

<b>MATTERS WHICH IT IS THE RESPONSIBILITY OF THE FULL AUTHORITY TO DISCHARGE</b>
<b>Function</b>
1. Approving and adopting the Annual Budget and setting the levy to the County and District Councils.
2. Agreeing quarterly accounts and statements of payments made and monies received.
3. Approving bank signatories.
4. Decision making powers concerning strategic financial matters and approving the annual Statement of Accounts, transfers between accounts, appointment of the Auditor and amendments to the Financial Regulations.
5. Adopting and changing the Constitution including reviewing Standing Orders; Schedule of Delegations; Non-Elected Members' Code of Conduct; and other constitution documents.
6. Agreeing and reviewing annually the Members' expenses scheme.
7. Agreeing and/or amending the terms of reference for Technical Panels, deciding on their composition and making appointments to them.
8. Appointing Member representatives of the Authority to outside bodies.
9. Agreeing the Authority's strategic policy framework as follows: <ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Annual Plan</li> <li>• Research and Environment Plan</li> <li>• Communications and Engagement Strategy</li> <li>• Research Reports</li> </ul>
10. Agreeing the Authority's strategic enforcement framework as follows: <ul style="list-style-type: none"> <li>• Enforcement Strategy</li> <li>• Enforcement Code of Conduct</li> <li>• Financial Administrative Penalties for Fisheries Offences</li> </ul>
11. Receiving reports on complaints against the Authority and on Freedom of Information 2000, Environment Information Regulations 2004 and Data Protection Act 1998 requests.
12. Agreeing and signing Memoranda of Understanding and other partnership initiatives.
13. Receiving minutes of meeting of the Association of Inshore Fisheries and Conservation Authorities.
14. Waiving any of the procedures relating to contracts which are set out in the Financial Regulations.
15. Agreeing the sale of assets worth more than £50,000.
16. Receiving reports and agree action on bad debts.
17.
18. Decision making powers concerning, but not the setting of the levy, approval of quarterly accounts and statements and approval of bank signatories.
19. Decision making powers in developing the Human Resources strategy for the organisation including staff structure and employment policy to include personal development, training and appraisal strategies to assure adherence to relevant UK employment law and other mandated public sector initiatives.
20. Decision making powers regarding policy on the recruitment, remuneration and retention of personnel.

21. Decision making powers to approve standing interview procedures, the appointment of interview panels for the recruitment of the Chief Fishery Officer and Assistant Chief Fishery Officer and the appointment of these posts; panels will normally be led by the Chairman of the IFCA
22. Decision making powers to conduct Disciplinary/Grievance appeals panels
23. Decision-making powers in relation to the following provisions of the TECFO 1994: <ul style="list-style-type: none"> <li>• Opening the fisheries for the prescribed shellfish species in the area of the Thames covered by the TECFO, including the setting of the TAC and licence fee and number of licences to be allowed</li> <li>• Management measures for fisheries in the relevant area of the TECFO order including approving any underpinning research initiatives.</li> </ul>
24. Decision making powers in relation to European Marine Site (EMS) responsibilities including: <ul style="list-style-type: none"> <li>• Establishing the policy framework to enable accommodation of developing EMS initiatives material to Authority outputs.</li> </ul>
25. Decision making powers in relation to the management and administration of all Marine Protected Areas in the district
26. Developing the Authority's vision and strategic planning to deliver the DEFRA success criteria.
27. Making, amending, revoking, re-enacting or adopting byelaws.
28. Reviewing enforcement strategy assuring adherence to UK Law, other legal precedents and mandated public service protocols.
29. Developing a risk-based enforcement strategy suitable for Authority purposes.

#### **ROLE OF THE CHAIRMAN OF KENT & ESSEX IFCA**

1. Ensure that the Authority is able to carry out the business at its meetings efficiently, in line with its plans and policies, legal duties, Constitution and standing orders
2. Enable members to participate fully in discussions and decisions so that the Authority can benefit from their experience and expertise, and their knowledge of the interests of the Kent & Essex IFCA's communities and stakeholders.
3. In fulfilling this role, the Chairman will work closely with, and take advice from the Authority's CFO and professional officers and its Clerk.
4. The Chairman will also attend such meetings and functions as are necessary in order to represent the interests of the Kent & Essex IFCA on the advice of the CFO and, as appropriate, the Clerk.
5. Ensure that there is rigorous and robust performance management of the Chief Fishery Office, including the setting of relevant targets

<b>MATTERS WHICH IT IS THE RESPONSIBILITY OF THE CHIEF FISHERY OFFICER TO DISCHARGE</b>
<b>Function</b>
<b>Human Resources</b>
1. Being the Head of the Kent & Essex IFCA's paid service and ensure that the Authority deals effectively and lawfully with day to day operational control of personnel issues, including management of staff structure, recruitment, retention, welfare, training, disciplinary and grievance matters. To develop plans to deliver HR strategy.
2. Managing the performance of staff to ensure that the Authority's policies and decisions are implemented effectively and that key targets and objectives are met.
3. Being ultimately responsible for all other HR matters that have not been reserved to the full Authority.
<b>Protection and Conservation</b>
4. Leading and directing the Authority's officers in the enforcement of all legislation relating to the management and policing of the inshore fisheries and the conservation of the marine environment.
5. Instigating and taking legal proceedings for offences under any legislation which empowers the Authority to take legal proceedings, in line with its prosecution policy and, if appropriate, after consultation with the Chairman and Vice-Chairman of the Authority.
6. Making emergency byelaws under Section 157 of the Marine and Coastal Access Act 2009 after consulting with the Chairman and Vice Chairman of the Authority and by following the procedure agreed by the IFCA (Annex 1).
7. Ensuring that the Authority liaises and works in co-operation with other inshore fishery and conservation organisations, including other IFCAs.
8. Acting as a consultee for planning proposals and other issues that may affect or impact on fisheries resources or the marine environment within the Authority's District.
9. Being ultimately responsible for all fisheries management matters that have not been reserved to the full Authority.
<b>Governance and Financial management</b>
10. Being the Responsible Financial Officer for the Kent & Essex IFCA as defined in the Authority's Financial Regulations.
11. Entering into and varying contracts on behalf of the Authority where these are necessary to implement the Authority's decisions or to discharge the responsibilities of the CFO and provide the best value for the Authority.
12. Being responsible for all financial management matters that have not been reserved to the full Authority.
13. Acting as signatory in respect of permits, licences, agendas, cheques and other such Authority documentation.
14. Ensuring that all governance, enforcement, financial management and HR policies and procedures are maintained in an accurate and up-to-date state and are adhered to by all staff and members.
15. Ensuring that all matters within the decision-making powers of the full Authority are brought forward to the relevant forum in a timely manner and with all information necessary for a robust and lawful decision.

16. Receiving and investigating complaints against non-elected members of the Authority and making recommendations to the appointing body. Referring complaints against elected members to the relevant County and District Council Monitoring Officer.
17. Ensuring the Authority's complaints procedure is implemented and monitored.
18. Together with the Clerk, ensuring the preparation and circulation of agendas, papers and minutes for all Authority and Technical Panel meetings in line with legal requirements and the Kent & Essex IFCA Constitution.
19. Attending, or being represented, at all meetings of the Authority, Technical Panels, working groups, and other meetings and ensuring that advice is available on legal and procedural issues.
20. Actioning any decisions made at all meetings of the Authority, Technical Panels, working groups and other meetings.
21. Ensuring the Authority meets its obligations under the Freedom of Information 2000, the Environment Information Regulations 2004 and the Data Protection Act 1998
<b>External representation and communications</b>
22. Ensuring that the Kent & Essex IFCA is appropriately represented at meetings with other bodies such as DEFRA, MMO, Environment Agency, Natural England, Association of Inshore Fisheries and Conservation Authorities, councils etc.
23. Ensuring effective communications between Kent & Essex IFCA staff and members, and between the Authority and other bodies.
24. Maintaining effective community consultation, engagement and participation arrangements for the Authority that meet external and internal objectives.
<b>Powers of Delegation</b>
25. Delegating functions to another officer of the Kent & Essex IFCA but remaining accountable for the outcome of such delegations. A register of such sub-delegations should be held by the CFO and a copy lodged with the clerk
<b>Provision for emergencies</b>
26. Where, in the opinion of the CFO (or their ACFO in their absence) a decision which is within the powers of the Authority, but is not within the CFO's delegated powers, is urgently required by the Kent & Essex IFCA, and cannot be delayed until an Authority meeting is convened, the CFO may take the decision, having first consulted the Chairman and the Vice-Chairman of the Authority. All such decisions must be reported to the next meeting of the Authority.

<b>MATTERS WHICH IT IS THE RESPONSIBILITY OF THE CLERK TO THE AUTHORITY TO DISCHARGE</b>
1. To attend, or ensure representation, at all meetings of the Kent and Essex Inshore Fisheries and Conservation Authority, Technical Panels and any special meetings and to advise such meetings on constitutional and procedural issues.
1. To attend or be represented at meetings with other bodies such as the Department of Environment, Fisheries and Rural Affairs, and Association of Inshore Fisheries and Conservation Authorities as required by the Authority.
2. To ensure effective and regular liaison/communications with the Chief Fisheries Officer, the Chairman and Vice Chairman.
3. To act as signatory in respect of permits, byelaws and other such documentation as the Authority may require.

4. To ensure Agendas, reports and Minutes for all Authority meetings are prepared and circulated in accordance with the timescales laid down in Standing Orders.