

Changes to D&S IFCA's Finance and General Purposes Sub-Committee (F&GPSC)

Officers' Recommendation

That the Finance and General Purposes Sub-Committee is disbanded and replaced with a Finance Working Group

Background

A previously discussed in Authority meetings, the Finance and General Purposes Sub-Committee (F&GPSC) has suffered from a lack of attendance of Members. The financial functions of D&S IFCA have been set out in the Schemes of Delegation and this has removed all but one of the functions and responsibilities of the F&GPSC.

The F&GPSC has never had delegated powers to make decisions and its discussions predominantly occur with the exclusion of the members of the public, due to the sensitivity of matters being discussed.

The Scheme of Delegation summarises the functions of the F&GPSC that have been reallocated to the Chief Officer, the Treasurer and Full Authority. These are listed below:

1. Recommending to the Full Authority the Annual Revenue Budget.
2. Reviewing the quarterly budget statements of expenditure.
3. Scrutinising the spending of the Authority's Officers with recommendations to the Full Authority on large capital expenditure items.
4. Reviewing and supporting any HR issues for the Authority.
5. Developing and reviewing capital and risk assessments for the Authority.
6. Reviewing the IFCA Assets against future work streams and making recommendations to the Full Authority.

The remaining purpose of the F&GPSC is to review the proposed Annual Revenue Budget approximately one month prior to the Budget setting Authority meeting in December each year.

Creation of a Finance Working Group

The engagement of the Funding Local Authorities prior to the formal consideration of the Revenue Budget is an important part of the Budget Setting Process. Officers believe it is more appropriate for Funding Authorities to undertake the review of the Revenue Budget proposals through a Finance Working Group, rather than continuing with a Sub-Committee.

The advantages to this change would be that the meeting could be held virtually reducing venue hire costs to D&S IFCA and Members' requirement to travel. The flexibility, afforded by holding the group online, is likely to encourage greater attendance at the meeting. Members of the public will still be able to observe the decision making on the Revenue Budget through attendance at the Authority meeting or reading the Authority minutes.

The Draft Terms of Reference for the Finance Working Group are set out below:

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Finance Working Group Terms of Reference

Name

The Group shall be known as the Finance Working Group (FWG) of Devon and Severn Inshore Fisheries and Conservation Authority (D&S IFCA).

Membership

All Elected Members are Members of the FWG. All other Members of the Full Authority are invited to join the FWG.

Chairing the FWG

The Chief Officer will Chair the FWG.

Functions

The function of FWG is to:

- Engage the Funding Local Authorities in the review the Annual Revenue Budget proposals
- Provide a report to the Authority outlining the Funding Local Authorities' financial expectations to inform the decision making at the Authority's Revenue Budget setting meeting.

Role of Members

Members will:

- provide a channel of communication between the Chief Officer, The Treasurer and the Funding Local Authorities.
- be able to set out the Funding Local Authorities financial position.
- keep the FWG informed of their Funding Local Authorities' policy initiatives.

Frequency of meetings

The FWG will meet approximately one month prior to the Authority's Budget Setting meeting.

FWG Support

Support will be provided by Devon County Councils (DCC) Finance Officers and D&S IFCA's Officers.

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If the decision of the Members is to not to accept the recommendation in this paper, Members will need to approve the revised Terms of Reference of the F&GPSC as set out below:

The Amended Terms of Reference for the F&GPSC

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:

- Review the proposed Annual Revenue Budget

Delegated Powers

The F&GPSC does not have delegated powers for decision making and will therefore provide a report to the Authority to support the decision making on the Revenue Budget.

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 one month prior to the Authority's Budget setting meeting. 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.

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Background Paper

[Current F&GPSC Terms of Reference \(June 2022\)](#)

End.