



**North Western**  
**Inshore Fisheries and Conservation Authority**  
**Technical, Scientific and Byelaws Sub-Committee: 6 April 2011**  
**Strathmore Hotel, Marine Road East, Morecambe 10.30 a.m.**

## **Agenda Items 4/5**

### **TERMS OF REFERENCE, REMIT, WORK PROGRAMME**

1. Under these agenda items, the science team will lead a workshop discussion session to allow all members to contribute to the outcomes.
2. The Standing Orders for the full NWIFCA committee apply to any sub-committees formed. Under paragraph 31 of the Standing Orders 'Every Sub-Committee shall, at its first meeting before proceeding to any other business, elect a Chairman for the year, and may at any time elect a Vice-Chairman'
3. Terms of Reference (TOR) for the TSB Sub-Committee need to be agreed. These will be drawn up in to a written statement of the background, objectives and purpose of the TSB. The TOR will provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope of the TSB among members.
4. The following is an example list of areas to be discussed and agreed:
  - i. functions and delegated authority
  - ii. the role and purpose of the sub-committee
  - iii. membership
  - iv. the limits to its authority i.e. is it advisory only
  - v. role of the TSB in decision making or action without the specific approval of the full NWIFCA Committee
  - vi. record of Meetings, Minutes and how the TSB reports to the full Committee
  - vii. meetings schedule and frequency
5. In order to ensure that TSB members have the relevant information on which to base decisions on the role and remit of the sub-committee, two background papers are annexed. These are:
  - A NWIFCA Draft Annual Plan for 2011 – 2012
  - B NWIFCA Draft plan for 2011 – 2015 incorporating Defra Success Criteria
6. As you will see in A, for each Working Level Objective (column 3) and in B, for each High Level Objective (column 1) a lead officer has been identified (column 4) along with any partner agency or committee (column 5). Areas of work that officers consider as likely to fall under the remit of the TSB have been identified by listing the TSB as a partner in column 5. However, officers consider it to be

the fundamental purpose that in setting this sub-committee's TOR, members fully discuss and consider these areas of work and come to agreement over any amendments, exclusions or inclusions.

7. These documents will be used to identify the remit and responsibilities of the TSB, and to assist the group in setting priorities ensuring the work of the sub-committee fully complies with Defra High Level Objectives for all IFCA as well as other national and European legislation and directives.

**Science Team:**  
**22 March 2011**