

From: Joel Cook, Clerk to the Authority, KEIFCA

To: Kent and Essex Inshore Fisheries and Conservation Authority – 25  
May 2021

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 current 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 23 May 2017 the Authority adopted its current Standing Orders and Code of Conduct. These documents are required to be reviewed annually. Officers have reviewed these documents internally and are not at present recommending any changes.

During the past year Kent & Essex IFCA has been holding its meetings virtually and I am aware that for the majority of Members this was of benefit to them with enquiries made as to whether this can continue. As you are aware during the COVID-19 pandemic the government introduced the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to enable all local authority meetings before 7 May 2021 to be held remotely. The regulations were brought in specifically to help local authorities (IFCAs included) to deal with the challenges of holding in-person meetings during the coronavirus pandemic. This emergency legislation will not be extended and it has been confirmed that all

meetings must be held in person. The point still stands, however, that virtual meetings have their place, so I will be researching this year how and what meetings can continue to be held virtually and look to amend the Standing Orders accordingly.

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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