

### NWIFCA Annual Plan 2012-13 Draft March 2012

	High Level Objective	Working Level Objective	Lead	Partners	Due Date/Progress	Comments and update March 2012
<b>Success Criterion 1. The NWIFCA has sound governance and staff are motivated and respected</b>						
	1a planning and reporting	Annual plan 2012-13 approved	CEO	All Members and Officers	June quarterly	Plan in prep
		Annual plan reviewed & updated			September	
		Draft plan 2013-14			Mar-13	
		Annual report 2011-12 draft	CEO	Members	Jun-12	
		Annual report final & on website	CEO	Members	Sep-12	
		Annual report 2013 compilation	CEO		Mar-13	
		National framework for IFCA monitoring and evaluation	CEO			As yet to be developed at national level
	1b Finance	Budget monitoring monthly and quarterly	Finance Officer	CEO Finance Sub	ongoing	
		Annual audit and accounts completed	Finance Officer	CEO Finance SC	July Ongoing annually	2010-11 Accounts completed and signed off
		Budget forthcoming year prepared agreed and levied	Finance Officer	CEO Finance SC	Oct-Feb-April ongoing annually	
	1c Risk	Draft Risk Management Strategy, Strategic and Operational Risk Registers	CEO, Finance Officer	MMO, EA, NE, NWIFCA		Rolled forward from 2011-12 annual plan
	Authority administration	4 NWIFCA meets per year Sub committees as required	Clerk	Officers & members	Ongoing	
	1d Staff management and training	Staff management Job and Personal Development plans completed.	Personnel Officer	Line managers. All staff	April	Ongoing. Repeat each year
		Annual & 6 month reviews			April & September	Ongoing
		Joint agency training. Officers to attend MMO Tech con and investigative law	Enforcement Director	Officers	41730	Ongoing for new staff
		Staff trained to promote NWIFCA aims and objectives			Ongoing	
		Assess behaviour of staff toward stakeholders, general public and officers/staff of partner organisations	CEO, Enforcement Director		Ongoing	This is incorporated in Staff reviews

		Inventory of staff training gap analysis people capability strategy staff to attend and update mandatory training	Training Officer. CD	All staff	Ongoing	Annual update to skills inventory shows training required & completed
	1e Health & safety	Update NWIFCA Health and Safety Policy and ensure all staff are effectively trained	H&S Officer CD		Ongoing	Policy reviewed for each quarterly meeting and updated as required
		Inventory of assets and equipment	Officers			Done to date March 12
	1f Member & Officer engagement	Identify members training required	Comms officer	Members	Ongoing	Consultation to be undertaken
		Development and implementation of systems that enable staff & members to contribute to policy	Comms officer	Staff and Members	Ongoing	Consultation and Communications strategy to be developed
<b>Success Criterion 2. NWIFCA uses evidence based byelaws &amp; management measures</b>						
	2a	Technical Science and Byelaws subcommittee in place	Science team	Staff & members	Ongoing	Meetings between IFCA quarterlies as required
	2a Byelaw review	Byelaws based on scientific or other evidence. Made in accordance with Defra guidance	Byelaws Officer	Byelaw Sub-Committee	From April 2011	Proposed byelaws with evidence reports and Impact Assessments reviewed by MMO.
	2b	Byelaw review. Complete implementation of Byelaws 1,2. Byelaw 3 Cockle and mussel permit scheme, Heysham Bass nursery area byelaw.	Byelaws Officer	Byelaw Sub-Committee	01/04/13	Target for one year. Review to be completed by 2015.
	Angling	District-wide assessment of the effort level of recreational fishing	Science Team IFCOs	CEFAS	2013	Sea Angling 2012 Bait digging needs to be assessed
	Shellfish surveys	Cockle and mussel surveys throughout District as required to inform management	Science team IFCOs	TSB NE	Ongoing	Details in science plan
	Science projects	Research projects to inform policy development and management measures	Science team	TSB Officers Members		Details in science plan
	2b	Implement Morecambe Bay Fishery Order	MBFO Officer	TSB	41365	.
<b>Success Criterion 3. NWIFCA operates a fair, effective and proportionate enforcement regime</b>						
	3a	Work with partners to develop national and local Joint Enforcement arrangements and local enforcement plans	Enforcement Director	MMO; EA; NE Regional Wildlife crime Committee	Ongoing	Attend regional multi-agency enforcement committee
	3a	Implement enforcement strategy in all patrol operations	Enforcement Director	NWIFCA MMO EA, NE	Ongoing	Enforcement strategy drafted Feb 2012 Will go on website when approved
	3a	Draft and agree with members an Enforcement Risk Register	Enforcement Director	NWIFCA,EANE, MMO	41394	

	3b	Train officers to work to the NWIFCA enforcement framework	Enforcement Director		Ongoing	
	Patrol work	Enforce byelaws and other measures in shore areas	Enforcement Director	All IFCOs	Ongoing	
		Enforce byelaws and other measures at sea	Enforcement Director	Patrol vessel IFCOs	Ongoing	
		Procure new main patrol vessel	Enforcement Director	Council members		Dependant on funding

#### Success Criterion 4. NWIFCA works in partnership with stakeholders

	4a MOU	Renew and implement MOU with partner bodies.	CEO	Cefas MMO, EA, NE	41000	
	4a	Multi agency management committees: Wirral Ribble Morecambe Bay	Science team IFCOs	All partner bodies	Ongoing	.
	4a	Work to meet shared objectives for shellfish management	Science team IFCOs	Environmental Health services GLA	Ongoing	
	4a	Deliver contracts with CEFAS for Sea Angling 2012 and Nephrops sampling	Enf Dir & SA2012 officer	Cefas	41365	
	4b	Update database of stakeholders and contacts	Clerk		Ongoing	Maintenance and updating of database as required
		Support joint IFCA discussions of policy and procedure. AIFCA, Chief Officers, MMO, Defra	CEO, Chairman	Members, Officers	Ongoing	CEO is Secretary of Chief Officers group
	4b	Data shared under protocols which meet data protection regs	Clerk	All partners as required	Ongoing	
	4b	Stakeholder engagement strategy	Communication Officer	Partner bodies Members	41153	Communication strategy in prep.
	4b,	Publication of a quarterly newsletter	Communication Officer		41000	Newsletter in prep.
	4b,	Website reviewed and updated	Communication Officer		41000	Meeting papers on website prior to meetings. News items and press releases added
	4b FOI	Answer FOI requests within deadlines	Office Manager		41000	Freedom of Information scheme on website

#### Success Criterion 5. Use of evidence and research to deliver objectives

	5a	Draft and implement annual research plan	Science Dept	MMO; EA, NE; NWIFCA TSB	April 2012	
	5a	2011-12 research report	Science	NWIFCA TSB	41061	Scheduled for start in April 2012.

	5b Protected areas	Agree with partners, management needs of new MPA in the District	Science	NE, MMO	Ongoing	Liverpool Bay SPA, Lune Deep & Shell flats SAC, MCZ
		Take account of Partners advice in developing and implementing management measures. Seek compliance with Habitats Directive and achievement of conservation objectives for MCZ	Science	NE, MMO, EA, Cefas	Ongoing	
		Implement management measures for MPA as required	Science	NE, MMO	Ongoing	
		Maintain records systems to support decisions	Science		Ongoing	Includes paper and electronic science records and main NWIFCA database
	5b	Contribute to relevant evidence networks, national level	Science Team		Ongoing	UK TAG group. Cefas science workshops. Angling 2012.
	5c	Publish annual plans, reports, research plans, reports, on NWIFCA website.	Science Team	TSB	Ongoing	Annual plan and research plans on website. IFCA reports on website.
<b>Success Criterion 6. The NWIFCA supports and promotes the sustainable management of the marine environment</b>						
	6a	Plan and implement sustainability review of fisheries taking account of relevant national and local programmes	Science team	NE,MMO,EA, TSB	42095	Some preparatory work done. Need outcome of project inshore bid to guide next steps
	6d	Ensure WFD and MSFD objectives are delivered.	Science Dept	MMO; EA; NE, TSB	Ongoing	Are there specific targets here
	6d	Multi-agency Joint Communications Plan with coastal communities	Communic-ation Officer	MMO; EA NE	Ongoing	No resources for this to date
	7b	Apply principles in Government guidance on sustainable development	Science Dept		Ongoing	
		Take account of UK Marine Policy Statement and the process of marine planning on the NWIFCA's work	CEO, Science Dept	MMO; EA; NE; TSB	From April 2011	
<b>Success Criterion 7. IFCA's are recognised and heard</b>						
	7a	Adopt agreed standards and precautionary approach in management of SSSI, NNR, Ramsar sites, EMS, MCZ	Science Dept	NE, Members Officers TSB	Ongoing	New activities assessed and impacts mitigated. Consents agreed with NE
	7a	Attend management boards/steering groups for marine protected areas	Science Dept	TSB	Ongoing	