

# 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 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.