

# **Third annual plan**

**April 2013 – April 2014**



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## **Section 1 - Overview**

### **Audience and purpose**

1. The Marine and Coastal Access Act (MACA sections 177-8) requires each IFCA to publish by 1 April each year, an annual plan for the coming year. The plan should meet Defra guidance, setting out the Authority's main objectives and priorities for the year. It will be used by Defra to measure the IFCA's performance, accountability and value for money and by Officers and members as a check on progress during the year.
2. The NWIFCA intends that the Annual Plan should communicate our work programme for the coming year to Officers, members, wider customers and stakeholders and the general public. It provides an overview of the functions of the Authority and its priorities for the coming year. It highlights the work we plan to undertake and how we aim to achieve our objectives.
3. The plan is intended to be a working document, defining the issues facing the NWIFCA. It should inform stakeholders and the general public how the NWIFCA will carry out its duties and what they can expect the Authority to deliver. It shows how issues will be tackled and how the actions and interventions taken by the Authority will be monitored and evaluated to see if the desired objectives have been achieved.
4. The preparation of this annual plan will be iterative. The plan will be kept as a 'live' document, uploaded to the NWIFCA website where it can be adapted and amended according to the development of the NWIFCA and changing events and priorities during the course of the year.

### **Duties of the NWIFCA**

5. The NWIFCA is the lead statutory regulator for the protection of the marine environment and the sustainable use of inshore sea fisheries within its District. The Authority has a range of duties defined in the Marine Act section 153 to 184 including ensuring the sustainable exploitation of sea fisheries resources and protection of the marine environment from sea fishing within its District.

### **Characterisation of the NWIFCA District: March 2012.**

6. **Conservation Designations:** Part 5 of the MACCA provides for designation of Marine Conservation Zones (MCZs). Together with European Marine Sites, Ramsar sites and Sites of Special Scientific Interest the network aims to form an ecologically coherent network of Marine Protected Areas. A large proportion of the coastal and marine area within the NWIFCA District already has one or more statutory designations; examples of marine habitats of conservation importance are: reed beds, shingle spits, saltmarsh, intertidal mud and sand flats, intertidal skears and bedrock, biogenic reefs and sub tidal sandbars and skears.
7. IFCA's have statutory duties to seek to further the conservation objectives of MCZs. The duty applies to all IFCA functions but particularly to the duty to manage sustainably the exploitation of sea fisheries resources in the District.

8. **Commercial fishing activities** vary widely within the district. In Cumbrian waters, beam trawling for *Nephrops* (scampi, Dublin Bay prawn), and trawling for species such as Dover sole, brill and turbot are predominant, with plaice, cod, codling, skate (thornback ray) providing subsidiary catches. Small intertidal fisheries include periwinkles, cockles, mussels and razor fish. In the southern part of the district, what was once a large scale fin-fishery has dwindled to almost nothing. The largest fisheries are intertidal shell fishing for cockles and mussels. There is some shrimping in many areas. Bass, plaice, dab, fluke, whitebait, mullet and codling are fished on a small scale and there significant crab, lobster and whelk fisheries.
9. The number of licensed fishing vessels operating in the district has been obtained from the Marine Management Organisation website (1<sup>st</sup> March 2013) showing 37 vessels of 10m length and over, and 97 vessels under 10m length of which 62 report regular landings.
10. **Recreational fisheries:** There are substantial levels of non-commercial fishing activities including nets and lines set from the shore and piers. Hobby fishing from boats is increasingly popular both traditional angling but also using pots for lobster, crab and whelks. Bait collection is common on many shores for peeler crabs, lug, rag and other worms as well as razor clams.

## **Section 2 - Vision, Success Criteria and High Level Objectives**

### **Evaluation and Monitoring of NWIFCA performance**

11. A framework for adoption by all IFCA was provided by Defra. It comprises a vision, success criteria, high level objectives, desired outcomes, and performance indicators. These targets are common to all IFCA and will be used by Defra to evaluate IFCA performance.
12. The MACCA provides for a Secretary of State report to Parliament every four years from the vesting date (1 April 2011) on the performance of the IFCA. The Defra high level objectives and success criteria are designed to cover the period to April 2015 and the first SoS report. Achievement against these success criteria will be one of the main influences on the report.
13. **The Vision for IFCA set by Defra in 2009 is:** to lead, champion and manage a sustainable marine environment and inshore fisheries in its District by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry.

## **Section 3 - Focus and Priorities for 2013/2014**

14. **European Marine Site (EMS) management:** As a result of the new approach by DEFRA to EMS management, the NWIFCA will be diverting significant effort into assessing the impacts of fishing activities in EMS sites and developing appropriate management tools. Defra have instructed IFCAs to make this work a high priority and to adjust high level objectives and work programmes to allow this work to be delivered. Other planned activity may have to be restructured to meet this Government objective.

15. **Byelaw review:** The effectiveness of Byelaw 3, and associated shellfish permit scheme will be monitored in 2013-14. Although some modifications to Byelaw 3 are needed, changes are unlikely this year. A new Byelaw 5 to prohibit all fishing in Heysham Bass Nursery Area should be implemented following completion of the consultation stage in March 2013. A new byelaw to deliver enhanced management of EMS as described in paragraph 14 is an expected requirement by December 2013. This will delay further review of legacy byelaws. In addition management measures for MCZ could also be given higher priority over the byelaw review. A replacement for Byelaw 1 (Scientific activity) Byelaw 2 (Vessel length limits for the District) and new byelaws covering fishing with nets are the next priorities for the review.
16. **Achieving effective compliance with shellfish regulations.** Experience with the Wirral and Ribble fisheries in 2010-2013 has shown that stronger regulations can bring significantly improved management of cockle fisheries. The regulations adopted in 2012 covered issues such as fishing in closed areas and closed seasons, fishing without permits, failure to carry shellfish registration documents and unsafe fishing. These regulations coupled with the focus on the industry by other agencies such as GLA and Environmental Health brought increased transparency over virtually all aspects of how the industry operates and is managed. The NWIFCA will continue to work with these partner agencies to improve many aspects of the management of these fisheries in 2013-14.
17. **Review of sustainability of Fisheries in the District:** A working list of fisheries in the District has been prepared. 'Project inshore' is underway having completed a first stage review of fisheries in 2012. A more detailed stage 2 report is expected in 2013. NWIFCA will continue to support a research studentship in Liverpool University with project objectives to develop sustainability tools for the marine environment using examples and experience from the NWIFCA District.
18. **Morecambe Bay Fisheries Order:** The application went to Defra in April 2012 and a draft Order is awaited which will be subject to public consultation. As soon as the draft Order is published by Defra, the NWIFCA will start planning the consultation.
19. **Marine Protected Areas:** Management of other newly designated EMS such as the Liverpool Bay SPA will be progressed as much as possible when advice is received from Natural England.
20. **MCZ:** A consultation on proposed MCZ designations ends on 31 March 2013. Several Zones are likely to be designated in the North West IFCA District in summer 2013. The NWIFCA will continue to work to ensure that there is an agreed balance between the conservation objectives of the sites and the socio-economic impacts on the fishing industry. Depending on progress with designation, the NWIFCA may have a developing role in bringing in management measures (byelaws or other agreements) in 2013-14.
21. **Compiling a funding package for a new patrol vessel.** Planning design and tendering for a new patrol vessel will be completed in 2013. The aim will then be to assemble a funding package and commission building of the vessel which is estimated to take approximately 2 years.

## **Section 4 - Delivery of Priorities**

22. The NWIFCA work plan at Annex C is structured around the Defra monitoring framework described in section 2. Officers have drafted working level objectives tasks and timescales covering all the main areas of work of the Authority.
23. The staff management system includes officers job plans in which each staff member will cover the elements of the objectives for which they are responsible. This ensures that all officers of the Authority understand the evaluation and monitoring framework and are contributing to achieving a common set of objectives.
24. In Annex C, the working objectives in column 3 are structured under the 7 success criteria set out in Defra guidance. The high level objectives and performance indicators provided by Defra are converted into the main work areas for the NWIFCA in Column 2.
25. Columns 4 and 5 identify the lead officer or department where work on each task will take place and contributors who may be officers, members, partner agencies or other players. Column 6 shows milestones and timescales with detail and updates in column 7.
26. The science work programme for 2013-14 is at Annex D. This plan is being further developed with the advice of Authority members representing Marine Science.

## **Section 5 - Risk Management Strategy; Health and Safety**

### **Risk Assessment and Mitigation**

27. Like all organisations, the NWIFCA faces the potential for events and consequences that may either be opportunities for benefit or threats to success. This potential has become known as risk. Management of risk is increasingly considered to be a part of management of an organisation. The NWIFCA recognises its responsibility to assess possible risks to its Officers and Operations from unforeseen events.
28. Risk management is the process whereby the Authority methodically addresses the risk associated with what it does and the services which they provide. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. The importance of looking afresh at risk comes in the wake of a more demanding society and more challenge when things go wrong
29. The NWIFCA risk management strategy is available from the NWIFCA office. This strategy was reviewed in March 2012 and will be reviewed next in March 2013.

### **Health & Safety**

30. The NWIFCA has a comprehensive Health and Safety Policy designed to show how staff can and should carry out their duties safely and the factors which must be considered before any action is taken on behalf of the NWIFCA. The Health and safety policy is available from the NWIFCA on request; electronically or on paper.

31. The Health and safety policy is maintained up to date by the Health and Safety Officer and reviewed quarterly before each full Authority meeting.

## **Section 6 - Finance**

32. The budget for 2013-14 was agreed by the Finance Sub-Committee at its meeting on 11 December 2012. The summary budget as follows provides for no increase compared with 2012-13 so effectively a budget cut by the annual rate of inflation.

### **NWIFCA BUDGET 2013-14 NO LEVY INCREASE**

<b>EXPENDITURE</b>	<b>2012-13</b>	<b>2013-14</b>
Employees	£812,523	£868,481
Premises	£50,800	£52,400
Transport	£216,234	£275,016
Supplies & Services	£65,950	£69,550
Support Services	£14,000	£22,260
CDC	£21,500	£17,300
<b>TOTAL EXPENDITURE</b>	<b>£1,181,007</b>	<b>£1,305,007</b>

<b>INCOME</b>		
7151 Levy 1% Increase	£1,164,007	£1,164,007
7251 Shellfish Sampling	£14,000	£14,000
7257 Permit Fees		£124,000
7351 Interest	£3,000	£3,000
<b>TOTAL INCOME</b>	<b>£1,181,007</b>	<b>£1,305,007</b>

Surplus/Deficit                      Nil                      Nil

## **Section 7: Establishment: staff and equipment**

33. Details of the establishment of the NWIFCA are provided in Annex B including lists and distribution of posts, assets, and equipment. An inventory of all the NWIFCA's equipment is maintained and updated annually or more frequently as required.
34. The NWIFCA has two offices in Carnforth and Whitehaven. Also it has 5 small industrial units used as workshops, offices for outposted staff and for storage of vessels, vehicles and equipment. These units are in Whitehaven, Barrow, Carnforth, Morecambe and Liverpool. The Whitehaven office and industrial unit are located on the docks close to the Patrol vessel berth.
35. NWIFCA has a total of 20 full time equivalent staff. The Chief Executive, Head of Enforcement, Clerk/Office manager, Finance Director, Scientific Staff and Administrative Officer are based in Carnforth. The Patrol Vessel Master and Crew, Operational Support/IFCO and shore based fisheries officers covering Cumbria are based at the Whitehaven office.

36. The Patrol vessel FPV 'Solway Protector' and crew of 3 Inshore Fisheries and Conservation Officers (IFCOs) patrol the sea area of the District to 6 miles and beyond as required. Six shore based IFCOs operate throughout the District patrolling the inshore sea and intertidal fisheries along the coast using rigid inflatable boats and quad bikes.
37. The science team consists of 3 Science and Environment Officers (SEO) (1 Senior SEO) with one Science and Communications officer. All are based in Carnforth. SEOs can be trained as IFCO warranted officers to assist with enforcement when there is high demand

## **Section 8 – Working in Partnership**

38. The NWIFCA works with many other agencies to deliver its duties. Core elements of the work programme are set by Defra and national NDPBs such as Natural England (NE), the Marine Management Organisation (MMO), Environment Agency (EA), Gangmaster Licensing Authority (GLA) Local Authorities, Environmental Health Services (EHS), Food Standards Agency (FSA), and Centre for Environment, Fisheries and Aquaculture Science (Cefas).
39. The Defra monitoring framework required each IFCA to agree England wide Memoranda of Understanding with partner agencies: MMO, EA, NE and Cefas. Agreements were signed by all IFCA in 2011 and will be renewed as necessary at national level in 2013-14.
40. In the North West, IFCA members decided in 2011 that the NWIFCA Annual Plan should include the objectives of partner bodies and that the Annual Plan should form the local action plans to the MOUs. It would be efficient if this arrangement could continue, and members are invited to suggest further elements of the plan relevant to IFCA objectives which would assist delivery of the objectives of partner bodies.
41. The tasks and priorities at Annex C are designed to deliver both the Annual Plan for the NWIFCA and the local action plans for the MOU with Cefas, NE, EA and MMO. These agencies are invited to propose tasks to meet their objectives for inclusion in the plan at Annex C.
42. MMO is an important partner in the delivery of fisheries enforcement, IFCO training and quality assurance of new byelaws.
43. EA is responsible for delivery of the EU Water Framework and Marine Strategy Framework Directives.
44. NE must be consulted under the 2010 Habitats Regulations on all new activities in European Marine Sites or other designated areas. The NWIFCA will work with NE to promote sustainable management of all protected areas in the District.
45. EHS: Some of the largest fisheries in the NWIFCA District are intertidal shellfisheries. It is vital that fisheries comply with shellfish hygiene standards as laid down in the Shellfish Waters Directive and that shellfish harvested from intertidal areas carry valid registration documents to permit the onward sale and transport of shellfish from the shore and into the human food chain. The NWIFCA works with EHS throughout the District, collecting shellfish samples under contract and assisting with the task of enforcing the requirement for registration documents.

46. Councils convene multi-agency committees to prepare operational plans to manage the diverse socio-economic and environmental impacts of cockle and mussel harvesting. These are set up as required by the NWIFCA working with Councils and other agencies. The NWIFCA is currently assisting with operational planning for cockle fishing on the Wirral and Ribble and mussel fishing in the Dee Estuary.
47. GLA promote the use of Gangmaster licences to bring more effective regulation into the shellfish industry and ensure labour is not exploited by the shellfish industry. The NWIFCA supports this initiative and works with the GLA to improve the standards of financial and management practice.
48. The NWIFCA consults many NGO in the development of its policies including relevant conservation and fisheries organisations.

## **Section 9 Publicity and Communications**

49. The NWIFCA has a responsibility to communicate effectively with staff and members and externally with partner bodies. Stakeholders across the scope of the IFCA remit and the general public also require targeted information from time to time and the NWIFCA has a responsibility to inform those who need to know and those who are interested about our work, policies and the regulations we implement. The communications and engagement strategy developed in 2012 will be further implemented this year. The strategy is available from the NWIFCA and shows the intent of the NWIFCA to fully communicate with those audiences. Our aim is to further develop the policy in 2013-14 by considering the level and types of communication required for the range of audiences interested in our work.
50. The NWIFCA website at [www.nw-ifca.gov.uk](http://www.nw-ifca.gov.uk) holds background information about the Authority, details of meetings with reports, news and details of current activity. Significant information is reported in press releases put on the website and sent out to the print and audio visual media throughout the District.
51. The website provides publically available current information about the NWIFCA work. It contains news items and announcements; meeting dates agendas, reports and minutes of the NWIFCA meetings. Also annual plans, and science plans, NWIFCA membership and a range of policies and procedures such as the Authority's enforcement policy, Freedom of Information Act, Code of Conduct (applying the Regulators' Compliance Code for inspections both ashore and at sea), and compliments, comments and complaints procedures. Some application forms are downloadable and this provision will be developed further in 2013-14. The website will be developed as part of the implementation of a communications plan for promotion of the work of the Authority.
52. Newsletters: A new NWIFCA newsletter series was started with 2 issues in 2012-13. A further 2-3 editions are planned for 2013-14
53. A series of 4 successful stakeholder meetings were held in March 2012 in Liverpool, Cleveleys, Whitehaven and Morecambe. Further series of 4-6 meetings are planned for Autumn 2013 and Spring 2014. Various venues and meeting formats will be tested.



## **Section 10 - NWIFCA Capability assessment, Training Programme and Staff management.**

54. The NWIFCA training programme identifies areas where officers' skills require development and provides in-house training where available. The training objectives of each officer are identified in staff reviews. The NWIFCA agrees that knowledgeable, skilled and well-informed staff will increase efficiency in the delivery of all objectives. A skilled workforce can educate stakeholders and reduce infringements and complaints. Investing in training motivates employees and encourages dedication. Personnel development improves morale and job satisfaction.
55. Officer's responsibilities were substantially increased by the challenges of the new duties placed on IFCA. In addition, the NWIFCA faced a major extension to the District compared with the SFC, as well as the challenge of amalgamating the NWSFC and Cumbria SFC. New and changing technology requires new ways of working and poses further challenges to all staff whether new or experienced. Staff will require a diverse range of training to meet the new demands placed on them.
56. Therefore the training programme includes:
  - I. Defined training programmes aimed at specified roles and responsibilities provided in house, by the IFCA as a group, by MMO, Defra and outside providers
  - II. Tailored training to meet organisation and personal objectives for each officer, which will assist the NWIFCA deliver desirable outcomes;
  - III. Assessment of the NWIFCA's existing and future skills and capabilities required;
  - IV. Consideration of 'off the shelf' training products available and the methods most suitable to provide training and bridge gaps in capability;
  - V. Monitoring and evaluation of training to achieve added value and effectiveness.
57. All new NWIFCA members receive an induction pack of information about the IFCA and the role of members. MMO provided new members training to the initial appointees in 2010; they have not continued this training. Therefore the NWIFCA will aim to compile a short induction training course for new members in 2013-14.
58. All IFCOS attend a standard set of training courses to ensure they have the skills required to undertake their field based tasks. New IFCOs attend the annual standard 1 week IFCO training course required to receive the IFCO warrant with refresher courses at 3-5 year intervals. IFCOs receive a standard package of mandatory health and safety courses to enable them to carry out their field duties safely.
59. IFCAs and MMO are jointly developing officer development training courses. Trial courses in 'Technical Conservation' and 'Investigative Law' were held in March-April 2012. The NWIFCA had officers on both courses. Places are occasionally offered on the 3 week Royal Navy searider training course. This course is the top level Fishery Officer course attended by RN Fishery Officers aboard UK fishery patrol vessels. All officers are given opportunity and are encouraged to attend these courses.

60. As part of the staff management system, reviews include a formal review of training completed and an assessment of training requirements. Officers are encouraged to work with their line managers to take training as part of personal development in areas they wish to pursue and to improve the skills complement of the NWIFCA.
61. An inventory of all training undertaken and renewal schedule is maintained and updated annually. This provides a NWIFCA capability assessment.
62. IFCOS are trained to work to standards set out in NWIFCA policies including the Health and Safety Policy, the Risk Management strategy and the Enforcement Policy including the adopted Code of Conduct for inspections
63. The aim of this training is to promote consistency and high standards in all activities of the NWIFCA particularly enforcement and inspections. The NWIFCA must be working to a common standard which all IFCA are aiming to achieve. This will show that NWIFCA staff have the skills and capabilities and behaviours to perform effectively in their roles, and are motivated to deliver the key operational outcomes targeted in the Organisations objectives.
64. The training programme will be reviewed annually in order to check that training is focused on these objectives and amendments will be implemented. The programme will be monitored and evaluated to assess its effectiveness, and to evaluate specific training methods and products.

## **Section 11 - Performance Standards**

### **Membership, structure and governance**

65. The NWIFCA has 30 members listed in Annex A. Ten are representatives of the funding local authorities; seventeen MMO appointees are appointed by open competition to create a balanced membership of stakeholder interests and there are three agency members from Environment Agency (EA) and Natural England (NE) and MMO. As at March 2013, there is one vacancy. MMO has announced a recruitment to appoint new members.
66. The NWIFCA meets quarterly. Meetings are generally open to the public but confidential matters may require all or parts of meetings to be closed. Standing Orders for the Authority have been agreed and are on the website. Whenever possible, committee papers are posted on the website 7 days in advance of meetings. Meeting dates booked for 2013 are: March 22, June 14, September 27 and December 13, and for 2014 March 21.
67. The NWIFCA has a Technical Science and Byelaws Sub-Committee (TSB) to address detailed work in these areas and remove much of the technical discussion from the full Authority. The TSB has 11 members, comprising mostly MMO appointees although all members are entitled to attend and meetings are generally open to the public. The TSB meets between the main Authority meetings and reports decisions to the full Authority. Dates and venues for meetings are posted on the website.

- 68. A Finance Sub-Committee is responsible for the budget and budget monitoring. As the NWIFCA funding providers, all and only Councils on the Authority are represented on the Finance Sub-Committee.
- 69. A Patrol Boat Sub-Committee is responsible for planning and if possible procuring a new main patrol vessel.
- 70. The Chairman's Working Party is set up to decide on or advise officers on sensitive or confidential matters. The Chairman's Working Party is called as required.

### **Enforcement**

- 71. The Authority aims to be an efficient and fair enforcer, which manages the exploitation of sea fisheries resources with a range of enforcement measures and sanctions. In order to regularly assess and continually improve the impact and effectiveness of these measures and sanctions, the NWIFCA has an enforcement strategy which complies with the Regulators' Compliance Code, taking account of the Hampton Principle's (reducing administration burdens on the Authority) and other current legislative requirements.
- 72. The enforcement strategy is available from the NWIFCA office electronically or on paper. It was reviewed in March 2012 and will be reviewed again in March 2013

### **Equality Act 2010**

- 73. The Equality Act 2010 harmonizes and, in some respects, extends previous equality law. It aims to make the law more consistent, clearer and easier to follow in order to make society fairer'. As a public sector body and as an employer, the NWIFCA will fully comply with all Equality Act legislation and standards.

### **Customer service standard and Freedom of Information**

- 74. The NWIFCA is committed to being a transparent and accountable organisation. We want our partners and stakeholders (customers) to know what to expect from us and the level of service we will provide. A customer service charter and service standards including freedom of information act publication scheme and a complaints procedure are available from the NWIFCA Office and on the website.

## Annex A

### Affiliations and Membership of the NWIFCA

<b>Council Members of the NWIFCA and numbers of appointees</b>	<b>Appointee</b>
Blackpool Borough Council (1)	Vacancy
Cheshire West and Chester Council (1)	Councillor M Byram
Cumbria County Council (2)	Councillor AJ Markley Councillor K. Little
Halton Borough Council (1)	Councillor R. Hignett
Lancashire County Council (2)	Councillor S. Leadbetter Councillor A. Thornton
Liverpool City Council (1)	Councillor T. Beaumont
Sefton Council (1)	Councillor J. J. Kelly
Wirral Metropolitan Council (1)	Councillor P. Glasman

<b>MMO Appointees and their Affiliations:</b>	
Commercial Fishing (shellfish)	Mrs J Butler
Marine Science	Dr J.A. Clark
Commercial Fishing	Mr D Clarke
Anglers and Recreational Fishing	Mr B Crawford
Marine Science	Prof. C. Frid
Commercial Fishing	Mr R Graham
Shellfish aquaculture	Mr D. Grunshaw
Marine Industry	Mr R. Benson
Commercial fishing and aquaculture	Mr T. Jones
Fisheries management	Mr A. Maltby
Marine	Mr J.D. Murphy
Commercial fisherman	Mrs M Owen
Recreational fishing	Dr P. Williams
Commercial fisherman	Mr C Woods
Marine	Ms Y Yadi
Anglers and Recreational fishing	Mr D. T. Dobson
Marine Science/Conservation	Ms Clare Reed
<b>National Agency appointees</b>	
Natural England	Chris Lumb
Environment Agency	Bill Darbyshire
Marine Management Organisation	Neil Robinson

### **NOTES:**

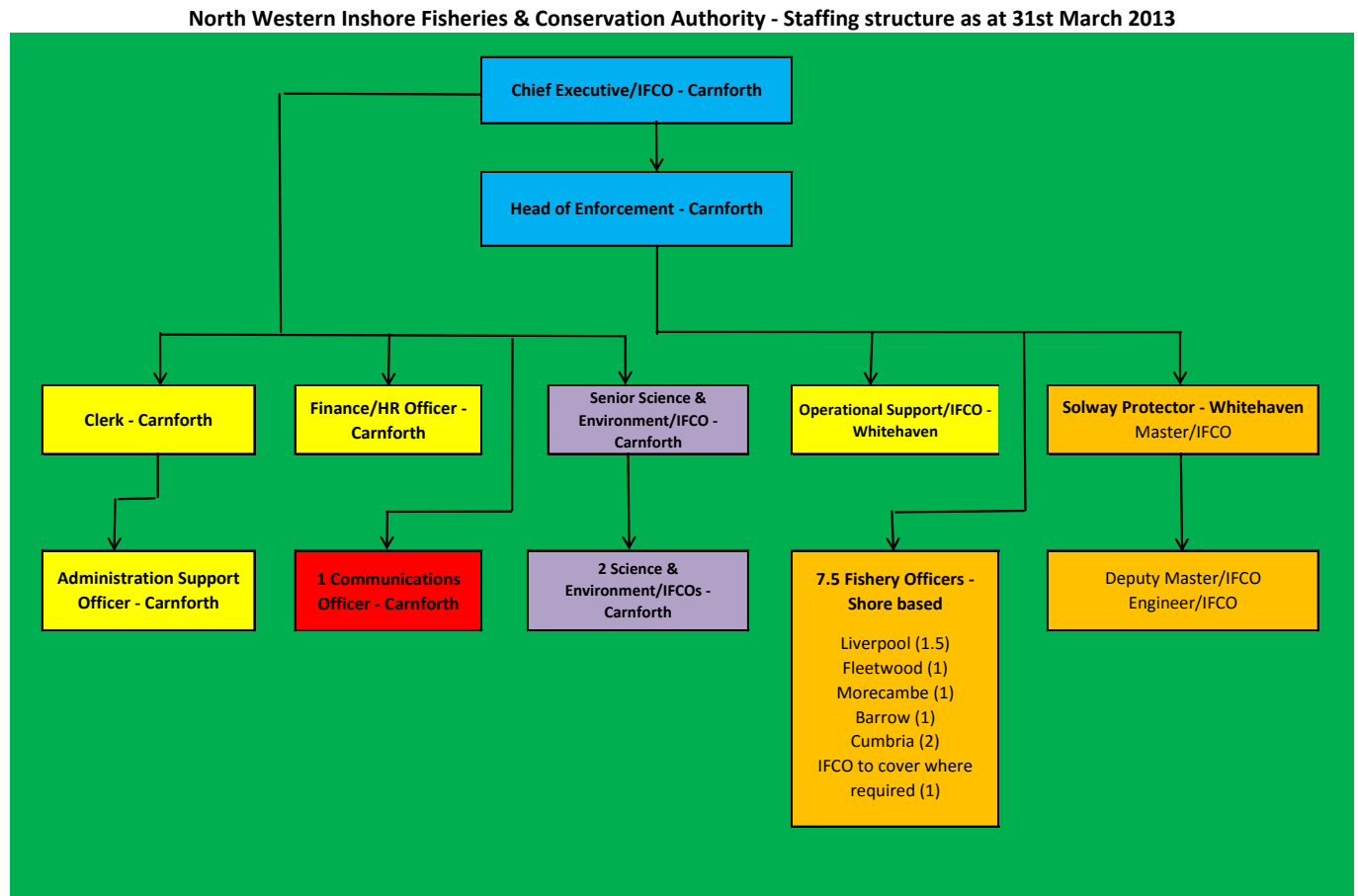
Councillor K. Little (Cumbria) appointed March 2013 to replace Councillor A. C. Ross – deceased January 2013

Blackpool – Councillor C. Maughan removed – no replacement appointed

Councillor J. J. Kelly (Sefton) appointed February 2013 to replace Councillor P. Hardy

## Annex B

### NWIFCA establishment: details of staff, assets and equipment



### Personnel

The NWIFCA has 20 FTE staff: 8 in the Carnforth Office ( 1 vacancy), 7 in the Whitehaven Office including the crew of FPV Solway Protector and 2 shore based Inshore Fisheries and Conservation Officers (IFCO)s and 4.5 shore based IFCOs in the South of the District. The roles are as follows:

**Chief Executive Officer:** Has overall responsibility for the Authority and is the accountable officer. Reports to Authority Chairman

**Head of Enforcement / IFCO.** Management of the Authority's operational and enforcement programme planning, staff, equipment and resources. Reports to CEO.

**Head of Finance and Human Resources.** Financial Auditing working with internal and external Auditor, financial and budget planning, monitoring, reporting payments and invoicing. Staff contracts, recruitment, terms and conditions. Reports to CEO.

Master 'Solway Protector' and Deputy Head of Enforcement / IFCO (Whitehaven). Operational planning, management and safe working of the Authority's patrol vessels. Manager of sea-going operations. Deputy responsibility for the planning and execution of fishery patrols. Reports to Head of Enforcement.

Engineer / IFCO (Whitehaven). Supporting the NWIFCA's sea-going and land based operations. Responsible for maintaining all the Authority's vessels and quad bikes. Reports to Master.

IFC Officers (7.5 fte officers). Responsible for enforcing the Authority's byelaws, national and EU fisheries and environmental legislation, crewing patrol vessels. Report to master and HOE.

Senior Science and Environment Officer (SSEO) / IFCO. Responsible for providing the NWIFCA with scientific advice, survey fisheries management advice responses to development consultations, and GIS,. Annual science plan and report. Reports to CEO

Science and Environment Officers (2 Officers, 1 vacancy at March 2013. Report to Senior Science and Environment Officer Report to SSEO

Communications Officer delivers NWIFCA communication strategy, reports, newsletters, media, meetings. Reports to CEO.

Clerk and Office Manager (Carnforth) – responsible for issuing permits, licences and authorisations and updating database as necessary; preparation of reports to Committee, preparing adverts and applications for confirmation of byelaws; servicing the NWIFCA Committee; supervising and managing general office and staff.

Health and Safety Manager, Office Manager and Operational Support Officer (Whitehaven) Responsible for updating implementing the Health and safety policy, staff training, asset inventory and equipment. Provides operational support to the HOE, and IFCOs

Administration Assistant (Carnforth). Reception and administrative support to Carnforth office and Fishery Officers, assisting with permits, licences and authorisations, office administrative duties and responding to public enquiries.

### **NWIFCA Equipment (vehicles, vessels and offices)**

Leased office in Carnforth

Cumbria Council Office in Whitehaven

FPV "Solway Protector" – 1989, 16 metre Arun class GRP hulled vessel - based in Whitehaven

FPV "Protector Bravo" – 1999, 7 metre RIB – based in Whitehaven

FPV "Protector Alpha" – 1994 5.4 metre RIB – based in Liverpool

FPV 'Protector Gamma' - 2011 6m RIB – Based in Barrow

4.5m Zodiac based in Morecambe

Patrol vehicles: (2 Landrovers, 1 Nissan Navara 4WD, 2 Isuzu Rodeo Denver 4WD, 1 Renault Traffic radar van, 1 Renault Kangoo van (Fig. 8(ii))??

Science vans: 2 Renault vans

9 ATV quad bikes

Rented storage facilities in Whitehaven, Barrow, Carnforth, Morecambe, Liverpool

# Annex C: NWIFCA Work Programme for 2012-13 as at March 2012

	High Level Objective	Working Level Objective	Lead	Partners	Due Date/Progress	Comments and update March 2013
<b>Success Criterion 1. The NWIFCA has sound governance and staff are motivated and respected</b>						
	1a planning and reporting	Annual plan 2013-14 approved	CEO	All Members and Officers	June quarterly	Plan in prep
		Annual plan reviewed & updated			September 2013	
		Draft plan 2013-14			Mar-14	
		Annual report 2012-13 draft	CEO	Members	Jun-13	
		Annual report final & on website	CEO	Members	Sep-13	
		National framework for IFCA monitoring and evaluation	CEO		2015	Defra report to Secretary of State
	1b Finance	Budget monitoring monthly and quarterly reporting	Finance Officer	CEO Finance Sub Committee	ongoing	
		Annual audit and accounts completed	Finance Officer	CEO Finance SC	July Ongoing annually	2012-13 Accounts completed and signed off
		Budget forthcoming year prepared agreed and levied	Finance Officer	CEO Finance SC	Oct-Feb-April annually	Budget 2013-14 prepared. Levies agreed. Councils notified.
	1c Risk	Review Risk Management Strategy, Strategic and Operational Risk Registers	CEO, Finance Officer	MMO, EA, NE, NWIFCA	April 2013	
	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 & Sept	Ongoing
		Joint agency training. Officers to attend Tech con and investigative law; Pace	Head of enforcement	Officers	Ongoing	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, HoE		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 13
	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
Success Criterion 2. NWIFCA uses evidence based byelaws & management measures						
	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	Ongoing	Proposed byelaws with evidence reports and Impact Assessments reviewed by MMO.
	2b	Byelaw development and review. EMS Byelaw MCZ byelaws Heysham Bass nursery area Complete Byelaws 1, Science Byelaw 2 Vessel size.	Byelaws Officer	Byelaw Sub-Committee	01/01/14  01-05-13 If possible	Review to be completed by 2015.
	Angling	District-wide assessment of the effort level of recreational fishing	Science Team IFCOs		2014	Aim to continue Sea Angling 2012 survey. 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	Action with Defra	Consultation to begin when draft order published by Defra
<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	Head of Enforcement	MMO; EA; NE Wildlife crime Committees	Ongoing	Attend regional multi-agency enforcement committees
	3a	Implement enforcement strategy in all patrol operations	Head of Enforcement	NWIFCA MMO EA, NE	Ongoing	Enforcement strategy on website when approved
	3a	Review Enforcement Risk Register	Head of Enforcement	NWIFCA, EANE, MMO		
	3b	Train officers to work to the NWIFCA enforcement framework	Head of Enforcement		Ongoing	
	Patrol work	Enforce byelaws and other measures in shore areas	Head of Enforcement	All IFCOs	Ongoing	
		Enforce byelaws and other measures at sea	Head of Enforcement	Patrol vessel IFCOs	Ongoing	
		Procure new main patrol vessel	Head of Enforcement	Council members		Dependant on funding
<b>Success Criterion 4. NWIFCA works in partnership with stakeholders</b>						
	4a MOU	Renew and implement MOU with partner bodies.	CEO	Cefas MMO, EA, NE	41000	Nationally by AIFCA
	4a	Multi agency management committees: Wirral Ribble Morecambe Bay	Science team IFCOs	All partner bodies	Ongoing	Committees called as required dependant on fisheries
	4a	Work to meet shared objectives for shellfish management	Science team IFCOs	EHS, GLA, NE, Local Councils	Ongoing	

	4a	Deliver contracts with CEFAS for Nephrops sampling	Enf Dir & SA2012 officer	Cefas	Ongoing	
	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	Review stakeholder engagement strategy	Communication Officer	Partner bodies Members	Ongoing	
	4b,	Publication of a quarterly newsletter and stakeholder meetings	Communication Officer		Ongoing	Two newsletter issues in 2013-14. 4-6 Stakeholder meetings in autumn 2013 & spring 2014.
	4b,	Website reviewed and updated: Meeting papers, news	Communication Officer		Ongoing	Science area to be developed in 2013-14
	4b FOI	Answer FOI requests within deadlines	Office Manager		Ongoing	Freedom of Information scheme on website
<b>Success Criterion 5. Use of evidence and research to deliver objectives</b>						
	5a	Draft and implement annual research plan	Science Dept	MMO; EA, NE; NWIFCA TSB	April 2012	Plan for 2013-14 attached at Annex D
	5a	2012-13 research report	Science	NWIFCA TSB	41061	Not essential but desirable
	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. Medin.
	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	Project Inshore, Liverpool Uni studentship.
	6d	Ensure WFD and MSFD objectives are delivered.	Science Dept	MMO; EA; NE, TSB	Ongoing	No known targets
	6d	Multi-agency Joint Communications Plan with coastal communities	Communic-ation Officer	MMO; EA NE	Ongoing	
	7b	Apply principles in Government guidance on sustainable development	Science Dept		Ongoing	HLO is unclear
		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	No actions from MPS. Planning not yet taking place in NW.
<b>Success Criterion 7. IFCAs 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	

## Annex D: Science and Communications work plan 2012-13

General Tasks		
District Stock Assessments		Mussel Bed Inspections and surveys
		Cockle Bed Inspections and surveys
Advice to Industry and Public		Telephone, Written, Email, Other
Analysis & Dissemination of Management Information		Quarterly Report
		Annual Science Report & Science Plan
		Review of Evidence Base
Byelaw dispensations		Processing applications for scientific studies within District
Representing NWIFCA at Meetings: Attendance and Reporting		NWIFCA meetings
		NWIFCA Technical Sub-Committee meetings
		Barrow Borough Council Wildlife & Heritage Committee
		CEFAS 'Science Day'
		Morecambe Bay Partnership AGM
		Morecambe Bay Action Group / Joint Liaison Group
		Morecambe Bay EMS Management Group
		Liverpool Bay EMS Management Group
		MCZ Management Groups
		Dee Liaison Committee Meetings
		Shellfish Hygiene Liaison Meetings
		IFCA Technical Advisory Group (TAG)
		North West & Cumbria FLAG (Fisheries Local Action Group)
		Solway Firth Partnership Working Group
Project Specific		
EMS Article 6 review		Defra/Natural England EMS Management Meetings
		Collaborative work to map features
		Assessment of amber gear feature combinations and review of management measures
MCZ designation		?????
Morecambe Bay Hybrid Fishery Order		Progress application through formal consultation
		Implement management plan
		Review effectiveness of management measures
District-wide Fishery Order		Develop plan for progressing new district-wide order based
Sustainable Fisheries Review		Lead on progressing the review
		Sustainability Studentship work with Liverpool Uni and CMACS
		Project Inshore work with consultants
Heysham Flat		Ongoing mapping of <i>Sabellaria</i> colonies
Cockle Cultivation Trials		Extend experiments to other areas if sufficient stock
North Walney Channel mussel relay trials		Monitoring and evaluation
		Assimilate and report on results

Liverpool Bay Razor Clam Dredge Trial		Work with industry on experimental design
		Inform and review Appropriate Assessment
		Monitor and evaluate & report on results
Possible trial of wet Dredging for cockles: Will go ahead if a suitable site becomes available		Feasibility Study & assessment of LSE
Shellfish Hygiene		Sampling
		Mapping
		Liaison, Strategy and Planning
Humphrey Head Saltmarsh Monitoring		Continue dataset
Non-native Species and Shellfish Disease		Monitor District's fisheries
		Development of Biosecurity Plan in partnership with other relevant organisations
		Evaluate risk and inform management
Small Fish Surveys		Continue to work with National TAG to progress these surveys
<b>Energy Developments and Consultations</b>		
UK Grid North West Coast Connections for High Voltage Power Cables		Monitor and feed into UK Grid's strategic options decision
		Input to consultation relating to marine routing options
FLOWW (Fishing Liaison with Offshore Wind and Wet Renewables Group)		Attend meetings
		Represent NWIFCA and fisheries interests
Windfarms - Round 3 Irish Sea Zone, Burbo Bank, Walney & West of Duddon Sands		Extensions to existing windfarms
		Routing of export cables - engage with consultations
Western HVDC Link		Routing of export cables - engage with consultations
Halite Gas Storage Proposal		Represent NWIFCA and fisheries interests during Planning Process
		Represent NWIFCA on Monitoring Group
Alexander Dock Biomass Project (Mersey)		Represent NWIFCA and fisheries interests during Planning Process
MMO Licensing Consultations		Respond to relevant consultations
<b>Collaborative Tasks</b>		
Wildlife Trusts Marine Graduate Programme		Train, supervise and support work of graduates
Technical Advisory Committee (TAG) Knowledge Hub Website		Contribute new threads
		Comments on existing threads
NWIFCA Technical Science & Byelaws		Contribute new threads
		Site and thread maintenance

Sub-Committee Knowledge Hub Website		Comments on existing threads
MEDIN		Review of NWIFCA procedures for data collation and inputting in accordance with MEDIN protocols
		Upload archived metadata to MEDIN portal
Maintaining laboratory		Servicing equipment
Office Resource Maintenance		Servicing
Vehicle and Field Gear Storage and Maintenance		Draw up and implement maintenance schedule
		Replacement of defunct equipment
		Servicing
Document Procedures, Systems and Protocols		Survey Work
		Data storage - review of systems and protocols for data storage
		Visual Imaging
		Review
Scientific Work Programme		Review
		Sign Off
Planning and Activity Recording		Team / Staff Meetings
		Activity Summaries
		Maintain Individual Work Plan
Website		Contribute material on science and fisheries management
		Publish Annual Science Report & Plan