

## **ANNEX C**

### **TECHNICAL, SCIENCE AND BYELAW (TSB) SUB-COMMITTEE**

#### **TERMS OF REFERENCE**

**MAY 2012**

#### **1. Constitution**

The North Western Inshore Fisheries and Conservation Authority (“NWIFCA”) has established a Sub-Committee that shall be known as the Technical, Science and Byelaw Sub-Committee (“Sub-Committee”). This Sub-Committee shall have no other powers other than those stated in the Terms of Reference.

#### **2. Terms of Reference**

##### **a) Purpose**

The Sub-Committee is established to review and work upon areas relevant to its remit; to provide advice to the NWIFCA as instructed and to use its delegated authority to make decisions on Technical, Scientific and Byelaw related matters.

##### **b) Objectives**

- i. To scrutinise the annual NWIFCA work plan and identify areas relevant to the Sub-Committee’s interests which are Technical, Scientific or Byelaw related.
- ii. To further work of a Technical, Scientific or Byelaw related nature to meet the IFCA’s Success Criteria and High Level Objectives.
- iii. To consider and review all available evidence to advise on management measures regarding sea fisheries resources and conservation objectives.
- iv. To maintain awareness of new legislation and its effects on the management of sea fisheries resources and conservation objectives within the NWIFCA District.
- v. To review MoU’s with key partners, in respect of Technical, Scientific and Byelaw related matters.
- vi. To advise Committees for marine protected areas within NWIFCA district (SAC, SPA, MCZ) on management and enforcement.

#### **3. Membership**

- i. The Technical, Science and Byelaw Sub-Committee shall have 10 members made up of Environment Agency, Natural England and Marine Management Organisation (MMO) representatives and 5 MMO appointees.
- ii. The Chairman and Vice-Chairman of the NWIFCA shall be ex-officio members of the Sub-Committee following the NWIFCA Standing Orders.

- iii. MMO Members of the Sub-Committee shall be nominated each year by the NWIFCA at the annual meeting.
- iv. Any member of the NWIFCA can attend the Sub-Committee, contribute to discussions, and vote on decisions. Members must inform the Clerk of their intention to attend prior to the meeting.

#### **4. Accountability and Reporting Arrangements**

- i. Members are required to declare personal and financial interests in any matter arising at the meeting and may not vote on matters in which they hold an interest.
- ii. A verbal or written report of each meeting shall be presented to the subsequent full meeting of the Authority.
- iii. Minutes of each meeting will be presented for approval at the subsequent full meeting of the Sub-Committee.
- iv. Meetings are open to the public unless closed in part or in full by resolution of the Chairman, Vice-Chairman and Chief Officer. Anyone wishing to attend must inform the Clerk 1 week in advance of the meeting. Members of the public may be permitted to speak with the prior agreement of the Chairman. They shall not be permitted to vote.

#### **5. Frequency**

- i. The Sub-Committee shall meet as required.
- ii. Meetings will be arranged when required by Officers or by resolution of at least 3 members.
- iii. The Sub-Committee can take decisions by correspondence including using email to facilitate rapid resolutions. The NWIFCA must ensure that all members of the Authority or its Sub-Committees have had the opportunity to contribute to decisions taken by correspondence.

#### **6. Authority**

- i. The Sub-Committee is authorised by NWIFCA to investigate and discuss any matter which is relevant to its Terms of Reference.
- ii. The Sub-Committee will be instructed by NWIFCA and hold delegated powers to make decisions on behalf of the NWIFCA.
- iii. The Sub-Committee is authorised to make working parties as necessary to fulfil its responsibilities. The Sub-Committee is accountable for any working party made and cannot delegate power unless expressly authorised by NWIFCA.

#### **7. Monitoring Effectiveness**

- i. Early in each year the Sub-Committee should establish a work programme which reflects its accountabilities and responsibilities.
- ii. The Sub-Committee shall review annually the extent to which its Terms of Reference, Objectives and work programme have been met for the previous year.

## **8. Other Matters**

Officers will provide the secretariat to the committee. Minutes of meetings will be recorded. Agendas and papers should generally be issued to members 1 week prior to the meeting and posted on the Authority's website. In exceptional urgent circumstances late papers may be tabled. Failure to publish papers does not limit consideration by the Sub-Committee.