

**Part 2**  
**NWIFCA Annual Plan April 2011- March 2012**  
**Operational Action Plan: Focus and Priorities for the Year**

**Structure and format**

1. This section of the annual plan sets out the work which will form the priority programme for the NWIFCA in 2011-12.
2. In the following tables, the tasks and actions in the second column are structured around the success criteria (column 1) set out in Defra guidance. The High level objectives and Performance indicators provided by Defra are converted to working objectives for IFCA staff.
3. The fourth and fifth columns identify the lead officer or department where work on each task will take place and the partner agencies which will contribute to delivery. The right hand column set out milestones and timescales.

**Natural England, Environment Agency and Marine Management Organisation priorities**

4. The following list of tasks and priorities is designed to deliver both the Annual plan for the NWIFCA and the local action plans for the Memoranda of Understanding with NE, EA and MMO

**Further development of this plan**

5. Agency members have already contributed material for the plan and will continue to feed in the priorities of their respective bodies.
6. The plan will be put on the NWIFCA website and will remain as a live working document for amendment and development according to changing priorities and completion of tasks.
7. The plan will also be used to assist individual officers and their managers in drawing up individual Work Plans, and in identifying specific working level objectives tasks and milestones.

## 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  ii) Comment of first draft  iii) Approve final draft  iv) review and assess progress of work re. First Annual Plan	Implementation Officer	NWIFCA Committee	i) 8 February 2011  ii) 15 April 2011  iii) May 2011  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, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district	2a	Establish Byelaw Sub-Committee to convene as and when necessary	Byelaws Officer	NWIFCA Committee	From April 2011
	2a	All byelaws made meet the requirements of Defra guidance	Byelaws Officer	Byelaw 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	Byelaw 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	Byelaw Sub-Committee	31 <sup>st</sup> August 2011
	2b	Review and if necessary replace Byelaw 26 - Fixed Engines byelaw	Byelaws Officer	Byelaw 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 regarding the provision of standardised enforcement training and the secondment process for officers	Enforcement Director	MMO EA NE	30 April 2012
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 evidence to deliver its objectives	5a	Subject to available resources, put procedures, plans and appropriate records systems in place that demonstrate that the best available, quality-assured evidence is used appropriately in decision-making at all levels	Science Dept	MMO EA NE NWIFCA Technical Sub-Committee	April 2012
	5a	Research plan which includes links to partners' work is published subject to available resources	Science Dept	MMO EA NE NWIFCA Technical Sub-Committee	April 2012
	5a	2011 research report published, subject to available resources	Science Dept	NWIFCA Technical 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 NWIFCA Technical 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 NWIFCA Technical 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	NWIFCA Technical 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;	Science Dept	MMO EA NE NWIFCA Technical Sub-Committee	April 2012

		<p>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;</p> <p>iii) Setting out shared objectives in Annual Plan</p> <p>iv) Ensuring that the objectives of the Water Framework and the Marine Strategy Framework Directives are delivered</p>			
	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 NWIFCA Technical 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 NWIFCA Technical Sub-Committee	April 2012
	6d	Appoint representation on relevant management boards/steering groups for marine protected areas	Science Dept	NWIFCA Technical 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 funding	Enforcement Director		September 2012
		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