

Fifth annual plan

April 2015 – April 2016



Inshore Fisheries and
Conservation Authority

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Section 1 – The District Vision and Objectives

Purpose and Audience

1. NWIFCA is the lead statutory regulator under the Marine and Coastal Access Act (MACAA) 2009 for protection of the marine environment and sustainable use of inshore sea fisheries within its District. The Authority's duties are defined in MCAA Sections 153 to 184. S177 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 performance of the Authority, accountability and value for money.
2. The plan will be a working document kept 'live' document on the website where it can be adapted and amended according to changing events and priorities during the course of the year. The audience for the plan is officers, members, and stakeholders.

Characterisation of the NWIFCA District: March 2015.

3. **Conservation Designations:** MACAA Pt5 provides for designation of Marine Conservation Zones (MCZs). Together with European Marine Sites, (SAC and SPA) Ramsar sites and Sites of Special Scientific Interest these designated areas are designed to support a European ecologically coherent network of Marine Protected Areas. The coming year is expected to see in this district designation of the 2nd tranche of MCZ and extensions to SPA. There is an EU deadline for completion of the network by the end of 2016.

Fishing activities within the district are many and varied. In Cumbrian waters, beam trawling for *Nephrops* (scampi, Dublin Bay prawn), trawling and netting for species such as Dover sole, brill and turbot are predominant, with plaice, cod, codling, skate (thornback ray) also significant. There are intertidal fisheries for periwinkles, cockles, mussels and razor fish and large amounts of angling. In the southern part of the district, the once large scale fin-fishery has dwindled to almost nothing and replaced by large mussel and shrimp fisheries. Except for a regular small fishery in the Dee managed under the Dee Order, cockles have been sparse in NW England in recent years with no commercial stocks since 2012. Bass, plaice, dab, fluke, whitebait, mullet and codling are fished on a small scale and there are significant crab, lobster and whelk fisheries.

4. Records of registered and licensed fishing vessels are maintained by MMO. The latest data from 2014 shows 168 commercial vessels of 10m length and over, and 95 vessels under 10m length.
5. **Recreational fisheries:** There are substantial levels of non-commercial fishing activities including nets and lines set from the shore and piers. Hobby (unlicensed) 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. NWIFCA keeps records of unlicensed and unregistered fishing vessels which include hobby fishing boats and other vessels used in fishing such as charter angling vessels. There are known to be 330 such boats which operate in the NWIFCA District.

Evaluation and Monitoring of NWIFCA performance

6. 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.
7. MACAA provides for a report to Parliament every four years on the conduct and operation of IFCA. The first report due in 2015 is awaited at the time of writing.
8. **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.

Summary of priorities and objectives for 2015 – 16 in addition to routine survey and enforcement programmes.

1	Work to support Defra revised EMS management: Assessment of impacts of 'Amber' activities to meet 2016 deadline.	
2	Work to support designation of MCZ tranche 2 sites and SPA extensions in the NWIFCA District.	
3	Development of cross sectoral Bivalve Working Group and a new Morecambe Bay mussel management plan.	
4	Continue survey and monitoring as required in support of mussel and cockle fisheries	
5	Complete and obtain sign off of Byelaw 8 (Prohibition of foul hooking)	
6	Complete and consult on Byelaw 2 (Vessel size restrictions)	
7	Continue byelaw review: Priorities being the hobby byelaw, shellfish byelaw, cockle and mussel Byelaw 3 and netting byelaw.	
8	Procurement of new main patrol vessel	
9	Development of and consultation on a NWIFCA angling strategy	
10	Enhance IFCO skills with further training in evidence gathering, interviewing and intelligence handling.	

Section 2 - Delivery of 2015-6 Priorities

9. The NWIFCA work plan at Annex C is structured around the Defra monitoring framework. Officers have drafted working level objectives tasks and timescales covering all the main areas of work of the Authority.
10. Staff management will be continued as in previous years including for each officer: review of job plans, assessment of performance against previous objectives, setting new objectives and agreeing training needs.
11. In Annex C, The high level objectives and performance indicators provided by Defra are converted into the main work areas for the NWIFCA in Column 2. The working objectives in column 3 are structured under the 7 success criteria set out in Defra guidance.

12. 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.
13. Planned shellfish science surveys for 2015-16 is at Annex D. This plan is being further developed with the advice of Authority members representing Marine Science.

Section 3 - Risk Management Strategy; Health and Safety

Risk Assessment and Mitigation

14. Risk management is the process whereby the Authority addresses the risk associated with what it does and the services which it provides. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid or manage the consequences.
15. The NWIFCA risk management strategy is available from the NWIFCA office. Risk registers are reviewed each year as part of the Audit. They were last reviewed in December 2014.

Health & Safety

16. 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.
17. 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 4 - Finance

18. The budget for 2015-16 was agreed by the Finance Sub-Committee at its meeting on 12th December 2014. The summary budget as follows provides for no increase in the levy for core costs compared with 2013-14 so effectively represents a budget cut by the annual rate of inflation. As last year and resolved by the Authority in 2013, the Levy is increased by 2% and will be similarly increased by 2% per year in future to provide funding for the replacement patrol vessel.
19. Permit fee income relates to fees for shellfish permits charged under Byelaw 3. Charges were introduced in 2012 and so far have been variable. The fee income for 2015-6 is estimated from the fee income received in the last 2 years taking into account the downward trend in the uptake of permits. The permit fee income continues variable and unpredictable and should not be relied on for core funding of NWIFCA.

NWIFCA BUDGET 2015-16
2% LEVY INCREASE TO FINANCE PATROL VESSEL

EXPENDITURE	2015-16	2014-15
Employees	£876,237	£876,237
Premises	£52,850	£52,850
Transport	£309,346	£285,600
Supplies & Services	£61,300	£61,300
Support Services	£13,000	£13,000
CDC	£17,300	£17,300
TOTAL EXPENDITURE	£1,330,033	£1,306,287

INCOME	2015-16	2014-15
7151 Levy 2% Increase	£1,211,033	£1,187,287
7251 Shellfish Sampling	£15,000	£15,000
7257 Permit Fees	£100,000	£100,000
7351 Interest	£4,000	£4,000
TOTAL INCOME	£1,330,033	£1,306,287

Surplus/Deficit Nil Nil

Section 5: Establishment: Officers and equipment

20. Staff posts are listed in Annex B An inventory of all the NWIFCA's equipment is maintained and updated annually or more frequently as required.
21. 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.
22. 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.
23. The Patrol vessel FPV 'Solway Protector' and crew of 3 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. One IFCO also fulfils the role of Communications Officer.
24. The science team consists of 3 Science and Environment Officers (SEO) including (1 Senior SEO). All are based in Carnforth. SEOs are trained as IFCO warranted officers to assist with enforcement when there is high demand

Section 6 – Working in Partnership

25. 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).
26. The Defra monitoring framework required IFCA to draft Memoranda of Understanding (MOU) with MMO, EA, NE and Cefas. National agreements were signed by all IFCA in 2011 and remain in place. NWIFCA decided in 2011 that the Annual Plan should include the objectives of partner bodies and form local action plans to the MOUs. This arrangement has continued to date, and members are invited to suggest elements of the plan relevant to IFCA objectives which would assist delivery of the objectives of partner bodies. The tasks and priorities at Annex C are designed to deliver both the Annual Plan for the NWIFCA and 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.
27. MMO is an important partner in the delivery of fisheries enforcement, IFCO training and quality assurance of byelaws. MMO appoints IFCA members and is responsible for ensuring members comply with terms and conditions of IFCA appointments.
28. EA is responsible for delivery of the EU Water Framework and Marine Strategy Framework Directives. EA manages migratory fish in rivers and estuaries out to 6 miles. In the NWIFCA District, prior to 2011, EA set up a fishery order to manage the Dee Estuary cockle fishery and continues to have joint responsibility for this fishery although management is now under the remit of Natural Resources Wales (NRW). NWIFCA assists NRW with enforcement of cockle fishing.
29. NE is responsible for oversight and objectives of all conservation designate sites. 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 and in particular on MCZ.
30. 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.
31. 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.
32. 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.

33. The NWIFCA consults many NGO in the development of its policies including relevant conservation and fisheries organisations.

Section 7 Publicity and Communications

34. The NWIFCA aims to communicate effectively with members, partners and stakeholders. The communications and engagement strategy developed in 2012 and on the website will be further implemented this year.
35. The website at www.nw-ifca.gov.uk holds all current and background information about the Authority. It gives details of meetings, reports, news and current activity. Press releases for urgent communications are on the website and sent to media throughout the District.
36. Newsletters: An Authority newsletter series was started in 2012 and continues at 4-6 month intervals. Stakeholder consultation and discussion meetings will be held as required. A text alert system is used to inform stakeholders of urgent information

Section 8 Training and staff management.

37. The Authority 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. Personnel development improves morale and job satisfaction.
38. In 2015, an accredited programme of training for IFCOS is being introduced. This aims to provide a common level of training and skills for all IFCOs in England and other regulatory agencies. NWIFCA will contribute to this programme and the Head of Enforcement has become a local assessor for this training. In due course all NWIFCOs should become accredited.
39. 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 Authority deliver desirable outcomes;
 - III. Assessment of the Authority'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.

40. New Authority members receive an induction pack of information about the IFCA and the role of members. MMO provide training for new members in delivery of the role.
41. All IFCOS undertake mandatory training including Health and Safety to provide the core skills required for the role. New IFCOs attend the annual standard 1 week training course required to receive the IFCO warrant with refresher courses at 3-5 year intervals.
42. 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.
43. An inventory of all training undertaken and renewal schedule is maintained and updated annually. This provides a NWIFCA capability assessment.
44. 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.
45. 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 Organisation's objectives.
46. 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 9 - Performance Standards

Membership, structure and governance

47. The NWIFCA has up to 30 members. There are 27 members at March 2015 as listed in Annex A. Ten are representatives of the funding authorities; fourteen are MMO appointees appointed by open competition to create a balanced membership of stakeholder interests. There are three agency members from Environment Agency (EA) and Natural England (NE) and MMO.
48. At time of writing, there are three MMO vacancies and five MMO appointees whose 4 year term of office expires on 31st March 2015. MMO has recently undertaken a recruitment for all 8 vacancies. The outcome is awaited.
49. 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 are in the Constitution and are on the website. Whenever possible, committee papers are posted on the website 7 days in advance of meetings.

50. A Technical Science and Byelaws Sub-Committee (TSB) oversees the policies and work of the Authority. The TSB comprises agency members, Chairman and Vice Chairman and 5 members elected from MMO appointees. 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.
51. A Finance Sub-Committee is responsible for the budget and budget monitoring. As the NWIFCA funding providers, all Councils on the Authority are members.
52. A Chairman's Sub-Committee meets as required to consider sensitive or confidential matters.

Enforcement

53. 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.
54. The enforcement strategy is available from the NWIFCA office. It is reviewed annually in March.

Equality Act 2010

55. As a public sector body and as an employer the Authority will comply with the Equality Act and standards.

Corporate monitoring policies:

56. The Authority is committed to being transparent and accountable. We want our partners and stakeholders to know what to expect from us and the level of service we will provide. Standing Orders, Financial regulations, Customer service standard, a Freedom of Information Act publication scheme and a complaints procedure are compiled into a NWIFC constitution available from the NWIFCA Office and on the website.

Annex A Affiliations and Membership of the NWIFCA March 2015

Council Members of the NWIFCA and numbers of appointees	Appointee
Blackpool Borough Council (1)	Councillor G. Coleman
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 K. Brown Councillor L. Beavers
Liverpool City Council (1)	Vacancy
Sefton Council (1)	Councillor J. J. Kelly
Wirral Metropolitan Council (1)	Councillor B. Mooney

MMO Appointees and their Affiliations:	
Marine Environment	Dr E. Baxter
Marine Industry	Mr R. Benson
Marine Science	Dr J. A. Clark *
Anglers and Recreational Fishing	Mr B Crawford
Commercial Fishing	Mr R. Graham *
Shellfish aquaculture	Mr D. Grunshaw
Marine Environment	Mr D. Harpley
Commercial fishing and aquaculture	Mr T. Jones *
Fisheries management	Mr A. Maltby *
Commercial fishing	Mr S. J. Manning
Marine Environment	Miss S. Salthouse
Marine Environment	Ms P. Taylor
Commercial fishing and aquaculture	Mr K. Thompson
Recreational fishing	Dr P. Williams
National Agency appointees	
Natural England	Chris Lumb
Environment Agency	Stewart Mounsey
Marine Management Organisation	Andrew Newlands

NOTES:

Liverpool - Councillor T. Beaumont removed – no replacement appointed
Messrs. S. J. Manning and K. Thompson and Ms C. Salthouse appointed October 2014 to replace Messrs C. J. Woods, D. T. Dobson and Mrs J. Butler.

Mrs M. R. Owen and Mr J. D. Murphy resigned November 2014

Prof C. Frid resigned January 2015

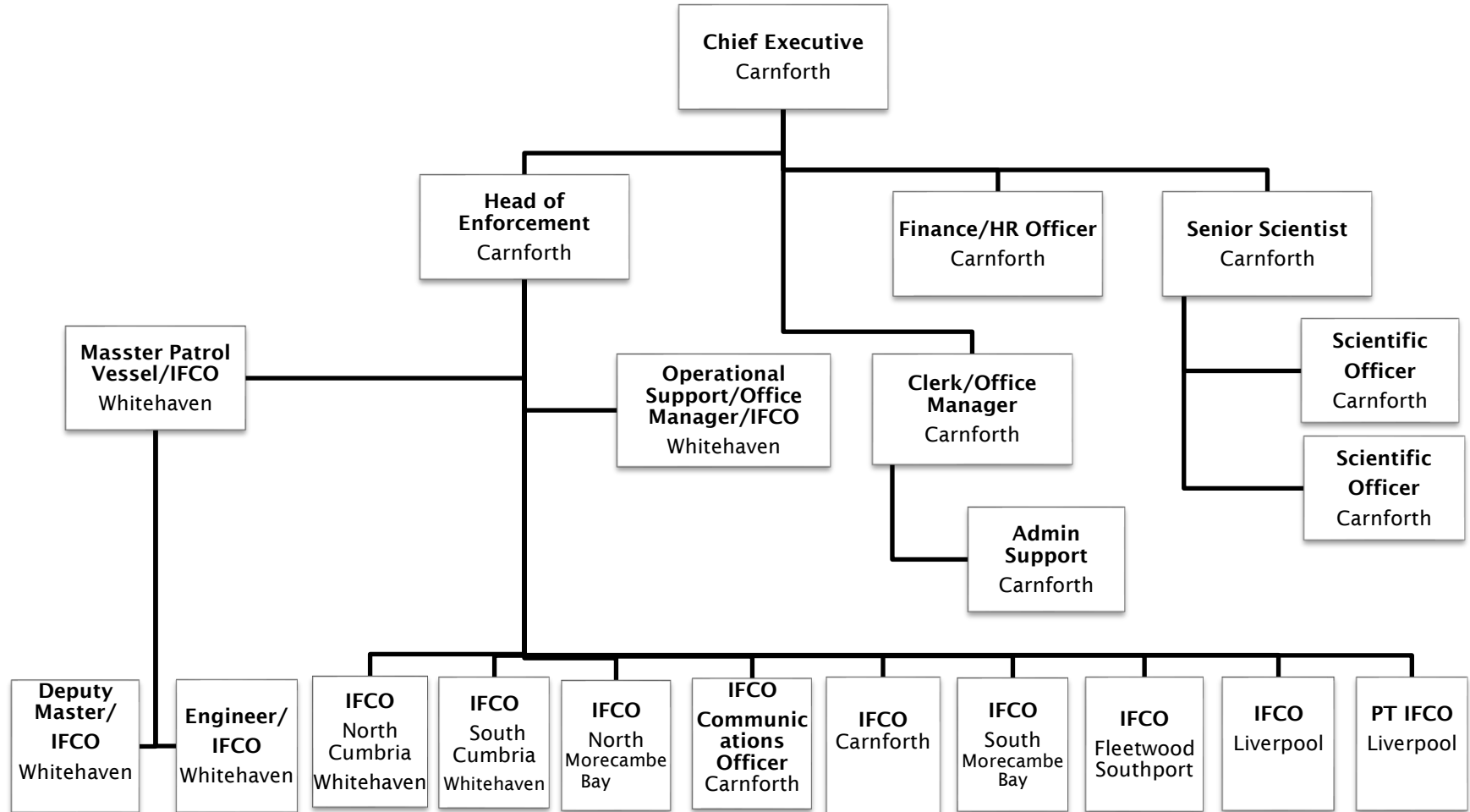
Mr S. Mounsey (EA) appointed December 2014 to replace Mr B. Darbyshire

Mr A. Newlands (MMO) appointed January 2015 to replace Mr R. Littleton

There are 3 MMO appointee vacancies

* First 4 year term for MMO appointees ends 31st March 2015. Members' eligible for reappointment

Annex B: NWIFCA staff posts and line management in March 2015



Personnel

The NWIFCA has 20 FTE staff: 8 in the Carnforth Office, 7 in the Whitehaven Office and 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 (Carnforth). Management of the Authority's operational and enforcement programme planning, staff, equipment and resources. Reports to CEO.

Head of Finance and Human Resources (Carnforth). 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' / IFCO (Whitehaven). Operational planning, management and safe working of Solway Protector and Whitehaven RIB. Reports to Head of Enforcement.

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

Deputy Master Solway Protector. (Whitehaven) Qualified to skipper when Master is unavailable. Reports to Master.

IFC Officers (8.5 fte officers) Responsible for enforcing the Authority's byelaws, national and EU fisheries and environmental legislation, crewing patrol vessels. Reports to HOE.

Senior Science and Environment Officer (SSEO) / IFCO (Carnforth). 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 Carnforth). Report to Senior Science and Environment Officer Report to SSEO

Communications Officer (0.5 FTE, Carnforth) 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 "Bay Protector" – 7.5m RIB based in Liverpool

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

4.5m Zodiac based in Morecambe

Patrol vehicles: (2 Landrovers, 2 Nissan Navara 4WD, 1 Isuzu Rodeo Denver 4WD, 1 Renault

Trafic radar van, 1 Renault Kangoo van, 2 Renault Kangoo vans for science work

9 ATV quad bikes

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

Annex C: NWIFCA Work Programme for 2015-16 as at March 2015						
High Level Objective	Working Level Objective	Lead	Partners	Due Date/Progress	Comments and update March 2015	
Success Criterion 1. The NWIFCA has sound governance and staff are motivated and respected						
1a planning and reporting	Annual plan 2015-16 approved	CEO	All Members and Officers	June quarterly	Plan in prep for March quarterly	
	Annual plan reviewed & updated			September 2015		
	Annual report 2014-15 draft	CEO	Members	September 15		
	Annual report final & on website	CEO	Members	December 15		
	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	2014-15 Accounts completed, signed off by September 15	
	Budget forthcoming year prepared agreed and levied	Finance Officer	CEO Finance SC	Oct-Feb-April annually	Budget 2015-16 agreed. Levies agreed. Councils notified. April 15	
1c Risk	Review Risk Management Strategy, Strategic and Operational Risk Registers	CEO, Finance Officer	MMO, EA, NE, NWIFCA	December 15		
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	June 15	Ongoing. Repeat each year	
	Annual & 6 month reviews			April & Sept	Ongoing	
	Joint agency training. Officers to attend national training as available	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
	Local training planned: Conflict resolution, data collection, use of notebooks, evidence security, enforcement procedures.	HOE		Ongoing	Training for all IFCOs delivered Feb 2015
	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 15
1f Member & Officer engagement	Identify members training required	Comms officer	Members	Ongoing	This is led by MMO
	Development and implementation of systems that enable staff & members to contribute to policy	Comms officer	Staff and Members	Ongoing	Continuous process through reporting and consultation at meetings.
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	Byelaws Officer	Byelaw Sub-Committee	Ongoing	Byelaw 6 in place. No further requirements identified.
Angling	District-wide assessment of the effort level of recreational fishing	Science Team IFCOs		Ongoing	Angling strategy in prep

	Shellfish surveys	Cockle and mussel surveys throughout District as required to inform management	Science team IFCOs	TSB NE	Ongoing	
	Science projects	Research projects to inform policy development and management measures	Science team	TSB Officers Members		
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	Head of Enforcement	MMO; EA; NE Wildlife crime Committees	Ongoing	Attend regional multi-agency enforcement committees and National level IFCA-MMO committee NIEMEG)
	3a	Implement enforcement strategy in all patrol operations	Head of Enforcement	NWIFCA MMO EA, NE	Ongoing	Enforcement strategy in place
	3a	Review Enforcement Risk Register	Head of Enforcement	NWIFCA,EANE, MMO	Ongoing	
	3b	Train officers to work to the NWIFCA enforcement framework	Head of Enforcement		Ongoing	National and local IFCO training in place and constantly in development
	Patrol work	Enforce byelaws and other measures in shore areas	Head of Enforcement	All IFCOs	Ongoing	A main duty taking 9 FTE Officers or more
		Enforce byelaws and other measures at sea	Head of Enforcement	Patrol vessel IFCOs	Ongoing	A main duty taking 3 FTE Officers or more
		Procure new main patrol vessel	CEO & Head of Enforcement	Council members	Ongoing	Dependant on funding
Success Criterion 4. NWIFCA works in partnership with stakeholders						
	4a MOU	Renew and implement MOU with partner bodies.	CEO	Cefas MMO, EA, NE	Ongoing	Nationally by AIFCA as required. Not much used.
	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	Bivalve working group to be set up for Morecambe Bay in 2015
	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	Approx 20 meetings various sorts per year CEO level. More at SEO & HOE level
4b	Data shared under protocols which meet data protection regs	Clerk	All partners as required	Ongoing	IFCA data shared for many consultations
4b	Review stakeholder engagement strategy	Communication Officer	Partner bodies Members	Ongoing	Newsletters, texts, meetings as required
4b,	Publication of a quarterly newsletter and stakeholder meetings	Communication Officer		Ongoing	4-6 month intervals
4b,	Website reviewed and updated: Meeting papers, news	Communication Officer		Ongoing	Science area to be developed
4b FOI	Answer FOI requests within deadlines	Office Manager		Ongoing	Freedom of Information scheme on website. Training received in 2015.
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 2015	Plan for 2015-16 attached at Annex D
5a	Research report Science report completed for Annual report	Science	NWIFCA TSB	41061	Not essential but desirable. Done for 2013-14
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, SPA extensions in 2015
	Take account of Partners advice in developing and implementing management measures.	Science	NE, MMO, EA, Cefas	Ongoing	Core business. Mainly in form of compliance with Habitats Directive and conservation objectives
	Implement management measures for MPA as required	Science	NE, MMO	Ongoing	Core business Mainly in form of HRA
	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.

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, Liverpool Uni studentship both ongoing.	
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	Communication Officer	MMO; EA NE	Ongoing	Not sure what this means!	
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. Does not appear to be Gov priority at present.	
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	
7a	Attend management boards/steering groups for marine protected areas	Science Dept	TSB	Ongoing	None set up.	

Annex D: NWIFCA shellfish science surveys planned 2015-16					
Purpose	Stock surveyed	Area of District	Type of survey	Partner assistance	Lead officer
Stock Assessment	Solway Cockle survey	Solway Firth	Suction dredge survey	Fishermen	Abigail Leadbeater
Stock Assessment	Silloth Mussel survey	Solway Firth	Dredge	Fishermen	Abigail Leadbeater
Habitat/Feature Mapping	Cumbria Sabellaria and mussels	Cumbria Coast MCZ	Quadrat survey	None	Abigail Leadbeater
Stock Assessment	Drigg Winkles	Drigg Coast SAC	Quadrat survey	None	Abigail Leadbeater
Stock Assessment	Morecambe Bay Seed Mussel	Morecambe Bay - South America	Aerial, ATV, foot	Fishermen	Mandy Knott
Stock Assessment	Morecambe Bay Seed Mussel	Morecambe Bay - Heysham Flat	Dutch Wand	Wildlife Trust Marine Graduates	Mandy Knott
Stock Assessment	Morecambe Bay Mussel	Morecambe Bay - Foulney	Dutch Wand	None	Mandy Knott
Stock Assessment	Morecambe Bay Mussel	Morecambe Bay North	Dutch Wand	None	Mandy Knott
Stock Assessment	Duddon Mussels	Duddon Estuary	Dutch Wand	None	Mandy Knott
Stock Assessment	Fleetwood Mussel	Fleetwood and Wyre End	Dutch Wand	None	Mandy Knott
Habitat/Feature Mapping	Heysham Flat Sabellaria alveolata	Morecambe Bay - Heysham Flat	Quadrat survey	Wildlife Trust Marine Graduates	Mandy Knott
Habitat/Feature Mapping	Allonby Bay Sabellaria alveolata	Cumbria - Allonby Bay pMCZ	Quadrat survey	Wildlife Trust Marine Graduates	Abigail Leadbeater
Habitat/Feature Mapping	Allonby Bay Mussels	Cumbria - Allonby Bay pMCZ	Dutch Wand	Wildlife Trust Marine Graduates	Abigail Leadbeater
Stock Assessment	West Kirby Mussels	Dee Estuary	Dutch Wand	None	Sarah Temple
Stock Assessment	Mersey Mussels	Mersey Estuary	Dutch Wand	None	Sarah Temple
Stock Assessment	NWIFCA Cockles	NWIFCA District	Quadrat survey	None	Mandy Knott
Fishing Activity	Various	NWIFCA District	IFCO sightings	None	Abigail Leadbeater
Fishing Activity	Un-regulated bivalves	Leasowe	IFCO sightings	EHOs	Sarah Temple
Fishing Activity	Un-regulated bivalves	Duddon Estuary	IFCO sightings	EHOs	Mandy Knott