

From: John Lynch, Clerk to the Authority, KEIFCA

To: Kent and Essex Inshore Fisheries and Conservation Authority – 23
May 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

Background

At its meeting on 23 January 2017 the Authority were provided with revised Standing Orders and Terms of Reference to review. At this meeting Members discussed the content to section eleven and because of time constraints asked that officers review the remainder considering the comments and suggestions made by Mr Hannam. Members also asked that the Clerk review the section regarding rules of debate (9.13) to consider if it could be made clearer.

In respect of the request of Members to review section 9.13 (rules of debate):

It was felt that with regard to the rules of debate the Standing Orders are written as simply as they can be while mirroring procedures/requirements that take place in Local Government. It is the role of the Clerk to work with the Chairman to ensure that all Members understand what is being asked of them with regard to voting on motions and amendments. This requirement of the Clerk is covered on page 26 of the Standing Orders. It is therefore not recommended that this section of the Standing Orders be amended.

With regard to Chapter 3 (MMO appointees). This chapter was taken directly from the MMO terms and conditions of appointment so the text cannot be amended. We thought it useful for it to continue to be included as it expands on the very general statement made in 1.5 and 1.6.

With regard to the section on matters that are the responsibility of the Authority to discharge, numbers 19 and 20 (developing HR strategy and powers regarding recruitment) and the section on the responsibilities of the Chief Officer: there is a feedback mechanism in place so that these matters are reported back in the Annual Report provided in September and also the Health & Safety report that is provided to Members in May.

As required the Standing Orders and Terms of Reference have been amended to reflect Members' comments and where appropriate those of Mr Hannam's (shown as track changes on the document) and are provided as Appendix A for your comment and approval.

Recommendation:

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