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FMPR – SCHEDULE OF APPROVED DELEGATIONS

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JOINT NATURE CONSERVATION COMMITTEE

FMPR – SCHEDULE OF APPROVED DELEGATIONS

Paper by Keith Little FMPR Project Co-ordinator

1. Introduction

- 1.1 At the March 2003 meeting, Committee approved a paper which included the terms of reference for the FMPR sub-group. A copy is attached at Annex A for information
- 1.2 Items 5 and 6 of the terms of reference refer to the need to develop a schedule of delegations for Committee to approve. The schedule would provide information about the FMPR key products, and clarify those that should be approved by full Committee, and those for the sub-group, and in some cases, the Support Unit Executive.
- 1.3 The remainder of this paper aims to set out a suggested schedule for Committee's consideration and approval.
- 1.4 It is possible that further approvals may be sought for additional delegations as the project progresses.

2. Schedule of Approved Delegations

- 2.1 The FMPR Project Team have put together the proposed list of delegations based around the detailed planning work that has been undertaken already.
- 2.2 Careful consideration has been given to those decisions which we feel should be made by full Committee, and those decisions which could be made by the sub-group. We have taken into account the fact that the sub-group was quite deliberately formed to be as representative of the full Committee as one could practically hope to achieve. We have assumed therefore, that it is the wish of full Committee to approve a significant level of delegation to the sub group, and these proposals bear this very much in mind.
- 2.3 The attached list of suggested delegations in Annex B is presented for your consideration and approval.

CHAIRMAN'S FMPR SUB GROUP

TERMS OF REFERENCE APPROVED AT MARCH 2003 COMMITTEE

1. Act in the capacity of Project Board in managing the FMPR implementation project and be accountable to the full Committee for delivery of the project objectives, (ie.those specified in the recent government response to the FMPR report and the Project Initiation Document).
2. Take key decisions on behalf of the full Committee, particularly those that in order to meet strict timetables, have to be made in between scheduled quarterly meetings of the Joint Committee. Given the practical difficulties of convening meetings, it is envisaged that some consultation and certain decisions which follow, will be made by correspondence.
3. Receive updates of the project timetable and plans and approve/agree variations to those plans as necessary to ensure achievement of project objectives.
4. Authorise variations to the budget for the project, which will include staff as well as financial resources.
5. To develop a schedule of delegations of FMPR related tasks from full Committee to the sub-group, and to officers, for the Committee to agree. This will include, for example, delegation of powers to officers to negotiate new terms and conditions on behalf of the Committee
6. Sign off or endorse*, as appropriate, key products from the project on behalf of full Committee. These might include governance documents like the Financial Memorandum, Standing Orders and policy documents relating to employment of staff, common trawling arrangements etc. Also included might be the schedule of assets taken over by the Committee
7. Establishing proposals to forward to Committee for a single set of terms and conditions for JNCC staff.
8. Agree proposals to full Committee for the internal and external Communications strategy relating to FMPR changes

* A full list of key products, identifying which should be approved by full Committee, and which will be approved by the sub-group is in the process of preparation

EXAMPLES OF DECISIONS THAT SHOULD BE MADE BY FULL COMMITTEE :

1. The list of proposed future powers given to the Committee, and the proposed legislative amendments which widen the powers of Committee.
2. To approve:
 - i. A schedule of delegations to sub-group and Support Unit officers
 - ii. The Communications Strategy
 - iii. Certain key products (to be specified)
 - iv. Terms and conditions of employment
3. Approval of the Memorandum and Articles of Association of the Company.
4. The schedule of members of the Company.
5. The Company Directors.
6. The name of the company.
7. Agree the Terms of Reference for the FMPR sub-group, and the overall project budget.
8. To agree JNCC's corporate strategy.

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DELEGATED POWERS TO DECIDE/APPROVE	Full Committee	FMPR sub group	JNCC MD/ Exec
COMPANY FORMATION			
The Members of the company	✓		
The Directors	✓		
Name of the company	✓		
The Proposers of the company		✓	
The company secretary			✓
Company Articles/ Memorandum of Association	✓		
OTHER LEGAL MATTERS			
Pursuance of Regulatory Reform Order		✓	
CORPORATE GOVERNANCE ISSUES			
List of Powers	Approved		
Terms of reference for FMPR sub group	Approved		
Schedule of delegations	✓		
Corporate strategy	✓		
Accountability arrangements (with Defra and country agencies)	✓		
Top level organisational structure	✓		
Corporate governance framework documents		✓	
Internal audit and risk management arrangements		✓	
External audit (with Defra)		✓	
COMMUNICATIONS			
Launch of new corporate identity	✓		
HR/STAFFING ISSUES			
Consultation and negotiation arrangements		✓	
Staff transfer arrangements		✓	
Principles and approach to establishing terms and conditions		✓	
Final pay restructuring case and remit	✓		
Other pay-related terms and conditions		✓	
Non pay related terms and conditions			✓
HR systems, policies and resources			✓
ACCOUNTING			
Transfer of assets and liabilities (with country agency Resource Directors)			✓

