

STANDING ORDERS

Meetings

1. All meetings of the Authority shall be held at such places as the Clerk, with the approval of the Chairman, may arrange.
2. A minimum of two Authority meetings shall be held each year on the second Thursday in the month of June and the first Thursday in December. Additional meetings may be called or arrangements varied with the approval of the Clerk and Chairman.
3. Notice of every meeting, whether general or special, shall be sent either electronically or through the post to each member at least five clear working days before the date of the meeting. Every notice of the meeting shall state the place, day and time of the meeting and the business to be transacted thereat.
4. The Clerk may be requested to call Authority Meetings in addition to the Ordinary Meetings by the following:
 - The Authority by resolution
 - The Chairman
 - Any five members if they have signed a requisition presented to the Chairman and he/she has failed to call a meeting within seven days of the presentation of the requisition.
5. The quorum for meetings of the Authority shall be eight, at least one of those members is a council member and one a general member. If a meeting lacks a quorum its business will be adjourned to a fixed date and time, or to the next ordinary meeting.
6. The Clerk will ensure that an accurate minute record of the proceedings of each meeting is maintained.
7. All members attending any meeting shall sign an attendance register.

Membership

8. The composition of the Authority is set out in the North Eastern Inshore Fisheries and Conservation Order 2010. The Order provides that the membership of the Authority will consist of 30 members, 13 members of the relevant Councils, 15 general members appointed by the Marine Management Organisation (MMO), including one employee of the MMO and 2 additional members appointed by the Environment Agency and Natural England.
9. No substitutes will be allowed for members of the Authority
10. All members must follow the Authority's code of conduct which is detailed in Appendix 2 of these Standing Orders and must, at all times, act in the best interests of all users and stakeholders and not represent individual, personal or sectional interests.
11. The terms of the appointment will be set by the body making the appointment.

12. A member may resign from the Authority by giving written notice to the Authority and to their appointing body.
13. In each year, a member must attend not less than 50% of the total number of meetings of the full Authority and of sub-committees to which they have been appointed. A year is defined as the period from 1 April to 31 March.
14. If the member fails to attend the required number of meetings the Chair of the Authority may ask the appointing organisation to reconsider the appointment of the member.
15. If criminal proceedings are started against a member, the Authority or the appointing body may suspend the member's appointment. If the member is the Chairman they will also be suspended as Chairman for the period of the suspension.
16. The suspension will end if the member is acquitted of the offence or the proceedings are discontinued or withdrawn.

Order of Business

17. The Authority shall, at its June meeting in every year, elect two of its number to be respectively Chairman and Vice-Chairman of the Authority for the ensuing year. The previous Chairman and Vice-Chairman shall always be eligible for re-election up to a maximum of 10 consecutive years.
18. Should the Chairman not be a representative of one of the constituent councils, the Vice-Chairman shall be elected from the council representatives, unless they so decline.
19. At every meeting of the Authority the Chairman, if present, shall take the chair. If the Chairman is absent, the Vice-Chairman, if present, shall be Chairman. If both are absent, the Authority shall by resolution choose one of its number to be Chairman for such meeting.
20. Substitutes for members of the Executive Committee or Sub-Committees will only be permitted to be drawn from members of the Authority provided that the Clerk is informed in writing no later than the commencement of the meeting.
21. After confirmation of the minutes of the previous meeting, the business to be conducted at any meeting will be dealt with in the order set out on the agenda, but the Chairman shall be authorised to vary the order of business in order to give precedence to any urgent matter.
22. No resolution previously agreed to by the Authority shall be altered or rescinded unless due notice of the same, stating the precise nature of the proposed alterations or cause for its rescission has been given in the notice calling the meeting, except under very special circumstances when for urgent and unforeseen reasons the meeting deems it desirable to vary or rescind the same with the agreement of two thirds of the members present.
23. A member may, with the consent of the Authority to be ascertained by a show of hands without debate, withdraw or amend a motion.
24. Any motion to veto the total amount of expenses incurred by the Authority, must be sent in writing to the Clerk at least three clear working days before the meeting of the Authority. The Authority must give notice in writing of that motion to each Council member.

25. All other motions and amendments shall, if required by the Chairman, be placed in writing, signed by the mover and delivered to the Clerk immediately upon it being seconded.
26. Every amendment which has been moved and seconded must be disposed of before any further amendment is moved.
27. If an amendment is carried it shall displace the original motion and become the question upon which any further amendment may be moved. If an amendment is lost, a further amendment may be moved to the original motion under consideration.
28. The mover of every original motion shall be entitled to reply at the close of the debate thereon and immediately after his reply the question shall be put from the Chair. The mover of an amendment shall not be entitled to reply, except where the amendment has been carried and becomes the question under consideration. No other member shall speak more than once on either the original motion or any amendment unless the Chairman gives his permission to explain, or the attention of the Chair is called to a point of order.
29. Any member may second the motion or amendment, reserving his speech for a later period of the debate.
30. No motion for the adjournment of a meeting, while a question is under consideration, shall be made by a member who has already spoken upon it. Every motion for the adjournment of a meeting or a debate shall be put and decided without discussion.
31. The Clerk shall insert in the summonses all notices of motion which have been given to him or her, at least ten clear days before the meeting of the Authority, in the order in which such notices shall have been received and with the names of the intending movers.

Voting

32. The voting on general questions shall be ascertained by a show of hands, the Clerk ascertaining the numbers voting for and against any motion or amendment and declaring the result accordingly. If requested by any two members prior to the vote a division (or recorded vote) shall be taken by the Clerk.
33. The Clerk shall take the division (or recorded vote) by calling the names of the members and recording their answers and, in all cases when a division is taken, division lists shall be recorded in the minutes.
34. The Chairman of any meeting shall have, in the case of equality of votes, a second or casting vote.
35. Standing Orders may be suspended at any time by a vote of the majority of the Authority present at any meeting.

Executive Committee

36. A minimum of two Executive Committee meetings will be held each year on the first Thursday of the months of March and September. Additional meetings may be called or arrangements varied with the approval of the Chairman.
37. Membership of the Executive Committee shall be eight Members, that the Chairman and Vice-Chairman be *ex-officio* Members and that remaining six Members be appointed on the basis of equal representation between Council and MMO nominated representatives with at least one of the MMO representatives being from the fishing industry, unless they so decline.
38. The Chairman of such meetings shall have, in the case of equality of votes, a second or casting vote.
39. A quorum of the Executive Committee shall be three members.
40. The minutes of the Executive Committee shall be submitted to the Authority for approval.
41. The Clerk of the Authority in consultation with the Chairman and Vice Chairman be delegated to deal with issues of urgency requiring decisions outside the normal cycle of the Authority and Executive Committee meetings in circumstances where it is impracticable to call a Special Meeting of either.

Standards Committee

42. The Committee shall consist of a pool of eight representatives drawn from the Authority and the Clerk or Deputy Clerk.
43. No substitute Members will be permitted.
44. An 'Independent Person' will be appointed to sit on the Committee from a pool of 'Monitoring Officers' drawn from the Constituent member Local Authorities.
45. A quorum of the Standards Committee shall be three members.
46. The Committee shall meet as and when required.
47. Meetings will be open to the public, except during consideration of items containing confidential information, or exempt information within the meaning of the Local Government Act 1972.

'Ad-Hoc' Working Groups

48. The Authority or the Executive Committee may agree to the establishment of one or more 'Ad-Hoc' Working Groups to support decision making. These working groups may be longstanding such as the Science Advisory Group which provides support to the Authority on scientific, environmental and regulatory work or 'time-limited', one off projects or specific pieces of work. Such groups carry no formal decision making powers.

48.1 **Science Advisory Group**

48.1.1 A minimum of two Science Advisory Group meetings will be held each year on the first Thursday of the months of March and September. Additional meetings may be called or arrangements varied with the approval of the Chairman.

48.1.2 Membership of the Science Advisory Group shall include the Chair and Vice Chair of the Authority. One representative from Natural England, the Environment Agency, the Marine Management Organisation and up to a maximum of six MMO appointees, including at least one fishing industry representative. Additional members may be co-opted as and when this is considered appropriate.

Discharge of Functions

49. All precepts or orders for the payment of money which the Authority from time to time may issue to respective councils shall require the consent of the majority of the council representatives attending such meeting. They shall subsequently be signed by the Clerk (or in his or her absence, a Deputy Clerk).

50. In accordance with Section 101(1) and (10) of the Local Government Act 1972, the Chief Officer (in consultation with the Clerk, Chairman or Vice Chairman) be authorised to instigate and take legal proceedings for offences against any legislation which the Authority is empowered to take legal proceedings against. All such legal action shall be reported to the next meeting of the Authority.

Admission of the Public

51. Meetings of the Authority will normally be open to the public but the public shall be excluded from meetings when items of a confidential nature are under consideration or where exempt information as set out in paragraph 42 is to be considered.

52. Meaning of Confidential Information

Confidential information means information given to the Authority by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

53. Meaning of Exempt Information

Exempt information means information falling into the following seven categories:-

- 1 Information relating to any individual.

- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes:-
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or
 - (b) to make an order or direction under any enactment.
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

54. **Exclusion of Access by the Public to Reports**

If the Clerk in conjunction with the Chairman thinks fit, the Authority may exclude access by the public to reports which in their opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked “Not for publication” together with the category of information likely to be disclosed.

TERMS OF REFERENCE OF THE AUTHORITY, COMMITTEES AND DELEGATED POWERS

The Authority

1. Subject to confirmation by the Secretary of State (Defra), to make byelaws supporting the sustainable management of exploitation of sea fisheries resources.
2. Act as a consultative body for all proposals for the discharge of effluents and the depositing of dredged material within the district, carrying out seismic surveys and bore-hole investigations on the seabed, by-law for bombing ranges, coast protection works and any other matters that might impact on the inshore fishery.
3. Receive minutes of Executive Committee and the Science Advisory Group where appropriate.
4. Receive a detailed operational report from the Chief Officer.
5. Receive minutes of meeting of the Association of Inshore Fisheries and Conservation Authorities and the IFCA Chief Officer's Group.
6. Approve or amend all Authority plans, policies and strategies.
7. Approve amendments to the Authority's Standing Orders, Terms of Reference and delegated powers of the Authority, Committees and advisory groups, financial procedure rules and local code of conduct.
8. Make appointments to other bodies from the membership of the Authority.
9. Take any action in pursuit of the Authority's aims and objectives as are considered to be appropriate.
10. Consider all matters relating to the disposal or acquisition of fishery vessels.
11. Receive annually, proposals for the Authority's forthcoming annual budget
12. Receive budget monitoring reports on the Authority's financial position, together with an annual audit of accounts.
13. Determine arrangements for secretarial, legal, financial and Human Resources support to the Authority.

Executive Committee

1. Deal with any urgent matters which must be determined before the next meeting of the Authority.
2. Advise the Authority on all matters relating to the formulation of plans, policies and strategies.
3. Deal with any specific issues delegated by the Authority.
4. Consider recommendations referred from any other Authority working group.
5. Undertake a minimum 6 monthly review of Strategic & Operational Risks.
6. Undertake a minimum annual review of the NEIFCA Health & Safety Policy & Safe Working Practices.
7. Undertake an annual review of the NEIFCA Risk Management Strategy.
8. Receive the annual Internal Audit report.
9. Receive budget monitoring reports on the Authority's financial position.
10. Undertake an annual review of Standing Orders and Financial Regulations.
11. Consider appeals relating to the administration of Authority's fishing permit schemes.

Standards Committee

1. Guide the Authority on matters in relation to the standards of conduct of its Members.
2. Consider any formal complaints, referred by the Clerk, relating to the Authority's Code of Conduct for Members.
3. Undertake hearings and recommend sanctions relating to any breaches of the Authority's Code of Conduct for Members.

Science Advisory Group

1. Provide expert advice on scientific and environmental work streams and support the Authority in the delivery of its marine management and conservation priorities throughout the year and make recommendations accordingly.
2. Advise the Authority on all matters relating to the formulation of environmental and scientific plans, policies and strategies.

Clerk of the Authority

1. Ensure effective governance and compliance with procedures and standing orders in consultation with the Chair/Vice Chair, Treasurer, Chief and Deputy Chief officers.
2. Attend, or ensure representation, at all meetings of the Authority, the Executive Committee, Sub-Committees and any special meetings and to advise such meetings on legal and procedural issues.

3. Ensure effective and regular internal and external communications in consultation with the Chief and Deputy Chief Officers, Chairman and Vice Chairman.
4. Act as Monitoring Officer in relation to any reported breaches of the Authority's Code of Conduct for Members.
5. Act as signatory in respect of permits and other such Authority documentation.
6. Responsible for overseeing the preparation and circulation of agendas and minutes for all Authority and Sub-Committee meetings.
7. Oversee the management of personnel issues and complaints relating to governance and procedure, including disciplinary matters in consultation with the Chief Officer, the Chairman and/or Vice Chairman as appropriate.
8. Support the recruitment of senior operational posts including Chief and Deputy Chief Officer Chairman and/or Vice Chairman.

Chairman

1. Liaise with Clerk and Chief Officer on the preparation of agendas and reports.
2. Chair Authority, Executive and Standards Committee meetings.
3. Sign minute records.
4. Act as the public face of the Authority and represent the Authority on the forum of National Association of IFCA's.
5. Sign officer warrants on behalf of the Authority.
6. Liaise with MMO & Chief Officer over appointments and oversee the annual appraisals of general members.
7. Liaise with the Clerk/Deputy Clerk and Chief Officer on matters of discipline, governance and standards.
8. Consult with the Clerk on appointments to senior operational posts including Chief and Deputy Chief Officer.

Chief Officer

1. Lead and direct the Authority's officers in the enforcement of all legislation relating to the management and policing of the inshore fishery.
2. Lead and direct the Authority's officers in carrying out the Authority's environment and conservation responsibilities under the appropriate legislation.
3. Have day to day responsibility for the management, training and discipline of the Authority's IFC Officers.
4. Prepare reports for the Authority/Sub-Committees on all matters affecting the fisheries and fishing industry within the Authority's district and such other reports as may be necessary.

5. Liaise and work in co-operation with appropriate outside bodies involved with the inshore fishery.
6. Make recommendations to the Clerk on action to be taken following the detection of offences, and to prosecute offenders and attend at Court to present evidence.
7. Act as 'Disclosure Officer' and the Deputy Chief Officer will act as 'Officer in Charge' in investigations and prosecutions of offences.
8. Act as 'Permitting Officer' responsible for the application and issue of fishing permits.
9. Represent the Authority on various outside bodies and external meetings, as appropriate.
10. Deal with day to day personnel issues including disciplinary matters where immediate action is required.
11. Appoint officers below Chief and Deputy Officer level.

Financial Regulations

NOTE: In these Regulations the expression “Senior Officer” relates to the Clerk, Deputy Clerks, Treasurer and Chief Officer.

1. Introduction

Responsibility for Financial Control

- (a) The Treasurer to the Authority is legally responsible for the proper administration of the Authority’s financial affairs and for purposes of Section 151 of the Local Government Act 1972, is responsible under the general direction of the Authority for the proper administration of the Authority’s financial affairs. He shall take whatever action he sees fit to discharge his responsibilities under Section 151 of the Local Government Act 1972 in consultation with the Clerk.
- (b) The rules and procedures relating to financial administration are set out in the Authority's Standing Orders and Financial Regulations and in any financial instructions issued by the Treasurer.

Codes of practice and codes of conduct

- (c) The Treasurer may from time to time require compliance with financial instructions, codes of practice and conduct which he may issue. Any financial instruction or codes of practice and conduct issued by the Treasurer shall have the same force as these Financial Regulations and compliance therewith is mandatory.

2. General Arrangements and Interpretation

Responsibility and compliance

- (a) It is the duty of all employees to ensure that their actions are in accordance with these Financial Regulations. The Chief Officer must take the necessary steps to ensure that all employees are aware of their obligations in this respect.
- (b) In carrying out his responsibility for the proper administration of the Authority’s financial affairs, the Treasurer shall ensure that arrangements made in relation to all financial and accounting matters and the security of money and other assets are safe, efficient and effective.

- (c) Failure to comply with the Financial Regulations may lead to action by management in accordance with the Authority's disciplinary procedures. Any employee who requires further advice or is unable to comply with these Financial Regulations or other financial procedures should inform and consult their supervisor or line manager.
- (d) The Treasurer shall review the Regulations and all Financial Instructions at maximum intervals of four years and shall report to the Authority accordingly.

Interpretation

- (e) Any difference which arises from the interpretation of these Regulations shall be settled by the Treasurer in conjunction with the Clerk.

Suspension of Financial Regulations

- (f) These Regulations shall only be suspended on the resolution of the North Eastern Inshore Fisheries and Conservation Authority or Executive Committee, or as varied by any part of the Scheme of Delegation approved by the Authority.

3. Financial Irregularities

- (a) If at any time any case of fraud or loss or financial irregularity or bribery or corruption is discovered or suspected to exist which involves the Authority's interests, the officer concerned shall at once (and before proceeding with any further investigation) notify the Treasurer and Clerk. The Treasurer is authorised to call in the police forthwith if he considers that the nature of the irregularity warrants immediate action.
- (b) Any case of fraud or loss or financial irregularity or bribery or corruption discovered or suspected to exist will be dealt with in accordance with the Authority's Counter Fraud and Corruption Policy.
- (c) Where criminal proceedings are not instituted due to insufficient grounds the Clerk shall decide whether or not to commence a civil suit and is authorised to incur any expenditure involved which shall be reported to the next meeting of the Authority.

4. Internal Audit

- (a) A continuous internal audit, under the independent control and direction of the Treasurer, shall be arranged to provide an independent and objective opinion to the Authority on the control environment. The Treasurer will arrange an examination of the risk management governance, accounting, financial and other operations of the Authority to ensure the adequacy and effectiveness of internal controls.
- (b) The Treasurer or his authorised representative shall have authority to:-
 - (i) enter at all reasonable times on any Authority vessel, premises or land;
 - (ii) have access to all records, documents and correspondence relating to any matter or business of the Authority;
 - (iii) require and receive such explanations as are necessary concerning any matter under examination, and
 - (iv) require any employee of the Authority to produce cash, stores or any other Authority property under his control.

5. Accounting

- (a) All accounting operations shall be under the supervision of the Treasurer. The Treasurer is responsible for the maintenance, development and control of the Authority's financial information system. Officers are required to record all accounting operations on the financial information systems and procedures agreed with the Treasurer.
- (b) The Clerk and the Chief Officer shall at an early stage consult him on the design of the systems, forms and records which could have effects upon accounting systems, records or needs.
- (c) Each Officer shall be responsible for ensuring that such records and systems are properly maintained and each Senior Officer shall carry out independent checking of financial transactions relevant to his responsibilities to ensure compliance with these Financial Regulations.
- (d) At any time every Officer shall supply to the Treasurer such information as and when required by the Treasurer.

- (e) The Treasurer is responsible for the preparation of the Authority's Statement of Accounts and completion of the Annual Return in accordance with proper practices and for selecting and applying suitable accounting policies.

6. Banking Arrangements including Credit, Debit and Purchase Cards

- (a) All arrangements with the Authority's bankers shall be made by or approved by the Treasurer who shall be authorised to operate such banking accounts as he may consider necessary.
- (b) All cards (including credit, debit or purchase cards) and cheques shall be ordered only on the authority of the Treasurer who shall make proper arrangements for their safe custody.
- (c) Apart from petty cash and card transactions, all payments due from the Authority will be made by the Treasurer by BACS, cheque or other instrument drawn on the Authority's bank account. Wherever possible all payments will be made electronically.
- (d) All officers should follow procedures for the banking of income and operation of bank accounts and associated credit, debit or purchase cards set by the Treasurer.

7. Estimates and Budgetary Control

- (a) Estimates of income and expenditure over periods of one year or longer shall be prepared by the Clerk and Chief Officer, in consultation with the Treasurer, for submission to the Authority. The form of such estimates and the timing of their submission shall be as determined by the Treasurer, subject to any over-riding requirements of the Authority.
- (b) Before first being included in the estimates, proposals shall be the subject of written reports by the Clerk or Chief Officer and the Treasurer to the Authority for approval if they involve:-
 - (i) an estimated capital cost exceeding £30,000; or
 - (ii) an addition to annual revenue expenditure of more than £5,000 (arising from a capital project, the introduction of new policy or the extension of existing policy).
- (c) Any Officer proposing to incur expenditure in excess of £30,000, not currently forming part of the approved estimates shall, before incurring such expenditure, prepare a report in consultation with the Treasurer for submission to the Authority outlining the cost in

the current and two subsequent years. No supplementary estimates will be approved (except in exceptional circumstances).

- (d) Expenditure may be incurred within the estimates approved by the Authority without further reference thereto unless the Authority shall have otherwise required. The Chief Officer may incur expenditure up to £30,000 and the Clerk and Treasurer may authorise expenditure up to £50,000.
- (e) The Treasurer together with the Clerk may approve proposals for virement not exceeding £50,000 between specified groups of headings. Approval of virement in excess of £50,000, and of any supplementary estimates, may be given by the Authority.
- (f) The Chief Officer shall ensure, so far as practicable, that expenditure in excess of the approved estimates is not incurred without prior approval. He shall, as soon as practicable, prepare a written report concerning any anticipated or actual overspending of:-
 - (i) a revenue budget by more than 10% or £30,000, whichever is the lower;
 - (ii) a capital scheme budget by more than 10% or £30,000, whichever is the lower.

Such reports should give explanations of the overspending and should make proposals as appropriate for:

- (i) virement; and/or
- (ii) a supplementary estimate.

Such reports should be submitted to the Treasurer if the proposed virement does not exceed £30,000 or to the Authority if the virement does exceed £30,000.

- (g) Any proposal previously included in approved estimates shall, at the time of its inclusion in successive years' estimates be the subject of a written report by the appropriate Officer and the Treasurer to the Authority if:-
 - (i) the nature of the proposal has changed materially since its original approval; or
 - (ii) its estimated cost exceeds the original approved estimate (adjusted for subsequent changes in price levels) by more than 10% or £30,000 unless such change or increase has been the subject of an earlier report under this regulation or Financial Regulation 7 (e).

- (h) For the purposes of Financial Regulations (e) and (f) anticipated or actual reductions of income shall be treated as if they were increases in expenditure.
- (i) The Treasurer may in consultation with the Chief Officer concerned, approve the virement from one financial year to another of amounts up to £50,000.
- (j) The Treasurer is responsible for advising the Authority on the prudent levels of reserves and balances.

8. Orders for Work, Goods and Services

- (a) Official orders (either electronic through approved systems or hard copy) shall be in a form approved by the Treasurer and the Clerk and are to be signed (electronically or in manuscript) only by officers authorised by the Clerk or Treasurer. A list of the names of such officers and their specimen signatures shall be maintained by the Clerk and forwarded to the Treasurer.
- (b) All orders shall be prepared in accordance with detailed procedures described in Financial Instructions and other guidance which may be issued from time to time by the Treasurer.

9. Payment of Accounts

- (a) The Clerk or Chief Officer shall be responsible for examining, verifying and certifying invoices, payments vouchers or accounts.
- (b) Each account shall be certified electronically (through approved systems) or in manuscript by an authorised officer. The officers authorised to make such certification shall be nominated by the Clerk or Treasurer. A list of the names of such officers, together with specimen signatures, shall be maintained by the appropriate officer and forwarded to the Treasurer.

10. Imprest Accounts

- (a) The Treasurer shall provide such advance imprest accounts as he considers necessary and appropriate for defraying petty cash and other minor expenses.
- (b) The accounts will be subject to such regulations as the Treasurer may require.

11. Staff Records, Salaries, Wages and Pensions

- (a) The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees of the Authority shall be made by the Treasurer or under arrangements approved and controlled by him.
- (b) The Clerk and Chief Officer shall notify the Treasurer as soon as possible and in the form prescribed by him, of all matters affecting the payment of such emoluments.
- (c) All pay documents shall be in a form prescribed or approved by the Treasurer and shall be certified electronically through an approved system or in manuscript by an authorised officer who is responsible for their accuracy and authenticity. The names of officers authorised to sign such records shall be nominated by the Clerk and a list maintained thereof, together with specimen signatures. Lists of authorised signatories shall be forwarded to the Treasurer.

12. Income

- (a) The collection of all money due to the Authority shall be undertaken in accordance with arrangements approved by the Treasurer.
- (b) The Clerk and Chief Officer shall seek the prompt collection of money due to the Authority and shall notify the Treasurer in a manner specified by him of all cash collected and income due to the Authority.
- (c) It is the responsibility of any employee who becomes aware of any income falling due but not received by the Authority to ensure it is brought to the attention of the Treasurer.
- (d) All receipt forms, books, tickets and other such items shall be in a form approved by the Treasurer.
- (e) All money received on behalf of the Authority, shall, as soon as practicable, be either banked for the credit of the Authority's account or deposited with the Treasurer.

13. Equipment

- (a) The Chief Officer shall be responsible for the care and custody of the equipment under his control.

14. Write-Offs

- (a) Subject to their keeping records in a form approved by the Treasurer, the Clerk may write off losses including debts up to £1,000 in total, in respect of:-
 - (i) Any loss or imbalance sustained by the Authority which is not recoverable from insurance or other sources; or
 - (ii) The loss to the Authority on the disposal of stock or other assets at prices less than the book value at the time of disposal.
- (b) The Clerk and Chief Officer shall refer all irrecoverable debts and all losses in excess of £1,000 for write-off to the Treasurer, who may require a report to be submitted to the Authority. The Treasurer in consultation with the Clerk may write-off irrecoverable losses or debts up to £5,000.
- (c) Losses or irrecoverable debts over £5,000 may only be written off by the Authority following a joint report by the Treasurer and Clerk.

15. Insurances

- (a) The Treasurer shall effect all insurance cover and negotiate all claims in consultation with other officers where necessary.
- (b) The Clerk and Chief Officer shall promptly notify the Treasurer and in appropriate cases the police of:-
 - (i) any loss, liability or any event which may result in a claim against the Authority and/or its insurers.
 - (ii) the terms of any indemnity which the Authority is required to give;
 - (iii) any new risks, properties or vehicles which might require to be insured, together with changed circumstances affecting existing risks.
- (c) The Treasurer shall annually, or at such other period as he may consider necessary, review all insurances in consultation with the Clerk and Chief Officer as appropriate.
- (d) The Treasurer shall settle all claims against the Council's insurers, in consultation with other officers as appropriate.

16. Inventories

- (a) The Chief Officer shall maintain a written inventory of equipment under his control which belong to the Authority and whose individual cost or value exceeds £200.
- (b) The Chief Officer shall be responsible for maintaining at least annually a check of all items on the inventory, for taking action in relation to surpluses or deficiencies and noting the inventory accordingly.
- (c) The Clerk and Chief Officer in consultation with the Treasurer, may authorise adjustments to take account of deficiencies where the estimated loss does not exceed £2,000. Above that figure Authority approval shall be required.
- (d) The Clerk and Chief Officer may, in consultation with the Treasurer, arrange for the disposal of un-required inventory items, up to a limit of estimated value of £10,000. The disposal of any assets above that limit and or purchase by either an officer or a member of the Authority would require Committee approval.
- (e) The Authority's property shall not be removed otherwise than in accordance with the ordinary course of the Authority's business or used otherwise than for the Authority's purposes except in accordance with specific directions issued by the Treasurer, Clerk or Chief Officer.

17. Security

- (a) The Chief Officer is responsible for maintaining security at all times for all assets including buildings, stocks, stores, furniture, equipment, cash, etc, under his control. He shall consult the Treasurer in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.
- (b) Maximum limits for cash holdings shall be agreed with the Treasurer and shall not be exceeded without his express agreement.
- (c) Each Senior Officer shall be responsible for maintaining proper security/confidentiality in respect of information held by or on behalf of them, including information held in computerised records, in which case, each Senior Officer must ensure compliance with the Data Protection Act and any Codes of Practice or Standards approved by the Treasurer.

- (d) Each Senior Officer shall be responsible for ensuring all software in their use is legally licensed.
- (e) Each Senior Officer should also ensure that contingency plans for the security of assets and information and continuity of the service in the event of a disaster or system failure are in place.

Standing Orders relating to Contracts

Contracts not subject to these Standing Orders

- (1) Every contract shall comply with these Standing Orders except contracts:-
 - (a) For urgent repairs to plant or machinery necessitated by breakdown or to satisfy Health and Safety requirements
 - (b) With Statutory Undertakers who have a monopoly on works, supplies or services
 - (c) Repairs to plant or machinery which can only be carried out by the manufacturer
 - (d) For the purchase of goods or services for which there is only one source of supply
 - (e) For specialised services where the Authority has authorised invitation of tenders without advertisement from two or more contractors offering such services. Such authorisation not being capable of delegation to an Officer
 - (f) With an estimated value of less than £2,000 (See Para (3) below)
- (2) For contracts with an estimated value of up to and inclusive of £2,000 a minimum of one competitive quote must be obtained in advance and confirmed in writing. Where the estimated value is below £500 an oral quotation must be obtained.
- (3) In relation to contracts, the value of which is estimated to be less than £75,000 but more than £2,000, a minimum of three competitive quotes must be sought and confirmed in writing.
- (4) Where the value of a contract is estimated to be £75,000 or more, the Clerk and Treasurer shall submit a report to the Authority on a proposed procedure to be adopted

Definitions

“Contract” shall mean any arrangement made by or on behalf of the Authority for the carrying out of works or for the supply of goods, materials or services.

“Authority” shall include a duly authorised sub-Committee or Officer

“Equipment” shall mean all equipment owned by the Authority of whatever nature.

“Senior Officer” shall mean either the Clerk, Deputy Clerk, Treasurer or Chief Officer

“Contractor” shall mean a potential contractor and includes a partnership or Company

Compliance

- (5) Every Contract made by the Authority shall comply with the Law of the European Community, national law and these Standing Orders. Wherever a European or national law conflicts with these Standing Orders then that law shall take precedence. European law shall take precedence over national law. Where European law does not provide for a procedural step to be taken that is required by national law then that national law step shall also be taken unless specifically prohibited by European law. The same provision shall apply in the case of a procedural step required by this Standing Order that is not required by national or European law unless the latter laws specifically prohibits such a step. Due regard shall also be paid to current NJCC Codes of Procedure
- (6) Responsibility for ensuring compliance with this Standing Order shall be that of the appropriate Senior Officer

Invitation to Quote or Tender

- (7) Quotes or tenders for all contracts shall be invited in writing unless they have been sought in accordance with any other form of electronic tendering which has been approved by the Clerk and specified in the invitation to quote.
- (8) Evidence must be retained of all quotations sought. Details of all quotations or tenders sought but not received must be recorded. Quotes should be determined on the basis of an assessment of the most economically advantageous quotation.
- (9) The invitation to quote or tender shall state that no quote will be considered unless it is received by the date and time stipulated in the invitation to quote. No quote or tender delivered in contravention of this clause shall be considered.

- (10) All invitations to quote or tender must specify the goods, service or works that are required together with the terms and conditions of the contract that will apply.
- (11) All invitations to quote or tender must state that the Authority is not bound to accept any order.
- (12) The determination as to which quotation or tender to accept shall be based on either:-
- a. Lowest price
 - or
 - b. Most economically advantageous quotation where considerations other than price also apply.
- (13) Suppliers and or Contractors must be given an adequate period in which to prepare and submit a proper quotation or tender consistent with the complexity of the contract requirement. Normally at least two weeks should be allowed for the submission of quotations or tenders.
- (14) The terms and contract conditions upon which quotations or tenders are sought shall be approved by the Clerk.
- (15) If an opened quotation or tender is found to contain a pricing error (e.g. an arithmetical error) against a specific item the tenderer must be offered the following three options:
- To confirm the quotation or tender; or
 - To withdraw the quotation or tender; or
 - To amend the tender to correct the relevant errors only;

Receipt and Consideration of Tenders for Contracts of £75,000 and above only

- (16) All tenders returned shall be kept by the Clerk in a sealed container until the date and time of their opening.
- (17) Where all tenders expected are returned on the day stated for their return then tenders will, where possible, be opened on that day, otherwise no tender will be opened before 11:00 am on the next working day following the deadline for its receipt.
- (18) Tenders shall be opened at one time only in the presence of the Clerk or his or her nominated representative and the appropriate Senior Officer or their representative. There shall never be less than two persons present when tenders are opened.

- (19) A written record shall be kept of all tenders received and of their amount. A written record shall also be kept of contractors invited who have not tendered and any late tenders. These records shall be signed by all the officers present at the opening of the tenders. (Each completed list of tenders shall be closed by the Clerk or his or her representative by the insertion of a continuous drawn line under that list).
- (20) Tenders will be assessed in accordance with the guidelines outlined within Appendix 1 and any additional recommendations made by the Authority.
- (21) Tenders to be awarded following negotiations, and all other tenders, shall be accepted only by the Authority except
- (a) Where other arrangements have been approved by the Authority
 - (b) Where the lowest priced tender satisfies the tender evaluation criteria so long as the tender sum is no more than 5% or £1,000 above the pre-tender estimate reported to the Authority
 - (c) Where they are third party contracts and that third party has authorised acceptance otherwise than by the Authority

Contract Conditions

- (22) Every contract shall be in writing, and in a form approved by the Clerk and in particular shall:-
- (a) Where a standard form of contract issued by a competent body is appropriate be in that form or in any other case include conditions of contract approved by the Clerk
 - (b) Include such provision for Health and Safety as is approved by the Clerk
 - (c) Provide for liquidated damages unless such is considered inappropriate by the Treasurer
 - (d) Contain a clause entitling the Authority to cancel the contract and claim any resulting loss in the event that the contractor shall have improperly influenced or made any attempt so to influence the award or administration of the contract.
 - (e) Indicate that in the case of supply goods, payment will not be made in advance unless the appropriate Senior Officer approves it in writing in cases where adequate legal and financial safeguards are in place to protect the Authority's interest or Title in the goods

- (f) Specify (as applicable) the services or works to be performed, the goods to be supplied, the price to be paid or the manner in which that sum is to be ascertained and the period within which the contract is to be performed
- (g) Require compliance with any relevant EU standard where such exist or, in their absence, with a British Standard Specification or Code of Practice or equivalent
- (h) Not require a particular brand of product without acceptance of its equivalent where to do so would offend Article 30 of the EC Treaty
- (i) Contract performance insurance (where required) shall be arranged through the Authority's insurers

Sub Contractors

- (23) In the event that completion of any Contract will involve the use of sub contractors to be nominated to the main contractor then tenders shall be invited as if the sub contract were the main contract for the purposes of this Standing Order unless Authority resolves otherwise.
- (24) The invitation to tender shall include details of the provisions of the proposed main contract

APPENDIX 1

CRITERIA FOR THE EVALUATION OF TENDERS

1. Compliance with Specification and Contract Conditions

- (a) Each tender checked for any arithmetic errors.
- (b) Whether the specification has been met in full and all schedules completed.
- (c) Whether the tender complies with any conditions or working methods specified.
- (d) Production of a Health and Safety Policy approved by the Clerk.
- (e) Whether the contractor has adequate staffing levels/working hours to meet the requirements of the specification, including peak demands and emergencies.
- (f) Whether the contractor has adequate management and organisation to perform the contract.
- (g) Whether the contractor has adequately understood the terms and conditions of the contract.

2. Technical Analysis

- (a) Technical ability and resources to undertake the work as specified for the duration of the contract.
- (b) Ability to recruit and retain labour and the firm's organisational arrangements.
- (c) Qualifications of the workforce.
- (d) Training of the workforce.
- (e) Previous experience and references from users.
- (f) Reliability and compatibility of contractors' equipment.

- (g) Risk assessment of each tender to determine the likelihood of the firm failing to deliver the required service.

3. Financial Analysis

- (a) Comparative Costs
 - (i) Comparison of total tender costs
 - difference in contractors' rates for call outs and emergencies;
 - difference in rate for similar buildings and tasks;
 - ensure contractors' rates include for payments of utilities.
 - (ii) Redundancy, severance, early retirement costs and similar costs.
 - (iii) Contracting out costs
 - costs of ancillary support to contractors;
 - costs of arranging legal transfers;
 - any other related costs.
 - (iv) Calculation of net tender prices and avoidable costs.
 - (v) Whether the Company is financially viable.
 - (vi) Whether satisfactory bank, insurance cover, performance bond and guarantees from any parent company will be provided.
 - (vii) Retained or constant costs.
- (b) Peripheral Costs
 - (i) The actual costs of any lump sum and annual pension incurred as a result of servicing such payment.
 - (ii) The cost of any central establishment charges ascribed to a contract that would continue to be borne notwithstanding the award of that contract to an outside contractor.
 - (iii) Loss attributable to delay in repayment of a contractor's VAT.

- (iv) Savings resulting from delays in the payment of external contractors.
- (v) Income from the disposal of assets.

Appendix 2

The North Eastern Inshore Fisheries and Conservation Authority Code of Conduct for Authority Members

1. Introduction and Interpretation

1.1 This Code applies to you as a member of this Authority when you act in your role as a member and it is your responsibility to comply with the provisions of this Code.

1.2 You are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both a positive and negative impact on the Authority.

1.3 The public expect Members to act in an open and transparent manner.

1.4 In this Code –
‘Meeting’ means any meeting of:-

(a) The Authority;

(b) The Executive committee of the authority;

(c) Any of the authority’s sub-committees or working group

‘Member’ includes all members and co-opted and appointed members of the Authority.

‘Family’ means Spouse, Civil partner, any person with whom you are living as a Spouse or Civil Partner, parent, grandparent, child, grandchild or sibling.

2. General Obligations

2.1 You must treat others with respect.

2.2 You must not bully any person.

2.3 You must not conduct yourself in a manner that could reasonably be regarded as bringing your office or Authority into disrepute.

2.4 You must not disclose information given to you in confidence by any one or information acquired by you which you believe, or ought to be aware, is of a confidential nature, except where :-

- You have the consent of the person authorised to give it;
- You are required by law to do so;
- Disclosure is to made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- The disclosure is:-
 - (i) Reasonable in the public interest; and
 - (ii) Made in good faith and in compliance with the reasonable requirements of the authority; and
 - (iii) You have consulted the Clerk prior to its release.

2.5 You must not prevent another person from gaining access to information to which that person is entitled by law.

2.6 You must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.

3. Registration of Interests

3.1 You must before the end of 28 days beginning on the day on which you become a member of the Authority notify the Clerk of

(a) The following **Pecuniary Interests** of yourself ,your Spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Any contract which is made between any of the above named persons (or a body in which any of the above named persons have a beneficial interest) and the Authority under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.
- (iii) Any beneficial interest in land which is within the area of the Authority.
- (iv) Any licence (alone or jointly with others) to occupy land in the area of the Authority for a month or longer.
- (v) Any tenancy where (to your knowledge) the landlord is the Authority and the tenant is a body in which any of the above named persons have a beneficial interest.
- (vi) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the Authority; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital

of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which any of the above named persons has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (vii) Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

(b) The following **Non Pecuniary** interests of yourself

- (i) Bodies to which you are appointed or nominated by the Authority (i.e. outside body appointments).
- (ii) Bodies exercising functions of a public nature of which you are a member (including regional and local development agencies, other (parish) councils, public health bodies, school governing bodies).
- (iii) Bodies directed to charitable purposes of which you are a member (including the Lions, the Masons, a Parochial Church Council; not just bodies registered with the Charity Commission).
- (iv) Bodies whose principal purposes include influence of public opinion or policy (including any political party or trade union) of which you are a member
- (v) Any voluntary work undertaken by you
- (vi) Any person from whom you received in your capacity as a member a gift or hospitality that amounts to the value of at least £25.
- (vii) Any person employed by the authority who is a member of your family.

3.2 You need only notify the Clerk of any interests of which you are aware pursuant to paragraph 3.1 above.

3.3 Where you become a member of the authority as a result of a re-election or re-appointment you only need to disclose interests not already entered on the register.

3.4 Where the nature of the interest is such that you consider that the disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation, (and the Clerk agrees) details of the interests will not be included in any published version of the register of interests save that the register will state you have an interest the details of which are withheld under section 32(2) of the Localism Act 2011.

4. Non - Pecuniary Interests

4.1 You have a non pecuniary interest in any business of the Authority where either it is likely to affect any of the bodies listed in paragraph 3.1(b) of the Code or, the decision in relation to that business might reasonably be regarded as affecting your well being, or financial position, or the well being or financial position of a relevant person to a greater extent than the majority of other Council tax payers, rate payers or inhabitants of the Ward affected by the decision.

4.2 A relevant person is:-

- (i) A member of your family or any person with whom you have a close association, or
- (ii) A person or body who employs or has appointed such persons any firm of which they are a partner or any company of which they are Directors.

4.3 Where you have a non-pecuniary interest in any business of the Authority and you attend a meeting of the Authority at which that business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.

4.4 Paragraph 4 only applies where you are aware or ought reasonably to be aware of the existence of the interest.

4.5 Where you have an interest but by virtue of paragraph 3 it is not registered in the Authority's register of interests you must indicate you have a non -pecuniary interest but need not disclose the sensitive information to the meeting.

5. Pecuniary Interests

5.1 You have a pecuniary interest in any business of the authority where you your Spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner have an interest that falls within sub paragraph 3.1(a) above.

6. Effect of Pecuniary Interest on participation

6.1 Where you have a pecuniary interest in any business of the Authority and you attend a meeting at which the business is considered you must then:-

- (i) Disclose the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.
- (ii) Retire to the public gallery of the room or Chamber where the meeting considering the business is being held.
- (iii) If the pecuniary interest is a sensitive interest as set out in sub paragraph 3.4 above you need only disclose the fact that you have a pecuniary interest.

7. Complaints

7.1 Any complaints relating to the Authority's Code of Conduct must be referred in the first instance to the Clerk of the Authority. Complaints should be made in writing and addressed to the Clerk, North Eastern IFCA, Town Hall, Quay Road, Bridlington YO16 4LP or emailed to: ne-ifca@eastriding.gov.uk

7.2 A complaint, in any event, should detail:-

- Complainant's name, address and contact details.
- Complainant's status
- Who the complainant is about
- Details of the alleged misconduct – including, where possible, dates, witness details and other supporting information.

7.3 A complaint can only be considered if it concerns the conduct of an Authority member. Complaints about members of staff and decisions taken by the Authority cannot be considered within this process and should be referred to the Chief Officer.

7.4 Complaints which fall into the following categories will also not be considered within this process:-

- (i) Where it is clear from the complaint that the subject member was not acting in an official capacity at the time the alleged conduct occurred.
- (ii) Where the conduct complained of is a continuation of a situation/set of circumstances which the Standards Committee has previously considered and has determined not to take any action on.
- (iii) Where the individual the subject of the complaint is not a member at the time the complaint is submitted.
- (iv) Where the complaint is made anonymously unless it relates to an exceptionally serious or significant matter it will not be considered.

A record will be maintained of all complaints which have been received.

8. Receipt of Complaints

- 8.1 The complainant will be notified that their complaint has been received
- 8.2 The Clerk will consider the complaint and whether it falls within the scope of the 'Code of Conduct' process or should be dealt with under other Authority protocols.
- 8.3 Where the Clerk considers that the complaint does fall within scope he or she will appoint an independent officer to investigate the complaint and advise both the complainant and subject member accordingly.
- 8.4 The investigating officer will attempt to complete the investigation within 25 working days of the receipt of the original complaint and provide a written report with recommendations to the Clerk.
- 8.5 The investigating officer can make two recommendations, namely:-
- (i) That no breach of the Code of Conduct is disclosed/no further action be taken
 - (ii) That the conduct complained of potentially discloses a breach of the Code of Conduct.
- 8.6 Where it is concluded that no breach of the Code of Conduct has been disclosed or that no further action should be taken the Clerk will advise the Standards Committee and inform both the complainant and subject member of the outcome..
- 8.7 Where it is concluded by the investigating officer that the conduct complained of potentially discloses a breach of the Code of Conduct a formal hearing of the Authority's Standards Committee will be convened within two months of the conclusion of the investigation and the Clerk will inform both the complainant and the subject member accordingly outlining the processes to be followed.

9 Standards Committee Hearing

- 9.1 The Clerk will appoint an officer to support the administration of the hearing process.
- 9.2 The officer will write to the Member against whom the allegation(s) has been made and provide a copy of the investigating officers report, a copy of the hearing procedure and a proposed date for

the hearing. The officer will also ask for a written response from the member within 14 days to find out whether he/she:-

- (i) Disagrees with any findings of fact contained in the investigating officer's report and the reasons for such disagreements and/or provide details of any other evidence they consider relevant to the investigation.
- (ii) Wants to be represented at the hearing.
- (iii) Wants to give evidence either verbally or in writing
- (iv) Wants to call witnesses
- (v) Can attend the hearing on the proposed date
- (vi) Wants any part of the hearing to be held in private
- (vii) Wants any part of the investigating officers report or any relevant background papers to be withheld from the public and reasons for doing so.

The officer will also ask the investigating officer to confirm whether he/she:-

- (i) Wants to call relevant witnesses or give evidence
- (ii) Wants any part of the hearing to be held in private, and/or
- (iii) Wants any part of the report or any relevant background documents to be withheld from the public.

9.3 The officer supporting the administration of the hearing will produce a covering report detailing any responses received from the subject member and the investigating officer and provide a list of any supporting witnesses.

9.4 A copy of the agenda and papers will then be provided to the complainant, the subject member and the members of the Standards Committee 14 days in advance of the date of the hearing.

9.5 The subject member may be represented or accompanied during the hearing.

9.6 The Standards Committee may take procedural advice at any time during the hearing and whilst considering the outcome.

9.7 The Standards Committee may take legal advice from a legal advisor at any time during the hearing or whilst it is considering the outcome. The substance of the legal advice should be shared with the other parties present.

9.8 After the members and everyone involved have been formally introduced the Chairman should explain how the Committee is going to run the hearing.

- 9.9 After dealing with preliminary issues the Committee should then move on to consider whether or not there are any significant disagreements about the facts contained within the investigating officer's report.
- 9.10 If there is a disagreement the investigating officer should be invited to make any representations to support the findings of fact within the report including calling any supporting witnesses to give evidence. The Committee may give the subject member the opportunity to challenge such representations.
- 9.11 The subject member should then be given the opportunity to make representation including calling any supporting witnesses.
- 9.12 At any time the Committee may question any people involved and may allow the investigating officer to challenge any evidence put forward.
- 9.13 The Committee will then deliberate in private and the Chairman will announce to all parties the Committee's finding of fact.
- 9.14 The Committee then needs to consider whether or not, based on the facts it has found, the member has failed to follow the Code of Conduct.
- 9.15 The subject Member should be invited to give relevant reasons why the Committee should not decide that he/she has failed to follow the Code.
- 9.16 The Committee should then consider any further representations.
- 9.17 The Committee will deliberate in private and the Chairman will then announce to all parties the Committee's decision as to whether the subject member has failed to follow the Code of Conduct.
- 10.0 If the Member has not failed to follow the Code of Conduct**
- 10.1 If the Committee decides that the member has not failed to follow the Code of Conduct it shall move on to consider whether it should make any recommendations to the Authority.

11.0 If the Member has failed to follow the code

11.1 If the Committee decides that the member has failed to follow the Code of Conduct it will consider any further representations as to whether or not it should make any recommendations concerning sanctions to the Authority or whether it should make any general recommendations to the Authority with a view to promoting higher standards of conduct. Although not an exhaustive list potential sanctions may include:-

- (i) In the case of elected members, making formal representation to their Constituent Local Authority's requesting removal from the membership of the Authority.
- (ii) In the case of general members appointed through the Marine Management Organisation (MMO), making formal representation to the MMO to request termination of their membership.
- (iii) Imposition of recorded verbal or written sanctions from the Chair of NEIFCA.
- (iv) Requirement to undertake additional training.
- (v) Updates to existing NEIFCA policies and formal guidance to all members

12.0 The Written Decision

12.1 The Committee will announce its decision on the day of the hearing and a full written decision will be produced within two weeks of the hearing. The written decision will be provided to the subject member and the complainant.

12.2 The Committee's decision is final and there is no right of appeal

13.0 Withdrawing Complaints

13.1 Where a complainant wishes to withdraw their complaint the Clerk will consult the members of the Standards Committee to seek guidance on whether the request should be granted or not.

14.0 Multiple Complaints

14.1 Complaints from different people about the same matter may be considered at the same hearing.

15.0 Vexatious and Persistent Complaints

15.1 Where the Clerk considers that the same complaint made by the same person has already been dealt with and there is no new evidence to support the complaint, there is no requirement for the complaint to be considered.

15.2 Consideration will be given to all allegations made, however, to ensure that there is nothing new within the complaint which requires action to be taken.

