

Annex B: NWIFCA Work Programme for 2012-13 Updated at September 2012

	High Level Objective	Working Level Objective	Lead	Partners	Due Date/Progress	Comments and update September 2012
Success Criterion 1. The NWIFCA has sound governance and staff are motivated and respected						
	1a planning and reporting	Annual plan 2012-13 approved	CEO	All Members and Officers	June quarterly	Plan completed and signed off at June meeting
		Annual plan reviewed & updated			September	
		Draft plan 2013-14			Mar-13	
		Annual report 2011-12 draft	CEO	Members	Jun-12	In draft to be completed by HLO Deadline November 2012
		Annual report final & on website	CEO	Members	Nov-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 reporting	Finance Officer	CEO Finance Sub Committee	ongoing	Monthly monitoring continuing. Budget review done Sept 12
		Annual audit and accounts completed	Finance Officer	CEO Finance SC	July Ongoing annually	2011-12 Accounts completed and signed off by Auditors Sept 12
		Budget forthcoming year prepared agreed and levied	Finance Officer	CEO Finance SC	Oct-Feb-April ongoing annually	Planning started at Sept 12 meeting
	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. No change required Sept 12
	Authority administration	4 NWIFCA meets per year Sub committees as required	Clerk	Officers & members	Ongoing	Continuing Sept 12
	1d Staff management and training	Staff management Job and Personal Development plans completed.	Personnel Officer	Line managers. All staff	April	Ongoing. Job plans for 12-13 completed
		Annual & 6 month reviews			April & Sept	6 month reviews planned for Sept 12. May be delayed by Enforcement Director recruitment.
		Joint agency training. Officers to attend MMO Tech con and	Enforcement Director	Officers	41730	Ongoing Staff attending scheduled courses as required.

		investigative law				
		Staff trained to promote NWIFCA aims and objectives			Ongoing	Ongoing through staff meetings and one to one discussions.
		Assess behaviour of staff toward stakeholders, general public and officers/staff of partner organisations	CEO, Enforcement Director		Ongoing	This is incorporated in day to day work, reporting and Staff reviews Sept 12.
		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. Due March 13.
	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. No changes Sept 12.
		Inventory of assets and equipment	Officers			Done to date Sept 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 developed and given to Authority Sept 12
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. Ongoing Sept 12
	2a Byelaw review	Byelaws based on scientific or other evidence. Made in accordance with Defra guidance	Byelaws Officer	Byelaw Sub-Committee	From April 2011	Byelaw 3 in in force August 12. Heysham Bass Bylaw to MMO Sept 12. Attended 2 MMO Byelaw review meetings.
	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	As above.
	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. Project on time run by Comms officer.
	Shellfish surveys	Cockle and mussel surveys throughout District as required to inform management	Science team IFCOs	TSB NE	Ongoing	Details in science plan. Surveys of Morecambe Bay and Ribble on schedule

	Science projects	Research projects to inform policy development and management measures	Science team	TSB Officers Members		Details in science plan. All ongoing
	2b	Implement Morecambe Bay Fishery Order	MBFO Officer	TSB	41365	Defra comments received. Further issues being addressed.
Success Criterion 3. NWIFCA operates a fair, effective and proportionate enforcement regime						
	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. First meeting planned Oct 3 2012.
	3a	Implement enforcement strategy in all patrol operations	Enforcement Director	NWIFCA MMO EA, NE	Ongoing	Enforcement strategy drafted Feb 2012. No changes Sept 12.
	3a	Draft and agree with members an Enforcement Risk Register	Enforcement Director	NWIFCA, EANE, MMO	41394	Registers approved by NWIFCA
	3b	Train officers to work to the NWIFCA enforcement framework	Enforcement Director		Ongoing	Ongoing through day to day personal development of IFCO
	Patrol work	Enforce byelaws and other measures in shore areas	Enforcement Director	All IFCOs	Ongoing	Ongoing
		Enforce byelaws and other measures at sea	Enforcement Director	Patrol vessel IFCOs	Ongoing	Ongoing
		Procure new main patrol vessel	Enforcement Director	Council members		Dependant on funding. Has not yet approved 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	Done by AIFCA
	4a	Multi agency management committees: Wirral Ribble Morecambe Bay	Science team IFCOs	All partner bodies	Ongoing	Ribble meetings active to manage cockle fishery in August and ongoing
	4a	Work to meet shared objectives for shellfish management	Science team IFCOs	Environmental Health services GLA	Ongoing	Regime made strong progress at August Ribble fishery.
	4a	Deliver contracts with CEFAS for Sea Angling 2012 and Nephrops sampling	Enf Dir & SA2012 officer	Cefas	41365	Ongoing on time. Nephrops sampling not active.
	4b	Update database of stakeholders and contacts	Clerk		Ongoing	Maintenance, updating, and development of database

						continuing 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	Ongoing Sept 12.
	4b	Stakeholder engagement strategy	Communication Officer	Partner bodies Members	41153	Communication strategy drafted for Sept meeting.
	4b,	Publication of a quarterly newsletter	Communication Officer		41000	Newsletter No 1 drafted.
	4b,	Website reviewed and updated	Communication Officer		41000	Meeting papers on website prior to meetings. News items and press releases added through summer 12
	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	Drafted and approved by Authority June 12.
	5a	2011-12 research report	Science	NWIFCA TSB	41061	Delayed by other priorities.
	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	Assessments for Foulhaze, Clam fishery, mussel fisheries
		Implement management measures for MPA as required	Science	NE, MMO	Ongoing	Assessments implemented for shellfisheries to protect site features.
		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. Up to date Sept 12.
Success Criterion 6. The NWIFCA supports and promotes the sustainable management of the marine environment						
	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 commenced. Liverpool Uni student appointed.
	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	Communication Officer	MMO; EA NE	Ongoing	No resources for this to date
	7b	Apply principles in Government guidance on sustainable development	Science Dept		Ongoing	Ongoing in all work.
		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	Ongoing.
Success Criterion 7. IFCAs are recognised and heard						
	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 Up to date.
	7a	Attend management boards/steering groups for marine protected areas	Science Dept	TSB	Ongoing	Ongoing as required.