

# AIFCA MEMBERS FORUM MEETING MINUTES

5<sup>th</sup> September 2022



## Fishmongers Hall, London & via Video conference

*The meeting started at 10:32*

### **IN ATTENDANCE**

Tony Tomlinson MBE (Chairman)  
Les Weller (Vice Chairman)  
Tom Hooper  
Dr Steve Axford  
David McCandless  
Sam Davis  
Prof Peter Jones  
Dr Will Wright  
Tim Dapling  
Philip Capper  
Joseph Moulton  
Mark Sotherton  
Cllr Tom Fitzpatrick  
Robert Clark (Chief Officer)

### **ONLINE**

Prof. Michael Williams  
Dr Stephen Atkins  
Pia Bateman  
Julian Gregory  
Mat Mander  
Cllr. Mark Roberts

The meeting began at 10:32

#### **1. Apologies for absence**

Mike Hardy  
Cllr John Lamb  
Cllr Andy Guy

#### **2. Declarations of Interest**

To be taken as they arise

#### **3. Chairman's Announcements**

The Chairman welcomed members including those new members to the meeting. The Chairman asked that his thanks be recorded to the Fishmongers Company for allowing the

AIFCA to use the Hall for the meeting. The Chairman also recorded his thanks on behalf of the AIFCA to Mike Hardy, who will be retiring from his role as Chief Executive of the Northumberland IFCA. The Chairman also thanked Dr Atkins, who is leaving the NWIFCA at the end of September.

#### **4. Minutes of the previous meeting.**

4a Members **APPROVED** the minutes of the previous Members Forum Meeting by way of ordinary vote

4b The Members **NOTED** the minutes of the previous Directors Meeting

4c The Members **NOTED** the minutes of an AIFCA Management Group Meeting

#### **5. Updates**

##### **5a Recruitment update**

The Chief Officer reported that the AIFCA has completed its recruitment campaign for the Senior Technical Officer position and the Senior Policy Officer role. The latter is to commence employment on the 1<sup>st</sup> of October and the former anticipated to start at the end of October. Sussex IFCA and Tim Dapling were thanked for their work to support the recruitment process and for hosting the Senior Technical Officer.

##### **5b Conduct and Operations Report**

Sam Davis provided members with an update on the forthcoming 4 yearly Conduct and Operations report to be conducted by Defra in accordance with their duties under the Marine and Coastal Access Act.

##### **5c Business Continuity Planning**

Sam Davis agreed to review the Plan ahead of its distribution to members for comment.

##### **5d IFCA Chairs letters (Defra handshake)**

Members heard that it is no longer the intention to associate the agreed outcome of the SR21 process with a 'handshake letter (in accordance with wider policy).

##### **5e The AIFCA symposium**

The members discussed the format of the Symposium being held after the AIFCA meeting.

#### **ITEMS FOR DECISION**

#### **6. Budget Control**

Members received a report from Cllr Paul Williams, presented by the Chief Officer, on the AIFCA Budget. Cllr Roberts queried the inclusion, under the heading 'Impact Report', of expenditure in the income section of the Income and Expenditure report. It was explained that the details of income and expenditure (associated with the project) were included in this section to show net income, following a request to do so by the Members at the last Members Forum meeting. The Members **APPROVED** the Budget control statement.

#### **7. Draft Communications Plan**

Members received a Communications Plan from the Chief Officer. The importance of the plan was agreed and members commented on the value and importance of the plan. It was **AGREED** that Prof Williams would liaise with the Chief Officer. Members **AGREED** the plan, subject to any amendments deemed necessary by Prof Williams.

#### **8. Training Group Draft Terms of Reference**

Members received a report on setting recommending Draft terms of reference for a National IFCA Training Group. After debate where concerns were expressed about the ongoing

delivery of IFCA training, Cllr Roberts stated that he could not currently recommend to his Executive Committee that the Southern IFCA continues to support the national training arrangements. Julian Gregory expressed his support for the ongoing need for training and the need to address any concerns through engagement. It was **AGREED** to refer the recommendation, that a training group be established, to the next meeting of the IFCA Chief Officers Group, where related issues could also be addressed.

## **ITEMS FOR INFORMATION**

### **9. Specialist Advice to IFCAs and IFCA Decision-Making**

Members received a note, introduced by Prof Mike Williams, which provides guidance to IFCAs as to the treatment within their decision-making processes of specialist advice provided to IFCAs by statutory bodies. Prof Williams, Dr Emma Bean and Jason Lowther were thanked for the production of the note. Prof Williams recorded his thanks and recognition to the Chief Officer for his contribution to the production of the note.

### **10. Chief Officers Report**

Members received the report by the Chief Officer

*The meeting concluded at 12:00*