



The Governance Working Group Catalogue

- Priorities
- Actions & Links to Relevant Information
- Notes from Meetings
- Outcomes
- Communication

Created in February 2021 & Updated as Required

Version 019 (10th July 2023)

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Note:

This document is for internal use by officers and for use by the wider membership of D&S IFCA. It is not intended to be published for public viewing. This is a “live” document and will be frequently updated as progress is made on different projects, work is completed, or new projects identified. Updated versions of this catalogue will be posted on D&S IFCA’s GWG website display page which is secure and requires a log in.

- **It is not envisaged that this document will be re-circulated by email or re-printed each time it is updated.**

Version Control/Updates:

Date	Version	Comments
2 nd February 2021	001	Initial version created.
3 rd February 2021 to 10 th July 2023	002 - 019	Multiple Changes – contact details, updated tables, changes in Membership, completion of some tasks and new task added (010 - July 2023)

Links to information:

The Catalogue includes multiple links to information that will be of use to the GWG. Please note that many of the links will only function if members are firstly logged into the secure members area of the website. The links in the Catalogue will direct you to Word or PDF documents which can then be opened/downloaded and/or saved. Information and links are also displayed on the dedicated GWG website page within the Members’ secure area (login required).

Timetable of Work:

The following pages have been used to set out the overarching project priorities in tables. The timetables for completing the work are estimations and may be refined at each GWG meeting. The tables will be updated with new information including revised dates for completion as and when required.

What is the purpose of the GWG

The Governance Working Group (GWG) was established in 2020 and has its own Terms of Reference (last updated Oct 2022) that can be viewed in full [here](#). As the GWG is a working group, meetings can be held virtually – typically on zoom.

Chairing the Meeting

The GWG 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 GWG shall not be the Chair of the Full Authority. At time of writing (November 2022), the Chair is Dr Pamela Buchan.

Functional Delivery

The role of the GWG is to support the work of the Authority and its Officers by undertaking the following tasks:

1. Support the development of the overarching strategies to deliver the Authority's vision
2. Review the Authority's governance structure and procedures
3. Support the production of the Authority's Schemes of Delegation
4. Support the development of the Authority's draft Annual Plans and Reports
5. Support the development of policies on advocacy and communications to improve dialogue with stakeholders

Reporting

Areas of work conducted by the GWG and D&S IFCA Officers will be reported to the Authority for consideration and decision making.

Contact Details & GWG Membership

Any member of the Authority or its Officers may join the Group. The Group may agree to invite external service providers as and when required. Full contact details of all Authority Members can be found within the Members' secure area of the website.

Devon & Severn Inshore Fisheries and Conservation Authority

Brixham Laboratory, Freshwater Quarry, Brixham, Devon. TQ5 8BA - Tel 01803 854 648

Email: office@devonandsevernifca.gov.uk

Web: www.devonandsevernifca.gov.uk

Other Contacts/D&S IFCA Officers:

Name	Role	Contact Details
Mat Mander	Chief Officer	M.Mander@devonsevernifca.gov.uk 07515 050888
Sarah Clark	Deputy Chief Officer	s.clark@devonandsevernifca.gov.uk 07515 050887
Neil Townsend	Principal Policy Officer	N.Townsend@devonandsevernifca.gov.uk 07590 224011 & Home Office – 01626 331589
Olga Pepper	Finance & Administration Manager	O.Pepper@devonandsevernifca.gov.uk 07395 358172

Officers can assist with the work of the GWG; however, members of the GWG are encouraged to work independently of Officers when this is required. This can include sharing information in emails such as ideas, templates, draft working and communicating via personal interaction including the telephone and video calling.

Using the D&S IFCA Website & Members Area

The D&S IFCA website is integral to the delivery of Authority communications and is of use for GWG workstreams. All Authority members are encouraged to visit the website as it provides a range of information associated with the core work of D&S IFCA. This includes news/information items produced by officers relating to core work. The website has multiple drop-down tabs to access presentational pages and a large Resource Library divided into eight categories.

Members Area of the Website

The website has a secure area which is accessible for Authority members via a login, username, and password. The Members' area is used to display all meeting papers prior to their display on the pages accessible by the general public. The Members' area is also used to display other information of benefit to members and on occasions information that is not suitable for display on the pages accessible by the general public.

The Authority members' page includes different folders arranged by category of meeting and an additional folder that contains D&S IFCA Policy Documents that are relevant for members. The different categories of meetings folders are further sub-divided into dates of meetings.

The Website & Governance Working Group (GWG)

The members secure area has a dedicated GWG page.

This page is frequently updated with a range of information related to the working of the GWG.

By visiting this GWG page, all members have access to all information whenever they wish to view it, which can reduce email traffic and enable developments to be displayed more in "real time" between set GWG or Authority meeting dates.

Information can be posted on this secure page – such as draft documentation that, although suitable for review and discussion by the GWG, is not necessarily suitable for public display.

Login Instructions

Visit

www.devonandsevernifca.gov.uk

On the home page there is a blue login/logout tab on the right-hand side - Click

After the login it is selected, a new page will appear with a prompt for a username and a password.



Changing the login details:

Both the username and password will be varied from time to time in the future and officers will inform members of any changes to the log in details. Please contact D&S IFCA Officers if you have forgotten the login details.

Overarching Project Priorities, Sub-Tasks and Status Tables

Project Ref: 001	Sub-Tasks	Timeframe	Initial Outcome	Additional Work	Status	Complete Y/N
Financial Stability/ Funding <i>(GWG tasking began in 2020)</i>	Create Draft Letter for Government Departments.	January 2021 Meeting/1st Quarter of 2021.	Draft as presented deemed not suitable for use.	Mike Williams to Draft alternative letter.	16/17 th Feb 2021. Officers complete further draft for consideration. Mike Williams finalising letter in preparation to send.	Yes: Chairman's letter (19th March 2021) circulated with accompanying D&S IFCA Financial Situation Report (V1.8) .
	Create Financial Report & Supporting Information.	January 2021 Meeting/1st Quarter of 2021.	Comments received & request for changes to be made - use of graphics.	Officers to create amended draft Report. Sent some data on 2 nd Feb to Jim Masters to create additional graphics.	Graphics created & supplied by Jim Masters (10th Feb 2021) with some used in updated Financial Report (16th/17th Feb 2021)	Yes: Version 1.8 circulated as planned.
	Send Completed Package to Government Departments.	January 2021 Meeting/1st ¼ of 2021.				Yes: The Chairman's letter & Report sent to G.Eustice MP. CO Notification letter and bundle sent to: MP's (L. Pollard, N. Parish, R. Jenrick, P. Dune)
	Further Correspondence/ Follow Up Work (2021)	2021 +		Further correspondence has been undertaken – Letters & emails		The correspondence with Defra has been posted on a new secure page within the Members area of the website – " D&S IFCA Funding Issues Page ".
	Create Motion for LAs.	2021	Suspended until letter & supporting documents are finalised.	The Motion On Notice (Plymouth City Council) from 16 th December 2019 can be viewed here .		The outcomes of discussions with Defra/LAs can help inform a political strategy. Discussions relating to finance have taken place at Authority Meetings. Chair has written to all Members. Officers', Chair, Vice Chair and DCC are due for virtual meeting (21 st Oct) before the full F&GP Meeting in Nov 2021. Discussions & meetings are on-going into 2022 – and beyond.

Project Ref: 001	Sub-Tasks	Timeframe	Initial Outcome	Additional Work	Status	Complete Y/N
Financial Stability/ Funding	Establish Communications Plan.	2021+	Framework partially established – circulation of letters.	Scope for additional display on website/creation of news item/press release/newsletter etc	GWG to discuss the options for wider communication.	
	Implement Communication Plan for task.	2021 +	Full Communications interrupted by Purdah in first instant.	GWG to discuss future communication options		

Original Project Ref 002 was related to the 2021-22 Annual Plan – it is no longer relevant and has been removed.

Project Ref	Sub-Tasks	When?	Update/Initial Outcome	Additional Work	Status	Complete Y/N
Ref: 003 Constitutional Documentation <i>(Task began in 2021)</i>	Further Review Standing Orders with assistance from external democratic support.	Start – Spring 2021	The Standing Orders were reviewed.	Further Changes to the Standing Orders were agreed by the Authority in September 2021.	Standing Orders V1.5 are now in place.	Yes. The Standing Orders can be reviewed again when required.
	Review Schemes of Delegation (& Financial Schemes of Delegation)	Spring 2021+	GWG and Officers examined options and developed a table-based approach.	Presented as an Officer paper to the Authority on 13 th October 2022.	Members recognised that other documentation such as TORs and Financial Regulations required amendment to harmonise with the Scheme of Delegation	Yes. D&S IFCA has implemented and published its Scheme of Delegation (V1.0 – October 2022)

Project Ref 004	Sub-Tasks	When?	Update/Initial Outcome	Additional Work &	Status	Complete Y/N
Communications /Stakeholder engagement <i>(Work began in 2021, with re-focus in November 2022)</i>	Existing Communications Strategy and Delivery Plans to be presented to GWG for discussion.	Spring 2021+ – Work moved back following GWG meeting held on 25 th May 2021.	The existing D&S IFCA Communications Strategy 2018/19 is displayed on the GWG website page and can be viewed below. Word Version PDF Version .	Communications Strategy was discussed on 29th November 2022 and in January 2023. <ul style="list-style-type: none"> Officers prepared a mini report to answer some questions about current communication approach. A miro board was developed for ideas. Pam developed a draft outline document. It was concluded in February 2023 that a small GWG drafting team would be established following a review of documents by Member (Guy Baker) with the task of creating a robust draft before more GWG meetings to enable greater input/further ideas.		
	Employment of a Communications Officer: Consider role, potential benefits and use of General Reserves for a part time FTC role.	Spring 2021? – Work moved back following GWG meeting held on 25 th May 2021.	Task expected to be delayed in line with a review of timetable for work.		Funding situation hampers this sub-task	
	To devise a Job Description in preparation for recruitment.					

Project Ref 005	Sub-Tasks	When?	Update/Initial Outcome	Additional Work	Status	Complete Y/N
Reserves Policy	Create Reserves Policy.	Spring 2021+	The Email Chains (including CO and DCC) to establish what was/is possible can be viewed here .	Key aspects of Reserves Policy documented in Authority papers and minutes from meetings. Reserves should not fall below 25% of the Revenue Budget in any financial year. Reserves can only be used following agreement by the Authority.		Yes – Annual Review to be undertaken. (The Reserves policy and Risk Assessment of volatile budgets).

Project Ref 006	Sub-Tasks	When?	Update/Initial Outcome	Additional Work	Status	Complete Y/N
Development of a 5 Year Strategy (Task began in early 2021)	Review Responses from Questionnaires and summary reports created by officers	Members can examine it at their leisure in time for discussions later in 2021	All individual responses are posted on the GWG website page. Links: Summary of answers to questionnaire . Members' Themes for Priorities . Summary of Themes for Priorities .	Funding situation hampers this task		
	Examine templates for Strategy		Officers prepared some information (Vision & Strategy Supporting Information). James Marsden provided a Strategy Template 301120 .			
	Create draft 5- Year Strategy	Revised timetable – Dec 2021+	The Strategy Work is interlinked with the D&S IFCA's funding issues.			

Project Ref 007	Sub-Tasks	When?	Update/Initial Outcome	Additional Work	Status	Complete Y/N
Induction for Members <i>(Task began in 2021)</i>	Review Current Induction Materials	October 2021 +	The present material circulated includes the following. <ol style="list-style-type: none"> 1. Standing Orders 2. Financial Probity and Administration Regulations 3. Members Code of Conduct Handbook 4. Guide to the Work of the B&PSC. 5. D&S IFCA – Representation by Authority Members. 	Package sent to Chair of GWG (07/10/21) for initial review. The Members' Area of the website now includes a " Training for Members Page " – This page displays induction information and some training undertaken on the Standing Orders.	Draft Induction book examined in January 2022. Became a Key Task (120) in 2022-23 Annual Plan. Draft Version 0.3 of a Members Handbook created by Officers and circulated (on 31st March 2022) to GWG Members for feedback which informed development.	Yes – A new Members Handbook was created (May 2022) and updated (Oct 2022) and re-circulated by email to all Members. There are separate collection of forms (for Return) that cover Declarations of Interest. The information has also been added to the Members Secure Area of the website on the "Training for Members" page. This completes Key Task 120 from the 2022-23 Annual Plan

D&S IFCA Governance Documentation

Project Ref 008	Sub-Tasks	When?	Update/Initial Outcome	Additional Work	Status	Complete Y/N
Allowances for Members <i>(Task began in 2021)</i>	Review of comparators	October 2021 +	Officers' paper presented to Authority in September 2021. The matter was deferred.	Data assembled to create another Officers' paper.	Officers' paper presented to Authority in June 2022. Allowances to remain unchanged and the Authority is to engage in an assessment of the amount of work undertaken by the Vice Chair and Chair of the B&PSC	

Project Ref 009	Sub-Tasks	When?	Update/Initial Outcome	Additional Work	Status	Complete Y/N
Review of D&S IFCA's Enforcement & Compliance Strategy	Examine existing & discuss	Task formed part of 2022-23 Annual Plan.	Work delayed due to focus on Communications Strategy. The review of the Enforcement & Compliance Strategy set out as a task for the GWG in Annual Plan 2023-24			
			.			

Project Ref 010	Sub-Tasks	When?	Update/Initial Outcome	Additional Work	Status	Complete Y/N
New Task – added July 2023: To undertake a review of the Officers' financial package		To report back with findings to Authority Members at meeting – 21 st September 2023	GWG tasked with work at June Authority meeting, following discussion around Officers' paper presented at meeting.			

Members Profiles/Development of Website Pages?

An additional task may include the further development of website pages to display the profile information of members. All members were invited (2nd February 2020) by email to consider providing updated information. At present the information that D&S IFCA holds that could be used to develop a website page can be viewed on the “Members Details” page and the GWG website page. The information is displayed [here](#) and as a link/s on the Members’ area but not as yet on the public display pages.

Record of Meetings & Notes Taken at GWG Meetings

Notes are taken at GWG meetings; however, they should not be viewed as detailed minutes and are not published. They are there to help provide a record of work discussed and to note actions – meeting to meeting. Notes of the key outcomes are translated directly into the action & status tables.

End.