

D&S IFCA's Finance and General Purposes Sub-Committee

1. Purpose

This Agenda item calls for the appointment of the F&GPSC, and to review and agree the updated F&GPSC Terms of Reference, which are included in this paper.

2. Actions

Members are asked to:

1. **Agree to the membership of the F&GPSC**
2. **Review and agree the updated F&GPSC's Terms of Reference.**

3. Membership of F&GPSC

D&S IFCA has a Finance & General Purposes Sub-Committee (F&GPSC) whose functions to support the delivery of D&S IFCA's main budget setting, reviewing expenditure and IFCA assets against future workstreams. The Group's work aids the monitoring of the budget and helps support the Chief Officer when decisions are made regarding HR issues and reviewing the risk assessments for the Authority.

The 2019 Terms of Reference detailed the membership of the F&GPSC to comprise of three representatives of the funding Authorities and that other members may be co-opted on to the Authority. This paper is an invitation for all Elected Members of the funding Authorities to join the F&GPSC. This would result in the membership comprising of 12 Local Authority Elected Members and allow for all elected members to support the budget setting and to monitor expenditure. The F&GPSC, under its Terms of Reference, should also comprise of three MMO Appointed General Members and one representative of the Statutory Agencies that sit on D&S IFCA.

The current composition of F&GPSC is:

Elected Members

Cllr Stuart Hughes (Devon)
Cllr Rufus Gilbert (Devon)
Cllr Terry Napper (Somerset)

General Members

Prof. Mike Williams (Chair)
Simon Pollentine
James Marsden
Rachel Irish

Statutory Agency Members

Simon Toms

Recommendations:

1. **That the current members of the F&GPSC are willing to stand for a further twelve months and should therefore be re-appointed *en bloc*.**
2. **That all other Elected Members of the eight Funding Authorities are invited to sit on the F&GPSC for a period of twelve months**

4. Terms of Reference

Finance and General Purposes Sub-Committee

Terms of Reference

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 the twelve Elected Members of the funding Authorities and three other members of D&S IFCA.

- *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

The quorate number of Authority's Members at any meeting is six.

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.

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.*

Role of Members

Members will:

- *Provide a channel of communication between F&GPSC and their host organisations.*
- *Provide technical expertise and knowledge to F&GPSC to inform and support decision making.*
- *Keep F&GPSC informed of their host organisations' policy initiatives and position.*
- *Provide support 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&GPSC which may include, from time to time, written input.

Frequency of meetings

The F&GPSC will meet up to four times a year as and when required. Special meetings can be called in exceptional circumstances.

Sub-Committee Support

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

Recommendation:

- 3. That members review and agree the Terms of Reference.**