

## Terms of Reference - D&S IFCA’s Finance and General Purposes Sub-Committee

### Officers’ Recommendation

**That the Terms of Reference for the F&GPSC, as set out in this Officers’ paper, are agreed by the Authority**

### Background

The Terms of Reference (TOR) for the Finance and General Purposes Sub-Committee (F&GPSC) have been reviewed by D&S IFCA’s Governance Working Group (GWG), which had their most recent meeting on 25<sup>th</sup> of May 2021. The GWG has recognised that the TOR for the F&GPSC can be reviewed annually and amended as required. If approved by the Authority, the TOR for the F&GPSC will become a stand-alone document and replace the current F&GPSC’s TOR.

### Key Changes

In comparison to the F&GPSC’s TOR currently in place, several aspects have been amended which includes:

- The expansion of the membership
- All eight funding Authorities are invited to send at least one representative
- The quorum has been expanded from four to six Members
- The Chair of the F&GPSC cannot also be the Chair of the Authority
- An expanded list of functions is included (to interlink with Schemes of Delegation that will be presented in September 2021)

It is important to recognise that at the current time the F&GPSC has no delegated decision-making powers.

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### The F&GPSC Terms of Reference - Transcript

#### Name

The Committee shall be known as the Finance and General Purposes Committee (F&GPSC) of Devon and Severn Inshore Fisheries and Conservation Authority (D&S IFCA)

#### Membership

The F&GPSC shall comprise of 16 members and all eight funding Authorities are invited to send at least one representative to sit on the F&GPSC. Membership will also include two Statutory Appointees (one representative from Natural England and one representative from the Environment Agency) and six Authority members that have been appointed by the Marine Management Organisation.

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

### **Quorum**

Six members from the total membership are required at any meeting of the F&GPSC for it to be quorate and allow voting to take place.

### **Chairing the Committee**

The F&GPSC will appoint a Chair and Vice Chair at its inaugural meeting and at the first meeting following the Annual meeting of D&S IFCA each year thereafter. The Chair of the F&GPSC shall not be the Chair of the Full Authority.

### **Functions**

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

- Setting the main budget for the year and reporting to the Full 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.
- Reviewing corporate performance against D&S IFCA's Annual Plan.

### **Delegated Powers**

The F&GPSC does not have delegated powers for decision making and will therefore provide recommendations to the Authority for decision making.

### **Role of Members**

Members will:

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

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

**Frequency of meetings**

The F&GPSC will meet quarterly or as and when required. Special meetings can be called in exceptional circumstances.

**Sub-Committee Support**

Support will be provided by Devon County Councils (DCC) officers and D&S IFCA’s officers including its administrative support team who will be responsible for collating and circulating agendas and minutes to members in advance of meetings. The D&S IFCA website will also be used to display information that is suitable for publication and relevant to the F&GPSC meetings.

<b>Last Review Date/s</b>	<b>Comments</b>
October 2020 (Delayed AGM)	The Terms of Reference were refined by the Governance Working Group following the AGM.
8 <sup>th</sup> April 2021	Minor amendments by CO Mander & PPO Townsend for further review by the GWG.
12 <sup>th</sup> May 2021	Reviewed by Mike Williams (Chair), Pam Buchan (Vice Chair), CO Mander, DCO Clark and PPO Townsend for review by GWG.
25 <sup>th</sup> May 2021	Examined by the GWG in preparation for presentation to the Authority at the AGM.

**End.**