

Byelaw & Permitting Sub-Committee Terms of Reference

Name

The group shall be known as the Byelaw & Permitting Sub-Committee (B&PSC)

Membership

The B&PSC shall comprise of 14 members, including two representatives of the funding Authorities and two Statutory Appointees (one representative from Natural England and one representative from the Environment Agency).

- The Chair and Vice-Chair will be ex-officio members of the B&PSC.
- Other members may be co-opted as and when this is considered to be appropriate.
- Any member of D&SIFCA may attend a meeting as an observer.

Quorum

Eight members from the total membership are required at any meeting of the B&PSC for it to be quorate and allow voting to take place.

Functions

The role of the B&PSC is fundamental as the Authority reviews different fishing activity with a view to introduce appropriate management which can also include the development of new byelaws.

The primary function of the B&PSC is to support the delivery of this task so D&S IFCA is able to complete its functions as set out in section 153 of the Marine and Coastal Access Act 2009.

Core work:

- **Reviewing the management of fishing activities**
- **Reviewing the effectiveness of existing legacy byelaws**
- **Where appropriate highlight amendments to existing byelaws**
- **Create new byelaws**
- **Create permit conditions to accompany new permitting byelaws**
- **Review and amend existing permit conditions**

Delegated Powers

The Authority shall delegate powers to the B&PSC to complete the required functions. Although officers can and will provide technical advice, they will not take decisions at any time.

Role of Members

Members will:

- Provide a channel of communication between B&PSC and their host organisations.
- Provide technical expertise and knowledge to B&PSC to inform and support decision making.
- Keep B&PSC informed of their host organisations' policy initiatives and position.
- Provide support to the IFCA senior officers in their work for the Authority.
- Notify officers if they are unable to attend scheduled meetings

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

Frequency of meetings

At least four meetings will be scheduled in advance per calendar year. Additional meetings or emergency meetings can be arranged at a frequency determined by officers in order to undertake the level of work required in order that the D&SIFCA fulfils its legal responsibilities.

Group Support

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

Transparency and reporting

- Where possible all papers will be circulated at least one week prior to meetings.
- All papers to be used at B&PSC meetings will be posted on the members area (or other suitable location) of the D&SIFCA website.
- All minutes taken at B&PSC meetings will be developed and circulated at the earliest opportunity.
- All developments of B&PSC work will be documented and whenever possible in a format suitable for publication.
- All decisions shall be reported to the main Authority at the next quarterly meeting.

End.