

NWIFCA Annual Meeting

20th June 2019; 11.00 a.m.

AGENDA ITEM 12

CHIEF EXECUTIVE REPORT: MARCH-MAY 2019

Purpose of Report: Information

Recommendations:

1. Receive the report
2. Request MMO increase efforts to recruit new MMO appointees to the NWIFCA

This report covers:

- I. Personnel, Health & Safety
- II. Communications
- III. Association of IFCA
- IV. Defra
- V. iVMS

I. Personnel, Health and Safety, complaints

1. Science Officer Huw James resigned in March to take up a post as fishery observer on the Patagonian tooth fish vessels based at South Georgia with the consultancy MRAG. We wish Huw future career success and extend thanks for his year of service to the Authority.
2. There have been no reportable H&S incidents this quarter. Updating the H&S policy continues with advice of our retained H&S consultant.
3. There are no outstanding formal complaints against NWIFCA

Member appointments to NWIFCA

4. The Authority extends thanks to its Council representatives on the Authority for their periods of service. The following council representatives have been changed and announcement of replacements is awaited.

Councillor	Council	Length of service
Anita Leech	Wirral	8 months
Steve McGinnity	Sefton	1 Year
Jim Elms	Blackpool	4 years

5. We thank Mr Dave Grunshaw for 7 years of service 2010 – 2017. He is no longer a member having become unable to serve on the Authority.
6. In March, the Clerk contacted MMO to review the terms of office of all MMO appointees to the Authority. This showed that some members terms had expired in 2018 and others had or would expire in 2019. It is the MMO duty to administer MMO appointees and the Authority has not been supplied with details of MMO appointees' terms of office.

7. MMO was alerted to this issue. We understand that all appointees have now received communication from MMO and have had or are having their terms of office extended. If any member is unsure about their terms of appointment please contact the Clerk who will assist with clarifying appointments with MMO.
8. With one longstanding vacancy the Authority now has 2 vacancies for MMO appointees with more arising later this year. Recruitment of new members has regularly been requested but has not kept pace with resignations in recent years.
9. In 2020, the position could be further exacerbated by several members completing 10 years as MMO Appointees which is the maximum permitted service under existing regulations. This is a problem faced by most if not all IFCA as many of the original members were appointed in 2010.
10. Following this meeting, MMO will be alerted to the rising number of vacancies and a further request will be made to undertake member recruitment.

II. Communications

Byelaw 26 & 27 permit renewals have taken a significant amount of time this quarter.

A new angling sticker is being designed. This was originally received from Kent & Essex IFCA in a 'publisher' document. Due to limitations of the software it is not possible to ensure the rulers accuracy in revised versions. To solve this, the sticker has been redesigned from the ground up in 'Affinity Design'. A draft will be circulated to officers for comment once finalized.

Work has commenced on drafting a members handbook and an induction program. The handbook will contain guidance for meeting procedure, the workings of the authority, the local area, and fisheries in the District. There will also be a glossary to explain the jargon and acronyms that are common within IFCA's. The induction program will begin with councilors and aim at improving councilor engagement by where possible applying the authority's functions to their local area. Suggestions for what members would like to see in the induction programme are invited and encouraged.

Several posters have been redesigned with the aim to simplify the wording and modernize their appearance.

Website Change Log (Does not include front page)		
Date	Change Made	By
08/04/19	Following feedback made changes to Byelaw 3 Returns form: changed notification email for receivers, added summary of return to confirmation and updated text.	AG
15/04/19	Changed min sizes to reflect prohibitions	AG
23/04/19	Changed job adverts to closed	AG
30/04/19	Added spaces between min sizes and units	AG
01/05/19	Closed cockle fisheries	AG
05/05/19	Changes to members	AG
20/05/19	Added bass release guidance to angling page, bass poster page and bass species page.	AG
22/05/19	Changes to member ship list	AG

III Association of IFCA

11. Minutes of the Forum and December meetings on 5 March 2019 are at Annex A.

12. The next meetings of AIFCA are on 4 June in London. Minutes or verbal reports will be provided to members at the meeting on 20 June.
13. 3KQ review of AIFCA
 1. 3KQ presented the report (*Independent Review of the Association of Inshore Fisheries and Conservation Authorities 2019*) to AIFCA on 4 March 2019 which was followed by discussion on the 5 March. A task Group to implement the recommendation was set up consisting of Tony Tomlinson (Cornwall & AIFCA Chair), Les Weller (Northumberland & AIFCA Vice Chair), Matt Mander (Acting CEO Devon and Severn), Julian Gregory (CEO Eastern) Sam Davis (CEO Cornwall). The task group met on 12 March (teleconference) 5 April with Rhuari Bennet (3KQ) in London and on 23 April (teleconference). Purpose and processes shown in the flow and wheel diagrams below were agreed.
 2. A new mission statement was agreed: *'The Association aims to actively represent IFCAs in national matters, communicate effectively and drive information both internally and externally, to help deliver collaboration with partner organisations and support its members to fulfil their statutory duties.'* Proposals for an annual planning and reporting process proposed by 3KQ were agreed. The thirteen main recommendations from the report were reordered as below. The Task group will consider how they can be delivered over forthcoming months. A progress report will be presented to AIFCA at the September meeting.

Recommendation 3: *Refocus and clarify the Association's mission to clearly and consistently describe why the organisation exists and provide a reference for decisions about how resources are used.*

Recommendation 4: *Review staff roles and job descriptions to ensure they are aligned to members' needs.*

Recommendation 5: *Get the annual planning process onto a creative, positive footing. Build the plan collaboratively, agree it formally, write it clearly and review it regularly. Include a clear scope for each activity and a resource allocation of AIFCA staff time. This process must be led proactively by the CEO as a core requirement of the role. A planning and reporting cycle will be proposed in the next phase of the review for discussion by Forum members.*

Recommendation 6: *Clarify AIFCA role in identifying, developing supporting and delivering joint projects.*

Recommendation 7: *Ensure a new proactive and positive approach to member liaison is embraced and that this is included as a core function in new descriptions aligning the role with serving member needs.*

Recommendation 8: *Adopt metrics, including member satisfaction, to inform performance monitoring of staff roles. This was expanded during Task Group discussions to focus on the value of a simple 360° assessment of our collective AIFCA performance by our key external partners.*

Recommendation 11: *Compile internal policies into one policy manual document. Publish this on public area of website to provide openness and transparency. During Task Group discussions, it was highlighted that a distinction needed to be made between internally and externally facing policies and that this task could be incorporated into annual planning process.*

Recommendation 12: *Streamline and accelerate process for sharing and agreeing minutes.*

Recommendation 13: *Members should support the Chair/Vice Chair in work with Defra. The Task Group felt this applied to all work areas and linked into providing support to AIFCA staff members.*

Recommendation 9: *Renew the website etc., keep it up to date and move as much of the members' area content into the public domain as possible. This may require additional resourcing at the point of commissioning/delivery.*

Recommendation 1: *Be realistic and wary of trying to achieve the significant change that members want to see by amending the Articles of Association. There may be amendments which need to be made at the end of this review process*

Recommendation 2: *Let the internal policies and procedures run for at least 6 months without discussion, then ask CEO, Chair and Vice Chair to review their delivery. This task could be incorporated into annual planning process.*

Recommendation 10: *assess the implications of changing the name of the AIFCA. This had very little support and was the lowest priority of all.*

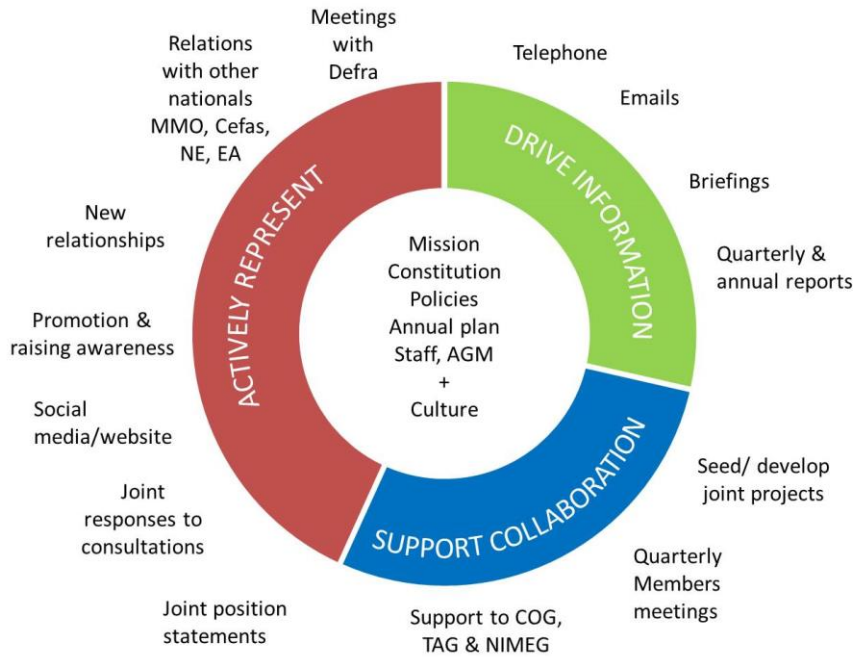


Fig.1. Revised wheel diagram representing AIFCA's purpose and delivery mechanisms

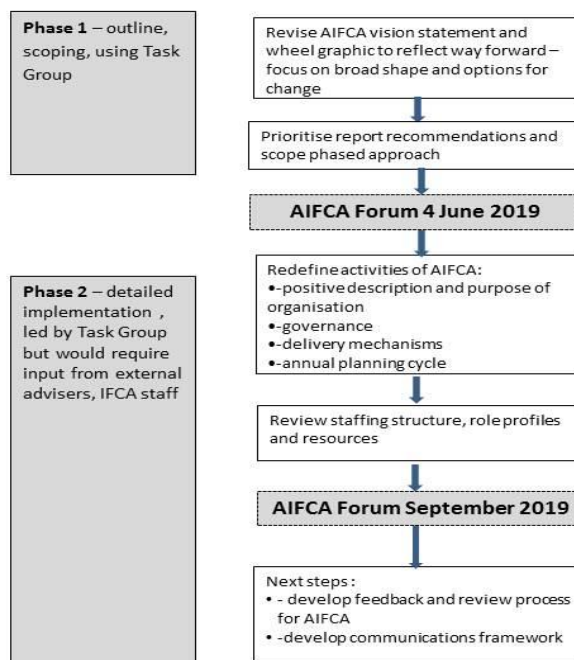


Fig 2 Flow diagram of a proposed phased process to take review forwards

IV Defra

- 14. Evaluation of IFCA by Risk Policy Analysts (RPA):** This commercial contract commissioned by Defra is in the evidence gathering stage. Interviews with all IFCA Chiefs have taken place followed by focus groups in each IFCA. The Focus groups were made up of IFCA members and senior officers. For the NWIFCA, the focus group was Cllr Paul Williams (Chair), Mr Ron Graham (Vice Chair & Chair TSB), Cllr Tony Markley (Previous Chair & Chair Finance Committee), Mr Trevor Jones (Vice Chair TSB), Mr Joe Moulton (Head of Enforcement); Ms Mandy Knott (Senior Scientist); Mrs Kathryn Atkins, (Head of Finance & Personnel).

15. NFFO - IFCA meeting 29 May 2019. Report by Stephen Bolt (AIFCA): This was an initial meeting to explore how IFCA could set up more formal arrangements with the NFFO and to discuss issues.
- Attended by Stephen Bolt, Barry Deas and Dale Rodmell (NFFO). No other IFCA officers were available as the meeting was arranged at short notice. NFFO and IFCA agreed to meet approx. twice a year. Topics discussed:
 - Seafish working group including IFCA and NFFO to hold a two day conference with Industry and regulators (including Devolved Administrations) in summer 19 to consider future inshore fisheries management. IFCA will be represented, will present case studies of best practice and promote the IFCA model.
 - NFFO are lobbying Defra for “co-management” to be incorporated into future fisheries management –
16. Brexit update by Stephen Bolt political situation “uncertain and unstable” – nearly all scenarios possible;
- a. No deal now more likely by 31st October. Defra will be testing the no deal readiness prepared for 31st March between now and October and strengthening plans.
 - b. There is no government ‘purdah’ during the leadership election.
 - c. The Fisheries Bill is now unlikely before summer recess (in common with Environment Bill and others)
 - d. The problem of the demise of the London Convention in July is removed as we have not left and CFP delivers the functions.
 - e. The Spending review 2019 (SR 19) now expected to be delayed. A roll over of IFCA new burdens funding is likely. A comprehensive spending review expected under the new leader and PM.

V iVMS

17. NWIFCA has ordered iVMS units for its 4 main Patrol vessels to be fitted on 18 June. An EMFF application for funding has been approved.
18. The timescale for publication and confirmation of the iVMS SI is still unclear.

Main meetings attended March 2019 to May 2019

4 th March	AIFCA review, Contractor 3KQ meeting London (CEO & Chairman)
5 th March	AIFCA London (CEO & Chairman)
11-12 March	NIMEG (HOE)
14 th March	NWIFCA Quarterly Morecambe.
15 March	Defra evaluation of IFCA CEO phone interview
22 March	Conference with solicitor (Byelaws)
10 April	Chief officers group (London)
14 May	TSB Morecambe
16 May	Defra evaluation of IFCA Focus group members and Officers Carnforth Office

ANNEX A

The Association of IFCAs Members Forum Meeting 5th March 2018 – 10:30
Followed by Directors Meeting Fishmongers Hall, London Bridge, EC4R 9EL

Minutes

Attendance Chair: Les Weller; CEO: Stephen Bolt; Andy Guy, Tom Hooper, John Lamb, Will Wright, Tim Dapling, Mike Hardy, Paul Williams, Robert Clark, Samantha Davis, David McCandless, Stephen Axford, Stewart Harper, Paul Skinner, Julian Gregory, Stephen Atkins
Apologies for absence: Tony Tomlinson, John Humphreys, Tony Goldson, Councillor Matthews
Minutes: Sally Standing

2. Updates from external organisations:

a: Defra Updates – Anne Freeman and Martina Di Fonzo

Anne gave a full and comprehensive update of where Defra is at present. Touching briefly on EU Exit and the resignation of George Eustice, it's still business as usual, although we are moving into challenging and uncertain times. The system for catch certificates for all export of fish has gone live today (5th March). She will send details of this to SB. As well as catch certificates, fisheries will have to hold export health certificates for all fish landed in EU waters.

Day one licensing for foreign fishing vessels has not yet been agreed – these are ongoing discussions. Discussions are also starting on how additional quotas will continue. Economic link conditions are being reviewed on whether they should change.

The EU-Exit project is continuing and looking at future in marine within Defra; in particular in the longer term of how this will affect management of marines. UK fishing vessels will have to give notice if they want to land in EU waters; this also means that they will need an IMO number.

Anne confirmed that there will be an announcement in Fishing News, regarding catch certificates and IMO numbers and will follow up with coastal briefings. **Action 1: AF to send SB details of the catch certificate system that went live today.**

Martina Di Fonzo – Update

SB asked Martina for an update on the following:

EU Exit update

Spending review of 2019

MPA designation

Progress of byelaws and SI's

Future Funding of IFCAs

Review of IFCAs

Any Defra update in personnel

SB mentioned that progress of byelaws was of increasing concern to the IFCAs as some important byelaws have become 'stuck in the system'. MDF enquired about this and it was explained that in some cases there are delays due to inappropriate or sometimes illegal provisions being included in proposed byelaws. As a result, Defra have to spend time to correct these issues before a byelaw can be signed off. We would therefore ask that the IFCAs follow legal advice closely when formulating byelaws in the first instance. There are currently delays to the NWIFCA Crustacea

byelaw and the KEIFCA byelaw as a result of extra checks Defra is having to make. However, both byelaws are being progressed as quickly as possible under the circumstances and are not being ignored due to other priorities. The other four NEIFCA byelaws are being progressed. Defra have agreed a 1-month period with which to sign off byelaws when submitted for final approval and these four byelaws are still within the period.

You may be aware that there was a recent independent review of the byelaw process and Defra's sign off process was considered to be sufficient. The report also recommended that IFCA's took more responsibility in the process of formulating the byelaws.

With the recent resignation of the Fisheries Minister we are currently unable to give a full update on how this may affect the timing of the iVMS SI. Work on drafting the SI is continuing and we are still working towards the end of March completion.

IFCO Powers – Defra is amending the IFCO Powers SI under the Environment, Food and Rural Affairs (Miscellaneous Amendments and Revocations) Regulations 2019 which will replace the reference in the schedule to bass measures in Council Regulation (EU) 2018/20, which fixes the TAC and quota for certain fish stocks for 2018, with a reference to the replacement bass measures in the EU TAC and Quota Regulations for 2019 which came into force on 31 January 2019. The Miscellaneous Provisions SI will be laid on 8th March 2019 and come into force on 29th March 2019. A stakeholder advisory note will be published on 8th March.

Defra commissioned evaluation of the IFCA's – MDF stated this is not a review – it is a research project which will be looking at the structures and capacities with which IFCA's have to deliver their vision. The consultants will be considering the opportunities IFCA's provide for participation in marine and fisheries management, understanding how IFCA byelaws support environment, economic and social sustainability. They will also be looking at how IFCA's deliver fisheries research, management and enforcement, and understanding the collaborative and knowledge sharing partnerships IFCA's have entered into. The contractors are currently drafting the interview questions and deciding on the four IFCA case studies. They expect to start their interviews next week. All IFCA Chief Officers will be interviewed.

Spending review and future funding of the IFCA's – there is no news regarding when SR19 will take place and we will only know about the future funding of the IFCA's following this review.

However, it is unlikely to start before we leave the EU.

MPA designations update – Tranche 3 MCZs – In the third tranche it was proposed to designate 41 Marine Conservation Zones and add additional features to 12 existing sites. The site designations will be announced and in place by 7th June 2019. At this time, Defra will publish a full Government response to the consultation, outlining the evidence received and explaining the decisions taken on each site.

Any Defra update in personnel – MDF shared the Directorate organogram with TT a few weeks ago to enable the IFCA's to better identify who leads on what area of work. The Arm's Length Body team will be moving under Simon Brockington's management (from Anne Freeman). Simon is Deputy Director for Marine Science and Analysis. Martina will be moving to Stephanie Ockenden's team in this part of the Directorate. Rachel Hanbury (Control and Enforcement Business As Usual) split her job with Jess Keedy – Control and Enforcement Day One Readiness. Emma Boyd works within Rachel Hanbury's team on byelaws. Rob Matthews team leads on the replacement EMFF fund. Nigel Gooding is Deputy Director for EU Fisheries Policy and

Negotiations, Jane Barton is G6. Chris Pirie leads the technical conservation team. **Action 2: All IFCA's to follow legal advice closely when formulating byelaws in the first instance**

b: Antony Firth, Robert Yorke and Stuart Churchley – Sussex IFCA Marine Archaeological Project.

An interesting presentation was given by Antony regarding the project to find wrecks off the Sussex Coast, which is being funded by Historic England. Anthony will distribute his slides.

c: Alison Freeman – Fishmongers Hall

Alison is the Fisheries Programmer Manager of Fishmongers Hall and introduced herself to the members. She briefly ran through her role which is specifically the involvement in inshore fishing projects. She will send a list of all ongoing projects to SB/SS once these have been approved. She is welcome to suggestions from the IFCA's as she is very encouraged for business collaboration and events like this one. **Alison will send to SB/SS a list of ongoing projects once approved.**

1: Minutes of the last meeting (4th December 2018). Accepted as read

Actions from last meeting

1. RC – Done; 2. Done;
2. Pippa Eames has now moved on. Martin Adams has taken over
3. Done
4. TT & SB have a meeting in June. SB confirmed there never has been national contact in EA.
5. Surplus of £6k which will be sent to K & E tomorrow
6. On agenda
7. On agenda

As a footnote to this SB confirmed that the Association does send out the minutes in the required time but going forward, a timescale for responses will be requested by the Association. If no one responds the minutes will be taken as read and accepted.

3. Finances and Resources: SB drew attention to the overspend on reserves. In particular, there have been various contributors to this overspend. Quite rightly, the Chair and Vice Chair have been claiming expenses for their role in the Association and to the ever-increasing cost of venue hire, contribution to the cost of the MPA launch, and to the review of the Association which has all had an impact on reserves, resulting in a £10k overspend. SB will implement an interim plan, but it will be down by approximately £5k. **Action 4: SB to implement an interim plan**

4. Items for Decision

Future Funding: SB confirmed that a detailed narrative was sent to all members via email for continued and increased central funding beyond 2020. This bid also recognises the importance of maintaining the IFCA fleet of vessels. However, it does not include this in the central funding bid. As a separate workstream, COG and the Association are seeking to include a detailed bid regarding vessels to the EMFF replacement fund. If this is unsuccessful, the narrative flags the future funding of the IFCA fleet of vessels as a significant issue. The members were asked to support the narrative paper which has had strong input from Chairs and Chiefs. **Option 1a: Send the paper out to Defra in advance of SR19, copied to Thérèse Coffey.** As far as this option is concerned, there were various degrees of concern. JL stated that our duties are now being called

upon to carry out additional duties and if government want us to continue to carry out additional duties they should pay for the upkeep. The Association should have it noted that we will send a copy of this to the Secretary of State and Minister. Option 1 carried – majority agreed.

The members were also asked to note difference of opinion as to the value of completing the Defra request for metrics. Following discussions **option 2b: Members agree that all IFCA's will complete the metrics by the end of March deadline.** Option 2b carried – majority agreed.

Ian Jones – Update on National Training

Ian Jones presented to the members the training project through K&EIFCA for the 1-3-year training package. He ran through his first slide for his vision for the next 2 or 3 years if the position continues.

- 3-year 3T approach
- Award for level 1
- Next level up is the advanced course (level 2 award)
- Level 3 award is expected to be completed in year 2 or 3 if the position continues
- Overview of LMS or Learning Management System
- Directed lessons and presentations
- Knowledge assessments
- Breakout and problem-solving exercise
- Practical exercise
- Continually refine through feedback
- All linked to trainers – this year was Ian Jones and Dom Bailey together with Mike Hardy for the first couple of days and then Sam Dell from Southern IFCA
- Guest speakers – Solicitor Andrew Oliver, Barrister David Richards and Nigel Blazeby. Average pass mark was 88.5%
- Final report
- Opportunities for officers to go through the course.

Ian ran through the focus and priorities for 2019 -20. Everyone was asked to think about short courses that he could introduce. MH suggested that there are some other agencies that could benefit from the training courses and Ian should have a discussion with Al Brown next week. Ian also asked the members if they would have an idea of how many delegates they would send on an advance course. He suggested 1 or 2 from each IFCA costing £950 each. All IFCA's agreed.

5. Matters for noting

a. Update on the Association Review by 3KQ – Les Weller Following the meeting held by 3KQ on Monday 4th March, Les asked everyone to reflect on the points raised and the views expressed. He said that he had had a very lengthy discussion with the Chair of the Association, and we are all agreed change needs to happen. He explained that if we wish 3KQ to attend a final task group meeting the potential spend would be a further £2k. He asked if we had seen value in the review that 3KQ had carried out? Discussions followed with concerns raised. WW has resigned from his position on the task group as he doesn't have the same vision as others. JG has replaced WW. LW asked SD to sit on the group; she kindly agreed. The tasking group, going forward is JG, SD, Mat Mander, TT and LW. A recommendation has to be made by the next meeting in June.

b. Update on MPA project including extension of project Launch. LW gave thanks to the MPA project team – Simon Pengelly, Jamie Small and SB for the spectacular event held at the House of Commons in February. SB confirmed that Defra will continue to fund the role, however, has not heard from Jamie as to whether she will accept. RC is working through the salary and job spec. It is looking likely that Jamie will be London based, namely working at Nobel House, which will come at a cost to the Association of approximately £5k, for hot desking.

c. Annual Report – For noting / comment SB asked the members for more guidance on an annual plan. He said that he could present an interim plan to include budgets and priorities and would like the assistance of the tasking group. RC offered his help and guidance but voiced his concern that a plan hasn't been produced.

SB also confirmed that following this meeting he will be sending out 9 invoices for the membership fees along with 7 invoices for Science Direct. He is waiting for Science Direct to respond to his request for a reduction in costs.

d. iVMS Update – Julian Gregory. The Defra response to the SI Consultation was due to be published last Friday (1st March), however this did not happen due to the resignation of the Minister. It is hoped that it will be published shortly (update since the meeting is that it may be published on Friday 15th March 2019). The SI is now in it's second draft form and JG will forward this when it's received. There are issues surrounding potential revenue costs for IFCA's moving forward in connection with Mobile Working, VMS hub, data reporting tool and iVMS support contracts. It has been proposed that there is zero cost for IFCA's, but this may not be accepted.

Action 5: JG will forward an email received regarding revenue funding that he read to members.

e. CEO Log

f. Directors Minutes – Noted

6. AOB

MMO appointees – TT wanted to inform the members that it is no longer Mr. Tuckett who heads up the appointee process. TT had written to him by mistake – this was due to go yesterday (4th March). It is now Richard Boyer.

As an early heads up SB informed members that Defra have asked Seafish to head up a project to look at IFCA in the UK. He confirmed that it is likely that we will be invited. The MMO (Nick Greenwood) are doing an inshore management review. SB will try to get information of this to see if we are heavily involved. SD confirmed that she had been contacted. SB asked everyone to let him know if any other directors have been approached.

MPA advisory group meeting – In previous meetings Defra had asked SB to chair but they are now taking back control as this is being seen as a conflict of interest. Dale Rodmell has asked if there will be protocol on iVMS and SB quoted D&S.

COG meeting – Was planned for two days in April but has been reduced to one day. The meeting room at Jersey office has been booked for Wednesday 10th April.

Close of meeting – 15:50

Date of next meeting – Tuesday 4th June – Fishmongers Hall, London Bridge EC4R 9EL

Actions from this meeting

Action Number	Action	By Whom
Action 1	AF to send SB details of the catch certificate system that went live today.	AF from Defra
Action 2	All IFCA's to follow legal advice closely when formulating byelaws in the first instance	ALL
Action 3	Alison Freeman will send to SB/SS a list of ongoing projects once approved.	AF
Action 4	SB to implement an interim plan	SB

Matters for Noting

Action Number	Action	By Whom
Action 5	Action 5: JG will forward an email received regarding revenue funding that he read to members.	JG - Done

Directors Meeting 5th March 2019 15:50

Attendance for the Meeting: Chair: Les Weller CEO: Stephen Bolt

Directors: Mike Hardy, Tim Dapling, Will Wright, Tom Hooper, Stephen Atkins, David McCandless, Samantha Davis, Robert Clark, Julian Gregory

Minutes: Sally Standring Apologies for absence: Tony Tomlinson

1. Minutes of the last Association Directors Meeting on Tuesday 4th December 2018 – taken as read.
2. Items for note/discussion
3. AOB All to agree training plan for the Directors

Close of meeting: 15:51

Date of next meeting – Tuesday 4th June – Fishmongers Hall, London Bridge, EC4R 9EL