

**NWIFCA Quarterly Meeting:
1st December 2022: 11.00 a.m.**

**AGENDA
ITEM NO.
11**

Acting Chief Officer Report: September- November 2022

Purpose of Report: Information

Recommendation:

- 1. Receive the report**
- 2. Approve joining SAGB**

Update

1. The Authority September and TSB November meetings were held at Truckhaven, Carnforth. Morecambe Town Hall continues to be unavailable for meeting room hire.
2. Ms Ella Croft from Rushtons Accountants has been acting as interim financial officer. Ms Croft has been instrumental in assisting with developing financial practices in the short time she has been working for NWIFCA.
3. Local Government Services pay agreement 2022-2023 was announced on 1st November and has been incorporated into the Authority's salary scale.
4. In Mid-October IFCO Burdekin left the Authority to progress his career. The Authority wish him all the best for the future. Mr. Burdekin has had two periods of employment at NWIFCA since November 2012.
5. From the 1st of October Head of Enforcement has been requested as per the constitution to fulfill the role of Acting Chief Executive Officer.
6. Following the last TSB meeting Acting CEO has approached the Shellfish Association of Great Britain. The Authority has been a member historically and officers see this membership as appropriate for information and development of stakeholder engagement. If approved Acting CEO will complete membership application. Membership would be £750 + VAT for an associated body membership.

MOD Award

NWIFCA have once again been awarded a silver award by the Ministry of Defence Recognition Scheme for continued support to Defence and the armed forces community.

The scheme was launched to reward employers who support defence personnel objectives, including employing serving and former members of the armed forces community and demonstrating flexibility towards training and mobilisation commitments for reservists and cadet volunteers.

The awards ceremony took place at the Marine Hall in Fleetwood on the 6th October.

The award was presented to Mr Phil Capper, Chair of the Authority and Mr Joe Moulton Acting CEO by Lord Shuttleworth the Lord Lieutenant of Lancashire.

Communications & IT

7. **XERO-** A new financial software has been implemented to replace SAGE. Xero was recommended by Rushton's Accountancy and has improved accountancy functions, there is also a significant financial saving in cost. The software links with new software used such as 'Approval Max' for digital approval of purchases and spending as well as 'Auto Entry' for digitising invoices and expenses. Staff will be able to submit expense claims through a XERO app. All software is being run concurrently with backups from Sage to ensure procedures are working. We expect by the new financial year to have switched over to wholly using Xero.
8. **BreatheHR-** Staff have acknowledged a need to develop HR systems across the Authority. The Clerk who has been carrying out the HR work stream since 1st October has introduced and registered the Authority to BreatheHR. The online portal allows the recording of Annual leave, TOIL, Sickness and work programmes together with collation of hours. Each staff member has a profile through which information can be logged referring to their personnel files, certificates and other documents. NWIFCA Policies and procedures are being uploaded so they are stored in one location for staff to access. Staff have begun progressing through online short courses in IT usage, communicating effectively, GDPR, Discrimination and equal opportunity and workplace mental health. In total 23 course are available for staff to complete
9. **Microsoft 365-** implementation of Microsoft 365 has begun and will be in place for staff before the festive period. 365 is being introduced as Microsoft 2013 reaches end of life at year end and will no longer be supported. The software which runs our server will no longer be supported from January as a result. The IT implementation has been behind and brings NWIFCA up to the standard of other authorities. Anthony Graham has worked really hard at implementing this change over of IT systems which Acting CEO sees as great leap forward. Many Thanks to Anthony for this crucial piece of work.

Defra

10. **MAFCO.** Last met 28th September 2022. Papers are marked sensitive by Defra... Defra continued the series of reports focusing on each IFCA. North Eastern IFCA and Isle of Scilly IFCA Chief Officers described their priority work and key issues they face. On the 23rd of November Acting CEO is presenting on the work of NWIFCA.
11. **Conduct and Operations report:** Submitted on 16th October. Report described the last 4 years of work at NWIFCA. Acting CEO completed the report seeing this as crucial to portraying the excellent work staff have completed in the last four years often under difficult times and additional burdens.
12. **HPMA:** Acting CEO/HoE and Senior Scientist recently attended a meeting regarding the boundary to the HPMA site.
13. **FMP-** Funding has been received for continued support and engagement in the progress of the delivery of fisheries management plans under the Fisheries Act 2020. For the period of 2022/23 several key deliverables have been set as metiers of work for development of this work stream.

14. The work IFCAs are asked to engage with includes

- Supporting the DEFRA led English FMP programme;
- Helping to coordinate communications and engagement with inshore fishing communities; and,
- Contributing fisheries management experience through technical advice and evidence to support policy development and implementation planning.

This has been further developed into

Support planning/preparation phase

1. Appropriate IFCA representatives (single points of contact (SPOC) and/or deputy) attend and contribute to FMP working group meetings
2. Contribute expert sectoral and inshore fisheries management advice to FMP projects
3. Contribute evidence and data as requested by delivery partners
4. Evaluate draft FMP content; to include commenting on objectives, management measures, evidence plans
5. Provide links between delivery partners and local IFCA representatives to help co-ordinate engagement with the inshore fishing sector

Support publication phase – review and evaluate

1. Support the pre and post consultation evaluation of draft/final FMPs:
 - a. Contribute to the review/assurance process as required.
 - b. Review efficacy of implementation plans
2. Contribute to environmental assessments
 - a. Evaluate effectiveness of plans in relation to the conservation of MPA features, sensitive species and habitats.
 - b. Contribute evidence and data to inform assessments
3. Contribute to financial and resource assessments

Log requests and feedback concerns

1. Maintain a log and track requests to all IFCA's from delivery partners, FMP projects and Defra across the programme regarding requirements set out above.
 - a. Log existing and ongoing requests.
 - b. Log when requests have been actioned.
 - c. SPOCs to feedback concerns to delivery partners/projects.

Deliverables out of scope of SR funding

Future implementation

- IFCA's role in inshore fisheries management will continue under business-as-usual arrangements – implementing any measures agreed through FMPs would fall under such BAU work rather than require additional funding.
- Any requirement to review HRA and MCZ assessments should fishing activity within MPAs change following implementation of FMPs and subsequent impacts on designated features detected. Any review would be part of the IFCAs standard HRA and MCZ assessments review process.

Cockle FMP

- Potentially act as the delivery partner for the cockle FMP (to be confirmed). If it were an IFCA, Defra would provide additional funding to resource the activities.

When work streams from FMP have been identified, funding will be allocated and reported to the committee.

Acting CEO November 2022