

From: Kay Goldsmith, Clerk to the Authority, KEIFCA

To: Kent and Essex Inshore Fisheries and Conservation Authority – 19
May 2026

Subject: Terms of Reference and Standing Orders

Classification: **Unrestricted**

Summary:

This report asks Members to review the existing Terms of Reference and Standing Orders for KEIFCA, including the allowances paid to the Chairman and Vice Chairman. It also provides information about the work being carried out by the AIFCAs in establishing best practice with respect to declarations of interest at meetings.

Recommendation:

1. Members are asked to **APPROVE** the changes to the Terms of Reference and Standing Orders as described within the report
2. Members are asked to **APPROVE** the allowances of £5,000pa to the Chairman and £3,000pa to the Vice Chairman for 2026/2027.
3. Members are asked to **NOTE** the work of the AIFCAs in developing guidance on declarations of interest for Members.

Introduction

A regular review of Terms of Reference/Standing Orders is essential to ensure good governance, the failure of which could lead to reputational risk to the organisation.

Background

At its meeting on 23 May 2017 the Authority adopted its current Standing Orders and Code of Conduct. These documents are required to be reviewed annually.

The current Terms of Reference and Standing Orders can be found on the IFCA's website at <https://www.kentandessex-ifca.gov.uk/about-us/committee/standing-orders>.

Allowances payable to the Chair and Vice-Chair

At their last meeting (27 Jan 2026) Members amended the Standing Orders to reflect the payment of allowances to the Chairman and Vice Chairman. This payment is made in recognition of the additional commitment required for their roles and should be reviewed annually as part of the review of the Standing Orders. The allowance payable to the Chairman is £5,000pa and to the Vice Chairman is £3,000pa and has been paid at this level since 2011. No change to these amounts is proposed.

Amendments to the Code of Conduct

It is proposed to make the following minor changes to the Code of Conduct, so the register of personal interests process is clearer:

- Amend section 5's title from "Disclosure of personal interests" to "Disclosure of personal interests at meetings" (page 19).
- Add into section 8 (registration of members' interests) a new sentence that reads "A register of non-Elected Board Members' interests will be published on the KEIFCA website." (page 8). The publication of a register of interests is to keep in line with best practice.

AIFCA review of declarations of interest

In March 2026 the Association of Inshore Fisheries and Conservation Authorities (AIFCA) commissioned Your Clerk LLP to develop national guidance on declaration of interests for IFCA members. This was based on the recommendation of the IFCA's conduct and operations report published by DEFRA. Your Clerk LLP has held meetings with the clerks to the IFCA's to discuss current practice and based on the outcome of this work, they will issue best practice guidance. KEIFCA's Standing Orders may be amended in light of these recommendations, and Members will be kept updated on the progress of this.

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3. Members are asked to **NOTE** the work of the AIFCA's in developing guidance on declarations of interest for Members.