

From: Joel Cook, Clerk to the Authority, KEIFCA

To: Kent and Essex Inshore Fisheries and Conservation Authority – 26 May 2022

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

Recommendation:

Members are asked to **APPROVE** the following amendment to the Terms of Reference and Standing Orders:

5.2 BACS, Cheques, Direct Debits and Standing Orders drawn on the Current Bank Account shall be signed by two duly authorised signatories in accordance with current bank mandates resolved by the Authority.

Introduction

A regular review of Terms of Reference/Standing Orders is essential to ensure good governance, the failure of which would also 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.

Members will recall that at their meeting in November 2021 they agreed amendments to the Standing Orders to reflect the Localism Act 2011 in relation to member interests and the inclusion of content outlining exempt and confidential information.

Following the recent internal audit visit and at their recommendation, the Financial Regulations are proposed to be amended to require two signatories when making payments from the Authority's bank account as follows:

5.2 BACS, Cheques, Direct Debits and Standing Orders drawn on the Current Bank Account shall be signed by two duly authorised signatories in accordance with current bank mandates resolved by the Authority.

The current Terms of Reference and Standing Orders can be found on the IFCA's website at <https://www.kentandessex-ifca.gov.uk/wp-content/uploads/2017/07/KEIFCA-standing-orders-2017-final.pdf>

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