

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 Authority has used the Finance and General Purposes Sub-Committee (F&GPSC) sparingly in the last five years. Unlike the Byelaw and Permitting Sub-Committee, the Terms of Reference for the F&GPSC sets out that the Members have no delegated decision-making responsibilities.

The F&GPSC used to meet four times a year on the morning of the Full Authority's meetings. Due to the fact that the F&GPSC had no decision-making powers, the Full Authority's meeting agendas repeated the agenda of the F&GPSC before considering other business. The Chair of the Full Authority would report on the considerations of the F&GPSC and the Members of the Full Authority would consider the F&GPSC's recommendations.

The F&GPSC was comprised of seven Members with a quorate of four before the Terms of reference were changed in July 2021. The changes in 2021 included increasing the membership of the Sub-Committee to 16 Members including a representative of each of the eight funding Local Authorities and increasing the number of Members required to be quorate from four to six.

The changes were intended to make the Sub-Committee more representative of the whole Authority. In reality this has not worked and the number of General Members willing to join the Sub-Committee is half the six required. In addition, most Elected Members from the Funding Authorities have not attended the Sub-Committee.

On 11th November 2021, a F&GPSC meeting was held to consider the Revenue Budget for 2022/23. Only four Members attended the meeting and as a result the meeting was not quorate, and no formal recommendations could be voted on.

Officers are recommending a series of changes to the F&GPSC TOR as follows:

Membership of the F&GPSC

- To encourage full engagement of local Authorities each Elected Member will be a Member of the F&GPSC.
- All other Members of the Full Authority may join the F&GPSC, however it is recognised that General and Statutory Members are already expected to be Members of the B&PSC.

Quorum

Voting by the F&GPSC is only undertaken to identify where a recommendation has majority support of Members present. In these circumstances a return to the previous quorum level, necessary to adopt a formal recommendation, seems appropriate. Officers recommend the TOR reflect a change in quorum to four members.

Functions

The function of the F&GPSC will be considered as part of the development and adoption of D&S IFCA's Scheme of Delegations and potential changes to the Financial Probity and Financial and Administrative Regulations at the Authority meeting in September 2022.

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Finance and General Purposes Sub-Committee

Proposed Terms of Reference

Name

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

Membership

All Elected Members are Members of the F&GPSC. All other Members of the Full Authority are invited to join the F&GPSC. The Chair and Vice-Chair will be ex-officio members of the F&GPSC.

Quorum

Four members 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.

Review Date/s	Comments
October 2020 (Delayed AGM)	The Terms of Reference were refined by the Governance Working Group following the AGM.
8 th April 2021 to 12 th May 2021	Minor amendments. Reviewed by Mike Williams (Chair), Pam Buchan (Vice Chair), CO Mander, DCO Clark and PPO Townsend.
25 th May 2021	Examined by the GWG in preparation for presentation to the Authority at the AGM on 16 th July 2021
16 th July 2021	Adopted by the Authority.

End.