

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

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 on 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	Annual plan agreed by NWIFCA at Feb 2011 meeting. Progress against the plan is reviewed in this report.
	1a	Second Annual Plan published	Implementation Officer	NWIFCA Committee	1 April 2012	The next plan is scheduled to be drafted for the March 2012 meeting.
	1a	Develop and implement systems to ensure that all data required for Annual Reports are collected	Implementation Officer		30 April 2012	The Annual report will be compiled from data and reports to NWIFCA and Subcommittees.
	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	In prep. Lead Officer CD.
	1d	Development of staff management system	Personnel Officer		October 2011	An outline system has been proposed and agreed with staff for trial
	1d	Testing staff management system	Personnel Officer		October 2011 – April 2012	System will be further tested before April 2012.
	1d	Approval and implementation of staff management system	Personnel Officer		April 2012	System is scheduled for implementation in April 2012
	1d	Revise NWIFCA Health and Safety Policy and ensure all staff are effectively trained	Health and Safety Officer		April 2012	New accident reporting procedure and forms have been implemented. Work is underway to amalgamate the Cumbria SFC and NWSFC H&S policy and risk assessments.
	1e	Conduct gap analysis and develop people capability strategy	Training Officer		April 2012	An inventory of training requirements and training completed by staff has been prepared. Staff are required to make sure necessary training is complete and up to date. Further staff training requirements will be addressed as part of the new staff management system
	1e	Work with partners to establish cross-organisation of training opportunities	Training Officer	MMO EA NE	April 2012	IFCA are developing training courses with MMO to provide standardised training for all Fishery Officers. The new courses are

						scheduled to be trialled in 2012
	1f	Identify training needs of members	Training Officer	NWIFCA Committee	September 2012	Members were offered an IFCA induction course by Defra in early 2011. A questionnaire for members to identify further training requirements is planned for Autumn 2011.
	1f	Development and implementation of systems that enable staff & members to contribute to policy	Implementation Officer		September 2012	Consultations and relevant information received is circulated to members promptly. Members are asked to contribute to policy consultation responses. An interactive website is planned
2. Evidence based byelaws are used to manage sustainable exploitation.	2a	Establish Byelaw Sub-Committee to convene as and when necessary	Byelaws Officer	NWIFCA Committee	From April 2011	The TSB has been formed
	2a	All byelaws made meet the requirements of Defra guidance	Byelaws Officer	Byelaw Sub-Committee	From April 2011	Proposed byelaws with evidence reports and Impact Assessments are reviewed by MMO.
	2a	Initiate a district-wide assessment of the effort level of recreational fishing (including bait-digging)	Science Dept & Fishery Officers	EA	April 2011 - 2013	The NWIFCA will participate in the Defra-Cefas project: Sea Angling 2012
	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	Th3 3 sets of byelaws inherited by the NWIFCA have been categorised and prioritised for review. No overlaps in enforcement responsibilities have been identified but areas where duties of the NWIFCA and partners meet are being defined.
	2b	Obtain legislation for managing cockle and mussel fishery eg. MBFO and replacement for Byelaw 5 permit scheme	Byelaws Officer	Byelaw Sub-Committee	31 st August 2011	NWSFC Byelaw 5 was renewed in 2011 in time for the end of the cockle closed season on 1 September. The application for a Morecambe Bay Fishery order has been completed and submitted to Defra.
	2b	Review and if necessary replace Byelaw 26 - Fixed Engines byelaw	Byelaws Officer	Byelaw Sub-Committee	April 2012	Fixed engine byelaws were reviewed and renewed by the EA in 2010-11. Further review is less urgent but unified NWIFCA byelaws are required as part of the full byelaw review.
3. A fair, effective and proportionate enforcement regime in place	3a	Establish with partners a Joint Enforcement Meeting and formalise local enforcement plans	Enforcement Director	MMO EA NE	April 2012	Joint enforcement meetings with MMO have been held in May and October 2011. An IFCA code of conduct for enforcement officers has been adopted by the NWIFCA. A protocol for the use of video cameras to record enforcement activity is in prep.
	3a	Develop enforcement framework which meets	Enforcement Director	NWIFCA Committee	April 2012	An enforcement framework is in prep.

		Regulators' Compliance Code		MMO EA, NE		
	3a	Draft and agree with NWIFCA an Enforcement Risk Register	Office Manager	NWIFCA Committee MMO EA, NE	30 April 2012	Enforcement risk register I prep. Lead officer CD.
	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	Scheduled for start in April 2012
	3b	Develop SLA with MMO, NE,EA to provide standardised enforcement training Inc. secondment	Enforcement Director	MMO EA NE	30 April 2012	Standardised training is ready for trial.
4. NWIFCA works in partnership with stakeholders	4a	Demonstrate that MoUs with key partners are being utilised	Implementation Officer	Cefas MMO EA NE	April 2012	MOU with NE, MMO & EA is used to facilitate agreement on the annual plan and on the development of a project on sustainability of fisheries in the District.
	4a	SLAs with key partners (if required) are agreed and adopted	Implementation Officer	Cefas MMO; EA; NE; LAs	April 2012	No requirements for SLA have been identified. NWIFCA is working effectively with local authorities to manage intertidal shellfisheries.
	4a	Identify and discuss with lead local authority requirement for SLA	Chief Executive	LAs	October 2011	No requirement identified.
	4a	Review of MoUs and SLAs (if required)	Implementation Officer	Cefas MMO EA NE; Las	April 2012	Scheduled for start in March 2012
	4b	Update database of stakeholders	Clerk		30 October 2011	NWIFCA database of stakeholders updated and used for issue of permits and records of fishing activity.
	4b	Review contacts list	Clerk		30 April 2012	Contact list reviewed and database updated.
	4b	Develop mechanism for sharing contacts lists and stakeholder databases with partners	Clerk	MMO EA NE	30 April 2012	Byelaw 5 lists shared with GLA and other agencies as required connected with the management of Ribble and Wirral fisheries
	4b	Stakeholder engagement strategy developed in co-ordination with partner agencies subject to available resources	Communications Officer	MMO EA NE	April 2012	Communication strategy in prep. Lead officer HCA
	4b, 6b & 7b	Publication of a quarterly newsletter	Communications Officer		April 2012	Newsletter in prep. Lead officer HCA
	4b, 6b &	New website created with links to partners websites.	Communications Officer	Cefas MMO	April 2012	Website set up and reviewed regularly. Meeting papers on website prior to meetings.

	7b	Review and update monthly		EA NE		
	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	Research plan for 2011-12 agreed by NWIFCA.
	5a	2011 research report published, subject to available resources	Science Dept	NWIFCA Technical Sub-group	June 2012	Scheduled for start in April 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	Agreements in place to pool knowledge and expertise to address fisheries sustainability project. New activities on protected sites assessed and agreed with NE as required
	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-group	April 2012	As above
	5b	NWIFCA representative to proactively be involved in relevant evidence networks	Science Dept		From April 2011	UK TAG group. Cefas science workshops. Angling 2012.
	5c	Publish annual plans and reports, including research plans and reports, on NWIFCA and TAG websites	Science Dept	NWIFCA Technical Sub-Committee	April 2012	Annual plan and research plans on website. All IFCA reports on website.
6. The NWIFCA supports and promotes the sustainable	6a, 6c & 1c	Start review fisheries and a sustainable management plan for North West England seas by:	Science Dept	MMO EA NE NWIFCA Technical	April 2012	Project commenced by the TSB and working group of specialists.

management of the marine environment		<p>i) Identifying with partners each agencies rolesduties, at local and national level;</p> <p>ii) Identifying where there are shared objectives and overlapping responsibilities in managing the marine environment with partner organisations and how these impact on NWIFCA's objectives;</p> <p>iii) State 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>		Sub-Committee		
	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	All new activities assessed and impacts subject to mitigation. Agreement with NE is required before activities can proceed.
	6d	Appoint representation on relevant management boards/steering groups for marine protected areas	Science Dept	NWIFCA Technical Sub-Committee	April 2012	CEO on DEFRA SNCA national groups on MPA.
	6d	Demonstrate progress on the	Science Dept		April 2012	

		delivery of the principles outlined in Government guidance on sustainable development				
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		Contribute to the development of a national framework for monitoring and evaluation	Chief Executive		April 2012	As yet to be developed at national level
		Conduct inventory of all assets and equipment	Enforcement Director		April 2012	Inventory of assets and equipment has been done in 2011.
		Commissioning of new patrol vessel subject to funding	Enforcement Director		September 2012	Vessel planned and costed. EU funding not forthcoming
		Identify and move into new Whitehaven office and storage facilities subject to resources	Enforcement Director		April 2012	