

Management Scheme

MEETING OF THE RELEVANT AUTHORITIES WORKING GROUP

Waters' Edge, Barton upon Humber
28th June 2006 – 3.00pm

AGENDA

1. Apologies & Introductions.
2. Minutes and matters arising from the Working Group meeting of 15th June, not otherwise on the agenda.
3. Arrangement for staffing the Humber Management Scheme
 - a. Past Work Programme
 - b. Future Work Programme
 - c. HMS Job Description
4. Options for a joint post with Humber INCA
 - a. Proposal and costs
 - b. Management of work programmes
 - c. Issues arising, paper from - Tony Edwards
 - d. Advertising/Interview arrangements
5. HAG secretariat.
6. Any other business.
7. Date and Venue for Next Meeting.



**MEETING OF THE WORKING GROUP
Waters' Edge, Barton upon Humber
28th June 2006 – 3.00 pm**

Attendees:

Humber Advisory Group	Neville Jones	(Chair of HAG)
Associated British Ports	Phil Cowing	Chairman
English Nature	Jeff Lunn	

In Attendance

Humber Project Manager	Chris J Manning
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1. Apologies & Introductions

Philip Winn, Environment Agency. David Patrick, Shire Group IDBs. Jon Capel Kingston upon Hull City Council (apologised via an email that was not available to the meeting).

It was questioned if the meeting was quorate, it was noted that the recently adopted constitution required a quorum of 8 for HERAG meeting but did not specify a quorum for working group meetings.

2. Minutes and matters arising from the Working Group meeting of 15th June, not otherwise on the agenda.

The minutes were changed to reflect the correct start time of 3pm, not 3 am.

Les Esturiales. A response had been received from Natasha Barker of the Severn Estuary Partnership (SEP). It was noted that:

- SEP is hosting the Les Esturiales Network for 2006-07.
- The map apparently including the Humber shows estuaries that could become part of the network.
- SEP report that the Humber was a member some years ago.
- The next (annual) conference is in Poland this September, alongside the Littoral conference.

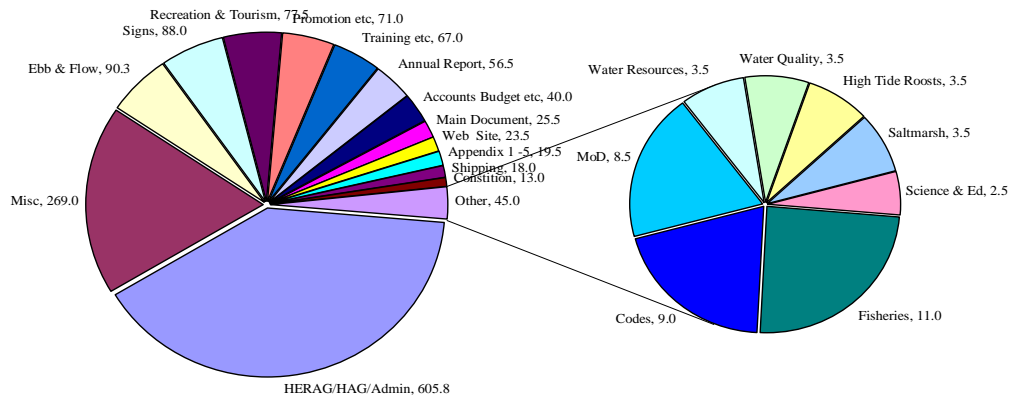
A short discussion followed. It was agreed that insufficient information was available for a decision. The PM had already requested further details.

HERAG: to consider at next meeting when further details are available.

Financial matters. It was noted that the constitution states that HERAG will meet at least once a year for an Annual General Meeting, (commencing March 2006) at which the following business will be conducted: (a) Adopting the Annual Accounts.

In discussion it was noted that the Relevant Authorities have different financial years. It was agreed that an annual financial year gave commonality with the reporting year, and that the constitution gave a procedure for any RA to propose changes.

3. Arrangement for staffing the Humber Management Scheme A/ Past Work Programme. This was reported via a pie chart:



It was agreed that for some parts of the action plan, i.e. Water Resources/Quality and the MoD that HMS provided mostly a reporting function. That HMS effectively led on the Recreation & Tourism part of the action plan, noting that in the recent closure of the Cleethorpes Slipways and the proposed boat trips to view Read’s Island that HMS had worked with both RA and HAG in developing appropriate solutions.

B/ Future Work Programme. A draft job description had been prepared by the Project Manager, detailing the current tasks. Considerable discussion took place on the amount of work involved. It was agreed that a joint post would allow flexibility, with properly agreed work programmes.

It was reported that initially Philip Winn had been cautious of the joint approach but now supported the proposal, which is only for one year on an experimental basis.

HMS Job Description. A detailed job description had been prepared by the Project Manager and a specific job description had been prepared by Humber INCA. The person specification was considered to be very thorough, however, in discussion, it was felt that there would be sufficient applicants.

4 Options for a joint post with Humber INCA

Proposal and cost. The Humber INCA proposal for a salary of £20,000 for the joint post was accepted. The management fee paid to Humber INCA by HMS would reduce from £4,000 to £2,000 per year on a pro-rate basis as currently agreed. HMS have budgeted for a continuation of the current full-time position until the end of February 2007, the change to a 12 month part-time would be easily accommodated within this budget. The impact on future contribution was discussed. It was agreed that the part-time option was, in effect, a trial and a proper evaluation couldn’t be undertaken until 2007, so it was suggested that contribution for 2007/8 remain at current levels, pending a proper evaluation.

Management of work programmes. Agreed that bimonthly or quarterly work programmes would be agreed between Phil Cowing (HERAG Chairman) and Tony Edwards (Humber INCA chief executive).

Issues arising - paper from Tony Edwards. This was discussed at length. The perception that Humber INCA was running HMS must be avoided and this appointment of a specific member of staff with responsibility for HMS and answerable to HERAG for HMS is a continuation of the current arrangement.

Advertising/Interview arrangements. Noted that any advert would need both HMS logos and Humber INCA. Suggestions for placing adverts included: local press, HMS and Humber INCA web sites, recruitment web-sites, New Scientist and the Guardian. It was agreed that the final choice would be decided by Phil Cowing and Humber INCA.

It was agreed that Phil Cowing and Nev Jones would represent HERAG on the interview panel – it was thought that Roger Arundale (Humber INCA Chairman) and Tony Edwards (Humber INCA Chief Executive) would compose the other members of the interview panel.

The draft Job Description prepared by Humber INCA in the section describing Humber INCA and HMS states “...it employs the Project Officer to work...”. It was considered that “*Humber INCA host the project*” was a more accurate statement of the relationship and the wording would be changed accordingly. An additional line would be added, giving a brief description of the HMS.

It was hoped that the advert could be placed by early July, with interviews in August and the new employee starting in September.

5. HAG secretariat

DEFRA are consulting on ICZM policy with a response required by 8th September. Normally HAG considered this type of consultation. Also, the rural pathfinder working group want a meeting with HAG. It was agreed that holding a meeting while no staff were in post would be a good way of demonstrating continuity. The agenda and arrangement could be completed by 7th July, leaving only the minutes to be produced. Nev offered to help and it was expected that Humber INCA would assist.

Humber INCA had suggested that their management fee of £333 per month continues until the new staff member started. This would fund the handling of HMS correspondence etc. and the costs of advertising the new post.

It was thought likely that the next HAG meeting would be in October to introduce the new member of staff. Nev reported that he intended to step down as HAG chairman at a convenient stage in the near future.

6. Any other business

Phil thanked Chris for his work over the last 3 years and wished him well with his future career.

7. Date and Venue for Next Meeting

26th October, 10am hosted at Associated British Ports - Port House Hull.

Chris J Manning, 29th June 2006