the group fails to attend 2 consecutive meetings without nominating a named substitute then the member can be removed from the group by a simple majority vote of the group and approval by the main Authority.

Group Support

Support will be provided by D&SIFCA officers and its administrative support team who will be responsible for collating and circulating agendas and minutes to members in advance of meetings.