

From: Joel Cook, Clerk to the Authority, KEIFCA  
To: Kent and Essex Inshore Fisheries and Conservation Authority – 27 January 2026  
Subject: Terms of Reference and Standing Orders  
Classification: **Unrestricted**

**Summary:**

This report asks Members to review changes to the existing Terms of Reference and Standing Orders for KEIFCA relating to clarification of Members allowances and the publication of any spend in respect of a contract in excess of £30,000

**Recommendation:**

Members are asked to **AGREE** the amendments to the Terms of Reference and Standing Orders

## 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>

The auditors raised the following concerns at their visit in November 2025:

1. Amendments have been made to Public Contract Regulations, which now state local authorities' contracts must be publicly advertised for values over £30,000. The new value of £30,000 needs to be consistently referred to throughout the Financial Regulations and in the Standing Orders
2. Member Allowances Documentation The current financial regulations and standing orders do not clearly outline procedures for members' allowances, including travel, and other payments.

The Financial Regulations have therefore been amended to say

**12(h) The RFO shall publish specified information about any payment of more than £30,000 made by the Authority under a public contract. The information will be published before the end of the period of 30 days beginning with the last day of the quarter in which the payment was made"**

The Standing Orders have been amended to reflect the payment of Members allowances as follows:

- 2.5 Allowance for Members appointed by the Marine Management Organisation (MMO), excluding the employee Member(s) appointed by the MMO: £72.61 flat rate per day to compensate for loss of earnings, irrespective of the duration of a formal meeting or other official duty**  
*(Note: Any General Member elected as either Chairman or Vice Chairman of the K&EIFCA is not allowed to claim both the Chairman/Vice Chairman's allowance and the flat rate daily allowance for General Members).*
- 2.6 Mileage allowance: Travel by private vehicles will be reimbursed at the rates set for tax allowance purposes by His Majesty's Revenue and Customs (HMRC) for business travel.**
- 2.7 Parking charges, tolls and other expenses: Parking charges, public transport fares and any hotel expenses will be reimbursed at cost, but only on the production of a valid ticket or receipt – the cheapest available fare for the time of travel should be purchased. Taxi fares will only be reimbursed on production of a valid receipt and if the use of public transport or the Member's own vehicle is impracticable.**
- 3.6 The Chairman of Kent & Essex IFCA will receive an allowance for this role to reflect the additional commitment required. This allowance will be reviewed by the Authority annually as part of their review of the Standing Orders**
- 4.4 The Vice Chairman of Kent & Essex IFCA will receive an allowance for this role to reflect the additional commitment required. This allowance will be reviewed by the Authority annually as part of their review of the Standing Orders**

Officers have reviewed the remainder of the Terms of Reference/Standing Orders internally and are not at present recommending any other changes.

**Recommendation:**

Members are asked to **AGREE** the amendments made to the Terms of Reference and Standing Orders