

From: John Lynch, Clerk to the Authority, KEIFCA

To: Kent and Essex Inshore Fisheries and Conservation Authority – 23
January 2017

Subject: Terms of Reference and Standing Orders

Classification: **Unrestricted**

Summary:

This report asks Members to review and approve the draft terms of reference and standing orders for KEIFCA

Recommendation:

Members are asked to **CONSIDER** and **APPROVE** the draft terms of reference and standing orders

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 24 May 2011 the Authority adopted its Standing Orders and Code of Conduct. The Code of Conduct has been reviewed since that meeting but not the Standing Orders or Terms of Reference. Members had requested that these now be reviewed and as a result new Standing Orders and Terms of Reference have been drafted. Amendments have been made to reflect changes in structures/working practices, to ensure our regulations reflect current best practice and strengthen areas where there were known gaps.

Financial Regulations and Scheme of Delegation

As advised at the previous meeting, due to changes in the processing of payments of invoices, KEIFCA were unable to continue to use KCC to process payment of their invoices and as a result the Lloyds business account was updated to allow internet banking and is now used to process all payments (aside from payroll).

In addition, as agreed at the November meeting KEIFCA will stop using Kent County Council purchase cards in favour of ones issued by the bank.

In its transfer from a Sea Fisheries Committee to an IFCA, KEIFCA agreed to adopt a number of KCC policies and as it was using KCC's financial systems to administer the majority of its finances it was appropriate to adhere to their financial regulations and scheme of delegation.

As KEIFCA is no longer utilizing KCC's financial systems to the extent it was it has been necessary to create its own financial regulations and scheme of delegation which are contained within the revised Terms of Reference. These reflect best working practices and follow procedures that Audit have approved.

The revised Terms of Reference and Standing Orders are enclosed as Appendix 1.

Recommendation:

Members are asked to **CONSIDER** and **APPROVE** the draft terms of reference and standing orders