

**The Association of IFCA's  
Members' Forum Meeting 8<sup>th</sup> December 2015 – 10:00 to 14:30  
To be followed by the Association Directors Meeting at 14:30**

**Port Health and Public Protection Service Building**

**ACTION MINUTES**

**Attendance**

CEO: Stephen Bolt ; Chair: John Lamb

David McCandless, Stephen Atkins, Tim Robbins, Ian Davies, Julian Gregory, Mike Hardy (MH), Les Weller, Rob Clark, Sam Davis, Steve Watt, Tim Dapling, Will Wright, Anthony Markley, Elaine Hayes, Hilary Cox, Tony Tomlinson

**Defra:** Richard Inman (lunch), Lynn Fardon, Delyth Dyne, Graham Lott  
**MMO:** David Abbott,

**Apologies** Michelle Harris (MJH), Chris Morris, Robert Arckless, Nigel Peters, Phil Haslam (MMO), Andy Guy, Margaret Chapman, Tony Goldson, Caroline Lacey

Mike Hardy informed the Members that Ian Carrier has been diagnosed with cancer of the lymph glands. The Members expressed concern. **Action 1: MH to purchase an appropriate card for Ian and send round for Members' Signature. Done**

1) **Minutes of the last Association meeting September 23<sup>rd</sup> 2015.** Stephen Atkins asked that Decision 2 in the minutes were altered to reflect NWIFCA position regarding the recommended new success criteria. SA stated that NWIFCA would not be adopting the new success criteria. SB stated that Defra sponsorship team recognised that the adoption of the new success criteria were a matter for individual IFCA's but suggested that each IFCA would need to adopt a form of success criteria in order for the next four yearly report to parliament would be able to measure conduct and operations of the IFCA's. **Action 2: SB/MJH to amend the minutes of the September Members Forum and place these in the Members Area of the Association website. Done.** Further to the discussion above, it was suggested that the formal guidance from Defra issued in 2011 and now out of date, would need to be formally withdrawn by Defra. **Action 3: SB to engage with the sponsorship team to see how this may be done (if necessary by writing to Defra.) Done.**

2) **CEO report/update**

- **Finance** report second quarter 2015/16: The report was noted. The addition of the notes regarding variation >25% from budget was welcomed.
- **Future IFCA funding:** John Lamb welcomed the fact that the Association was now being invited to Arm's Length Bodies CEO meetings. It was noted that until recently repeated requests for IFCA representatives from the Association had not been successful. The recent instigation of the review of Defra ALBs marine function and the engagement of the Association allows the IFCA's to have input to the process. JL re-iterated that the Association does not make or agree policy changes – however, being present at the review meetings would allow IFCA's to be kept informed and input to the process. Concerns were expressed that the IFCA's did not have a joint position regarding changes in regulatory function to allow the Association to fully engage with the process. It was agreed that the Chief Officers Group (COG) should prepare a paper expanding the position already agreed for the joint working group to cover the wider remit of the Marine Review. **Action 4. The Association to keep members informed and receive feedback regarding the**

marine review. Ongoing. **Action 5: COG to prepare a paper setting out “lines in the sand” for comment. Ongoing. COG meeting scheduled for 12-13<sup>th</sup> April 2016.**

- **Budget options/proposals 2016/17:** SB set out the rationale for the Association budget as described in the meeting papers. John Lamb also informed Members that Devon and Severn IFCA have written to the Association stating that they will be unable to contribute the £12k required for the 2015/16 budget to allow a stand still budget. Options in the paper were discussed and it was pointed out that there was no option to continue with a stand still budget in the paper presented. – reducing all IFCAs contribution to £10k in line with D&S was discussed and rejected – it was agreed (unanimously, Devon and Severn having left the room) that the Association should continue to invoice the IFCAs for £12k in 2016/17. However this would effectively result in D&S not paying for the support services provided by the Association. Two options available to the Association were discussed – formalise the contribution provided by D&S in providing the Chair of the COG to provide a £2k discount on membership or invoice D&S separately when support services are provided by the Association to the IFCAs nationally (e.g. national training, legal services, insurance for capital equipment etc.). A conclusion was not reached. **Action 6: CEO to e-mail Directors of the Association to seek further direction and discussion at the next Directors meeting (8<sup>th</sup> March) in advance of the annual membership invoices.**
- The Association four yearly report on the IFCAs: Feedback from the Members was very positive regarding the report. (Note – since the meeting. the Minister has written to the Chairman of the Association commending the report and seeking to attend the next Association meeting – this has been circulated to Members).
- **Update on MMO/IFCA joint working.** SB gave a presentation, assisted by Julian Gregory (Chair of NIMEG) providing feedback from the first meeting of the joint working project board. Funding for the project (MMO have secured £30k) was discussed. Details of what joint funding would be used for have not yet been produced. Several IFCAs requested further clarity before committing funds to the project. **Action 7. SB/JG to work with the PB to put together a proposal detailing the need for and suggested use for any such funding. Done. Action 8. SB to continue to explore whether there were excess funds in the iVMS IFCA project funds that might be used to assist in joint funding for the joint work. Done.**
- **Update on MPA report to Project Board:** SB informed the Members that the revised reporting format and resultant national reporting of progress towards the 2016 MPA deadline was well received by Defra. In addition, the reporting was utilised in presenting to a special meeting of the MPA Implementation Group held in London by the IFCAs for the IG members including Defra family, eNGOs and fisheries groups. The meeting allowed more in depth presentations by three individual IFCAs (Eastern, Southern and Northumberland) than can be achieved in National reporting at the main Defra IG meeting. The meeting was well attended and well received. There is a proposal to extend Defra IG meetings for circa one hour to allow additional IFCAs to present progress against MPA targets. SB thanked the IFCAs for completing the reporting template and stated that the next reporting cycle is about to commence. **Action 9. SB to send out reporting requests to the IFCAs before Christmas. Done.**
- Association meeting log September-October 2015: Noted

3) **Update on MMO appointee appointment process** David Abbott: DA had circulated the revised MMO appointees terms and conditions with revised guidance for comment. DA also gave an update on the second tranche of appointments. **Action 10. All to comment back to DA.**

- 4) **Bass update** Graham Lott: GL gave a presentation on the recent questionnaire regarding Bass Nursery Areas. This will be made available on the Association Members area of the website. The discussions then widened to include Delyth Dyne on the recent EU proposals for bass. SB suggested that the recently cancelled IFCA/Defra meeting on bass originally scheduled for 25<sup>th</sup> November be re-scheduled in the near future. **Action 11. SB to liaise with DD to re-schedule the meeting. Done (meeting held 18<sup>th</sup> Feb)** (it may be possible to seek to combine this meeting with a meeting regarding the implications on MPA provisions of Aquaculture authorisations and private fisheries which was an action from the MPA Project Board).
- 5) **Defra presentation on EMFF:** Lynn Fardon: LF gave a presentation regarding the imminent launch of the EMFF programme. Following the meeting LF sent the link to the press release to the Association for onward distribution to the Members (done).
- 6) IFCA/ MMO joint working update: Discussed under the CEO report with presentation.

12.30: Lunch

- 7) Unfinished items from the above
- 8) MMO appointee process and appraisal guidelines update Discussed as part of the David Abbott presentation.
- 9) Date of next Members Forum Meeting Tuesday 8<sup>th</sup> March 2016. **Action 12: SB to ensure that the Minister is invited. Done.**
- 10) AOB
  - a) IFCA Audits (MH): Before the meeting a copy of the Paper by Mike Hardy on this subject had been forwarded to Forum Members. This confirms that for those IFCAs which are joint Committees, the requirement for a Financial Audit has ceased after Financial/ IFCA year 2014-15. The full implications of this are still being looked into, but there was general consensus at the meeting that an annual internal audit at least should be maintained and some IFCAs may additionally continue with an independent external audit.

14.30 Close of meeting to be followed by Association Directors meeting