

## Annex A – draft Action Plan – Year One – NWIFCA

Success Criterion	HLO No.	Working Level Objective	Lead	Partners	Due Date/Progress
1. The NWIFCA has sound governance and staff are motivated and respected	1a	i) NWIFCA to agree progress towards compiling the content and format of draft First Annual Plan	Implementation Officer	NWIFCA Committee	i) 8 February 2011
		ii) Comment of first draft			ii) 15 April 2011
		iii) Approve final draft			iii) May 2011
		iv) review and assess progress of work re. First Annual Plan			iv) September 2011
	1a	Second Annual Plan published	Implementation Officer	NWIFCA Committee	30 April 2012
	1a	Develop and implement systems to ensure that all data required for Annual Reports are collected	Implementation Officer		30 April 2012
	1c	Draft and agree with NWIFCA committee a Risk Management Strategy and Strategic and Operational Risk Registers	Office Manager	MMO EA NE NWIFCA Committee	30 April 2012
	1d	Development of staff management system	Personnel Officer		October 2011
	1d	Testing staff management system	Personnel Officer		October 2011 – April 2012
	1d	Approval and implementation of staff management system	Personnel Officer		April 2012
	1d	Revise NWIFCA Health and Safety Policy and ensure all staff are effectively trained	Health and Safety Officer		April 2012
	1e	Conduct gap analysis and develop people capability strategy	Training Officer		April 2012
	1e	Work with partners to establish cross-organisation of training opportunities	Training Officer	MMO EA NE	April 2012
	1f	Identify training needs of members	Training Officer	NWIFCA Committee	September 2012
	1f	Development and implementation of systems that enable staff & members to contribute to policy	Implementation Officer		September 2012
2. Evidence based,	2a	Establish Byelaw Sub-Committee to convene as	Byelaws Officer	NWIFCA	From April 2011

appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district		and when necessary		Committee	
	2a	All byelaws made meet the requirements of Defra guidance	Byelaws Officer	TSB Sub-Committee	From April 2011
	2a	Initiate a district-wide assessment of the effort level of recreational fishing (including bait-digging)	Science Dept & Fishery Officers	EA	April 2011 - 2013
	2b	Categorise and prioritise byelaws as part of continuing review. Identify any overlaps with other enforcement agencies. Seek approval from committee on progress at quarterly meetings	Byelaws Officer	TSB Sub-Committee MMO EA NE	From April 2011
	2b	Obtain legislation for managing cockle and mussel fishery eg. MBFO and replacement for Byelaw 5 permit scheme	Byelaws Officer	TSB Sub-Committee	31 <sup>st</sup> August 2011
	2b	Review and if necessary replace Byelaw 26 - Fixed Engines byelaw	Byelaws Officer	TSB Sub-Committee	April 2012
3. A fair, effective and proportionate enforcement regime is in place	3a	Establish with partners a Joint Enforcement Meeting and formalise local enforcement plans	Enforcement Director	MMO EA NE	April 2012
	3a	Develop enforcement framework which meets the obligations of the Regulators' Compliance Code	Enforcement Director	NWIFCA Committee MMO EA NE	April 2012
	3a	Draft and agree with NWIFCA committee and partners an Enforcement Risk Register	Office Manager	NWIFCA Committee MMO EA NE	30 April 2012
	3b	Comply with the Regulators' Compliance Code and publish it on NWIFCA website	Enforcement Director		30 October 2011
	3b	Ensure all officers are trained in the enforcement framework	Enforcement Director		30 October 2012
	3b	Development of a SLA with MMO, NE, EA	Enforcement	MMO	30 April 2012

		regarding the provision of standardised enforcement training and the secondment process for officers	Director	EA NE	
4. The NWIFCA works in partnership and is engaged with its stakeholders	4a	Demonstrate that MoUs with key partners are being utilised	Implementation Officer	Cefas MMO EA NE	April 2012
	4a	SLAs with key partners (if required) are agreed and adopted	Implementation Officer	Cefas MMO EA NE LAs	April 2012
	4a	Identify and discuss with lead local authority requirement for SLA	Chief Executive	LAs	October 2011
	4a	Review of MoUs and SLAs (if required)	Implementation Officer	Cefas MMO EA NE LAs	April 2012
	4b	Update database of stakeholders	Clerk		30 October 2011
	4b	Review contacts list	Clerk		30 April 2012
	4b	Develop mechanism for sharing contacts lists and stakeholder databases with partners	Clerk	MMO EA NE	30 April 2012
	4b	Stakeholder engagement strategy developed in co-ordination with partner agencies subject to available resources	Communications Officer	MMO EA NE	April 2012
	4b, 6b & 7b	Publication of a quarterly newsletter	Communications Officer		April 2012
	4b, 6b & 7b	New website created with links to partners websites. Review and update monthly	Communications Officer	Cefas MMO EA NE	April 2012
	4b, 5a, 5b, 5d	Publish full Freedom of Information scheme	Office Manager		April 2012
5. The NWIFCA makes the best use of	5a	Subject to available resources, put procedures, plans and appropriate records systems in place	Science Dept	MMO EA	April 2012

evidence to deliver its objectives		that demonstrate that the best available, quality-assured evidence is used appropriately in decision-making at all levels		NE TSB Sub-Committee	
	5a	Research plan which includes links to partners' work is published subject to available resources	Science Dept	MMO EA NE TSB Sub-Committee	April 2012
	5a	2011 research report published, subject to available resources	Science Dept	TSB Sub-Committee	June 2012
	5b	As part of MoUs, develop and agree action plan with partners for sharing key, mutually-beneficial information in standardised format	Science Dept	MMO EA NE TSB Sub-Committee	April 2012
	5b	As part of MoUs, develop and agree action plan with partners for sharing tasks and evidence gathering	Science Dept	MMO EA NE TSB Sub-Committee	April 2012
	5b	NWIFCA representative to proactively be involved in relevant evidence networks	Science Dept		From April 2011
	5c	Publish annual plans and reports, including research plans and reports, on NWIFCA and TAG websites	Science Dept	TSB Sub-Committee	April 2012
6. The NWIFCA supports and promotes the sustainable management of the marine environment	6a, 6c & 1c	Begin work on a full review of sea fisheries resources and a sustainable management plan for the marine waters of North West England by:  i) Identifying with partners each agencies roles and responsibilities, at local and national level;  ii) Identifying where there are shared objectives and overlapping responsibilities in managing the marine environment with partner organisations and identify how these impact on NWIFCA's objectives;  iii) Setting out shared objectives in Annual Plan  iv) Ensuring that the objectives of the Water Framework and the Marine Strategy Framework	Science Dept	MMO EA NE TSB Sub-Committee	April 2012

		Directives are delivered			
	6b	Progress is seen to be made in developing and implementing Joint Communications Plan with coastal communities	Communications Officer	MMO EA NE North West England & North Wales Coastal Group	April 2012
	6c	The impact of the Marine Policy Statement and the process of marine planning on the NWIFCA's work are assessed and addressed annually	Science Dept	MMO EA NE TSB Sub-Committee	From April 2011
	6d	Demonstrate progress in adoption of minimum standards and precautionary approach for the management and protection of sites of special scientific interest, national nature reserves, Ramsar sites, European marine sites, and/or Marine Conservation Zones within the NWIFC district	Science Dept	NE TSB Sub-Committee	April 2012
	6d	Appoint representation on relevant management boards/steering groups for marine protected areas	Science Dept	TSB Sub-Committee	April 2012
	6d	Demonstrate progress on the delivery of the principles outlined in Government guidance on sustainable development	Science Dept		April 2012
7. IFCAs are recognised and heard	7a	SLAs with Local and Central Government and key partner organisations at a national level (if required) are agreed and adopted	Various		April 2012
	7a	MoUs with key partners reviewed			April 2012
	7b	NWIFCA staff fully trained to promote the aims and objectives of the authority	Training Officer		April 2012
	7b	Include suitable measures in staff management systems to measure the standard of behaviour toward, and interaction with, stakeholders, general public and officers/staff of partner organisations	Chief Executive Enforcement Director		April 2012
Supplementary		Conduct inventory of all assets and equipment	Enforcement Director		April 2012
		Commissioning of new patrol vessel subject to	Enforcement		September 2012

		funding	Director		
		Identify and move into new Whitehaven office and storage facilities subject to resources	Enforcement Director		April 2012
		Contribute to the development of a national framework for monitoring and evaluation	Chief Executive		April 2012