

# **Terms and conditions for appointment to the committee of the **insert IFCA name** Inshore Fishery and Conservation Authority**

## **Section 151(6)(c) Marine and Coastal Access Act 2009**

### **Introduction**

You have confirmed that you are willing to serve as one of the Marine Management Organisation (MMO) appointees (an Appointee) to the (**insert IFCA name**) Inshore Fishery and Conservation Authority (IFCA). Your knowledge and experience will be important in helping to provide sustainable management of the inshore marine area of the IFCA district. This important role will require commitment and active participation from you. The MMO has a responsibility under the Marine and Coastal Access Act 2009 (the Act) to ensure that IFCA committees perform their duties effectively and has set out the terms and conditions appointees are required to adhere to.

In agreeing to take on the role as an appointee, you are required to agree to be bound by the terms and conditions set out below. Please sign and date the acceptance form on the attached letter and return it to us to confirm that you agree to your appointment on the basis of these conditions.

### **Terms and conditions**

1. Appointments of an appointee will be for a period of 4 years initially, with the possibility of reappointment up to a maximum of 10 years, subject to annual written confirmation from the IFCA chair or appointed officer, or MMO officer, in the case of the chair of satisfactory performance.
2. Officers employed by IFCAs will not be permitted to serve on the committee. Officers employed by organisations with a seat on the committee are permitted to serve on the committee with the consent of their employer.
3. Appointees to IFCAs are legally required to represent all the local fishing and marine environmental interests in the waters of the IFCA district, in a balanced way, taking full account of all the economic, social and environmental needs of that district. Appointees should recognise that they are part of a committee and should not regard themselves as representing solely one particular interest within the IFCA district.
4. Details of how the IFCA will operate, the election of chair and vice chair, together with the roles and responsibilities of the committee and its members will be set out in the IFCA standing orders or code of conduct for members. All appointees will be required to follow the procedures as set out under these orders. Appointees will be responsible and answerable to the chairman.
5. The committee ordinarily meet each quarter and, in addition it is envisaged that appointees will be expected to serve on a number of sub-committees. The attendance of appointees at all meetings of the committee, unless prevented by illness or other serious matter, is regarded as a condition of your appointment. Appointees with a poor attendance record, as identified by the IFCA chair or appropriate officer will be required to stand down from the authority.
6. Appointees are required to declare any outside interests that may impact in any way on their duties as IFCA authority members. If an appointee is unable to decide whether or not he or she has an interest that should be declared, guidance should be sought from the chair of the committee or the IFCA Chief Officer.
7. Appointees must declare any such interests prior to participation in any discussion of a relevant matter by the committee in order to allow for open and transparent discussions to take place.

Where interests are such that a decision to be made by the committee would directly or indirectly affect a personal interest of you as an appointee or that of a business or other body in which you have an interest or that you represent, you may speak (for example, to explain issues and provide information) and may vote but only if you have obtained a dispensation from the committee, in line with local authority codes of conduct (made under the Local Government Act 2000). It is recommended that you refer to the IFCA Code of Conduct for further guidance.

8. Appointees must not undermine the credibility of the IFCA. Any appointee found to have been convicted for an offence under fisheries or environmental legislation, or any other matter relevant to their appointment to an IFCA, will have their appointment terminated, and will not be eligible for re-appointment. Appointees must not, in their official capacity or any other circumstances, conduct themselves in a manner which could reasonably be regarded as bringing their office, the IFCA committee or IFCA in general into disrepute.
9. Where an appointee is made aware of any conduct by another appointee or other IFCA committee member whom they reasonably believe is not compatible with the duties and responsibilities of such a committee member, they are required to make a written statement to that effect to the IFCA
10. Where issues relating to the conduct of an appointee cannot be resolved by the committee itself, the matter should be referred to the MMO who will decide in liaison with the IFCA chair (or the MMO representative, if it relates to the chair), if the appointee concerned should be asked to stand down.
11. Appointments to IFCA are on a voluntary basis and it will be for IFCA to decide whether allowances are payable to members for travel and other costs or for any loss of earnings for appointees. IFCA will set procedures and guidelines in relation to expenses and other claims at the beginning of each financial year, in accordance with relevant local authority or any other rules relevant to their IFCA.
12. **Notification of a resignation.** When an appointee wishes to resign from an IFCA committee, a resignation should be submitted in writing to the Chief Officer or other relevant head of service, who will then notify the MMO. The MMO will then be responsible for seeking an appropriate replacement, in co-ordination with the chair of the relevant IFCA committee.
13. All appointees are required to undertake training, as required by the IFCA or MMO, including induction.