



# TECF

Mar 2023

## Agenda Item: Matters for Agreement

TECF Coordinator, Amelia Sturgeon and Natural Infrastructure Planning Team Manager, Mike Oxford

### Proposal

- Financial contributions 23/24 to be agreed in Core funding partners working group
- Agree draft budget for 23/24
- Begin to review TECF's Terms of Reference and Memorandum of Agreement out of committee

## 1. Financial Contributions for 2023/24

The forecast financial contributions for the next financial year 23/24 are outlined in the budget below. As agreed by partners previously these contributions are based upon an inflationary increase, these numbers have been calculated at 10% CIP. Some partners have raised post pandemic budget pressure concerns. We propose discussion and agreement of figures is taken out of committee and discussed between core funding partners.

## 2. Draft Budget 23/24

Table 1 shows a draft of the forecasted budget to be agreed. Account balance from 22/23 can be seen in Appendix 1, which is noted as 'brought forward'.

The balance includes a contingency allowance which is calculated at the staffing costs (£38,887.00).

The forecasted Partnership management costs is balanced against core income, this has been adjusted based on actual spend in 22/23 (Appendix 1).

Based on known project spending and income, TECF's balance is predicted to be £90k (£51k after ring-fenced contingency). We propose to reconvene after the Tamar Estuaries Management Plan is published, to identify a work program and priorities.

Table 1: Forecast budget for TECF for the next financial year 2023/24.

<b>TECF Draft Budget 2023/2024</b>				
Draft budget agreed date: xxxxx				
Description		Income	Expenditure	Fraction of total budget (%)
<b>Brought forward</b>		<b>£ 104,843.00</b>		<b>63%</b>
<b>Core Partner Contributions 2023/24 (forecast)</b>				
Ministry of Defence, KHM		£ 3,556.03		
Associated British Ports		£ 2,370.30		
Cattewater Harbour Commissioners		£ 10,666.93		
Sutton Harbour Group		£ 2,370.30		
Plymouth City Council		£ 11,534.77		
Devon County Council		£ 2,200.00		
Cornwall County Council		£ 2,370.30		
West Devon Borough Council		£ 5,333.47		
South Hams District Council		£ 5,333.47		
Duchy of Cornwall		£ 5,184.67		
Natural England		£ 1,500.00		
Environment Agency		in kind		
Marine Management Organisation		in kind		
Devon & Severn IFCA		in kind		
Cornwall IFCA		in kind		
		<b>£ 52,420.24</b>		<b>31%</b>
<b>Project Income</b>				
State of the Sound Report (Environment Agency)		£ 10,000.00		
		<b>£ 10,000.00</b>		<b>6%</b>
<b>Partnership Management Costs</b>				
Staffing			£ 38,887.00	
Travel			£ 400.00	
Training & Conferences			£ 600.00	
Catering & Refreshments			£ 500.00	
Room Hire			£ 200.00	
PPE & Uniform			£ 60.00	
Subsistence (for meetings & conferences away etc.)			£ 150.00	
Website updates			£ 2,000.00	
			<b>£ 42,797.00</b>	<b>55%</b>
<b>Partnership Projects</b>				
Water User Guide 2024 edition			£ 1,000.00	
Management Plan Review			£ 2,900.00	
Biosecurity Plan Review			£ 1,800.00	
TECF Comms Strategy			£ 2,000.00	
NEIRF Blue Carbon	staff time		in kind	
Plymouth Living Seawall			£ 1,671.00	
	staff time		in kind	
State of the Sound Report			£ 15,000.00	
	EA (committed)		£ 10,000.00	
	staff time		in kind	
			<b>£ 34,371.00</b>	<b>45%</b>
<b>TOTALS</b>		<b>£ 167,263.24</b>	<b>£ 77,168.00</b>	<b>100%/100%</b>
<b>2023/24 Balance</b>				<b>£ 90,095.24</b>

### 3. Memorandum of Agreement and Terms of Reference Review

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Mike Oxford

The current Memorandum of Agreement (MOA) and Terms of Reference (ToR) are substantially out of date and consequently in need of a comprehensive review and revision to ensure they remain fit for purpose. The MOA was last amended in 2011 and the existing content and format is summarised in Box 1.

Since it is long overdue, we are proposing to undertake a review and revise the MOA and ToR to ensure they reflect the evolving context in which TECF now operates – which is different to what it was in 2011. There have, for instance, been changes in:

- the bio-physical condition of MPA.
- primary and secondary legislation that affects and influences the management of the MPA.
- the numbers, scope and type of relevant stakeholder organisations with an interest in the MPA.
- the type, scale and distribution of commercial, recreational and MOD related activities and potential impacts throughout the MPA.
- resources available for the management of the MPA.

We have so far identified potential changes to the MOA and ToR that will provide:

- Clarity around the evolving role and responsibilities of the TECF chair
- Explicit understanding and agreement over the specific role and responsibilities of the TECF Coordinator (proposed to be added as an additional Annex to the MOA)
- A clearer process around eligibility, identification and selection of *Core Members* (e.g. those with a statutory responsibility for the MPA) and also of *Observer Organisations* that bring subject matter expertise to the work of TECF and/or are key role in the protection and management of the MPA
- Guidance (and criteria) over which projects TECF may initiate, lead and/or coordinate and which it would be likely to support if promoted by other partners or organisations
- Greater clarity over how potential projects will be evaluated and priorities and also how any necessary resources required for their implementation will be both procured and secured
- An annually updated membership list of both *contributing 'core' organisations* and other 'observer/partner' organisations.
- A review of how TECF can support and encourage ongoing research in the marine environment.

The list above is, however, only provisional and we welcome recommendations and comments from TECF members as to what other priorities and amendments they wish to see addressed through this review.

### **Box 1 Summary of MOU and ToR**

The current MOU contains the following sections:

1. Definitions
2. General – introduction to the legally binding TECF agreement
3. Organisational Structure and Roles
4. Financial Arrangements
5. Intellectual Property
6. Press Releases and Publicity
7. Jurisdiction
8. Force Majeure
9. Termination
10. Miscellaneous Provisions
11. Arbitration
12. Spirit of Cooperation and Partnership
13. Limitations and Liabilities

The MOU also includes the following Annexes:

- |         |  |
|---------|--|
| Annex A | Constitution – The purpose of this document is to identify the: <ul style="list-style-type: none"><li>▪ core organisations forming the membership of TECF</li><li>▪ organisational structure and administrative structure of the Forum.</li></ul>  |
| Annex B | Terms of Reference – which contains: <ul style="list-style-type: none"><li>▪ Objectives of TECF</li><li>▪ The role of members</li><li>▪ Geographical limit</li><li>▪ Resources</li><li>▪ Consultation and liaison</li><li>▪ Management structures and governance</li><li>▪ Advocacy</li><li>▪ Coastal management policy</li><li>▪ Information and research</li></ul> |
| Annex C | A History of Coastal Management in the Plymouth Sound & Estuaries  |
| Annex D | Core Costs (Income and expenditure)  |

## Appendix 1: TECF 2022/23 Actual Spend

Table 1: TECF Budget 22/23 as agreed in March 2021, adjusted for actual in year spend.

TECF Budget 22/23 Actual Spend			
Description	Income	Expenditure	Fraction of total budget (%)
<b>Brought forward</b>	£ 97,177.00		64%
<b>Partner Contributions 2022/23</b>			
Core Partner Income	£ 46,291.00		
Natural England (potential)	£ 1,500.00		
Environment Agency (potential)			
	£ 47,791.00		31%
<b>Project Income</b>			
Championing Coastal Coordination	£ 1,240.00		
	£ 1,240.00		1%
<b>Partership Admin Costs</b>			
Staffing		£ 38,887.00	
Travel		£ 321.00	
Training & Conferences		£ 565.00	
Catering & Refreshments		£ 508.00	
Room Hire		£ 179.00	
Printing & Design (water user guide)		£ 905.00	
PPE & Uuniform		£ -	
Subscriptions		n/a	
External contractors		n/a	
		£ 41,365.00	79%
<b>Partnership Admin Costs</b>			
Management Plan Review		£ -	
Biosecurity Plan		£ -	
Giant Fanshell		£ -	
Communications		£ -	
Other		n/a	
		£ -	0%
<b>TOTALS</b>	£ 146,208.00	£ 41,365.00	100%/100%
<b>2022/23 Balance</b>			£ 104,843.00

End.