



9th EIFCA Meeting

To be held at:

**The Boathouse Business Centre
1 Harbour Square, Nene Parade, Wisbech PE13 3BH**

**5th June 2013
1030 hours**

Meeting: 9th Eastern IFCA Meeting
Date: 5 June 2013
Time: 10:30hrs
Venue: The Boathouse Business Centre,
1 Harbour Square, Nene Parade,
Wisbech, Cambridgeshire, PE13 3BH



"Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry."

Agenda

- 1 Welcome by the CEO
- 2 To note apologies for absence
- 3 Declaration of members' interests

Action items

- 4 Election of Authority Chair/Vice Chair – *CEO*
- 5 Election of members, followed by Chair/Vice-Chair to the Authority's sub-committees – *Chair/CEO*
- 6 To receive and approve as a true record, minutes of the 8th Eastern IFCA Meeting, held on 30 January 2013 - *Chair*
- 7 Matters arising (including actions from last meeting) – *Chair*
- 8 Review of the Schedule of Delegations for the Eastern IFCA Constitution - *CEO*
- 9 To receive a report on a meeting of the Planning and Communications Sub-Committee held on 11 March 2013 - *CEO*
- 10 To receive a referral from the Planning and Communications Sub-Committee to consider options for funding monitoring cockle mortality – *Head of Environment and Research*
- 11 To receive an update on progress and agree next steps towards the management of fishing activity in European Marine Sites– *Head of Marine Protection*
- 12 To receive a report on bait digging issues in the Stour and Orwell and agree next steps – *Senior Environment Officer*
- 13 To receive a report to consider Health and Safety risks and mitigation - *CEO*
- 14 To receive and approve the Finance Officer's report on payments made and monies received during the period 19th January 2013 to 31st March 2013 – *Hd Fin*
- 15 To receive and note the Finance Officer's Quarterly Management Accounts - *Hd Fin*
- 16 To receive and approve bank mandates for the Authority – *Hd Fin*
NB the Authority's Bank Manager will be in attendance after the Statutory Meeting to view original identification in order to select appropriate signatories. Members are requested to bring: 1) passport or driving license, 2) Utility Bill (not mobile phone) received within the last 3 months
- 17 To review and agree the Authority's policies on: - *Hd HR*
 - i. Anti-fraud and Corruption
 - ii. Staff Code of Conduct
 - iii. Whistleblowing
 - iv. Member Complaints

- 18 To receive a report of progress towards a Staff Appraisal System – *CEO/Hd HR*
- 19 To consider Member’s eligibility to chair the Authority – *CEO*
- 20 To receive a report of the progress with the Authority’s Corporate communication plan – *Community and Development Officer*
- 21 To receive an update on MMO East Inshore Marine Plan – *Mr R Gadbury MMO*

Information items

- 22 To receive a report on a new staff & member benefit
- 23 Area IFCOs quarterly reports
- 24 Vessels quarterly reports
- 25 Senior Research Officer quarterly report
- 26 Senior Marine Environment Officer quarterly report

Any other business

- 27 To consider any other items, which the Chairman is of the opinion are Matters of Urgency by reason of special circumstances, which must be specified in advance.

P J Haslam
Chief Executive Officer
21 May 2013

8th Eastern IFCA Meeting

"Eastern IFCA will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry".



A Meeting of the Eastern Inshore Fisheries & Conservation Authority took place at The Boathouse Business Centre, Wisbech, Cambs, on 30th January 2013 at 1030 hours.

Members Present:

Cllr Ken Sale	Chair	Suffolk County Council
Shane Bagley		MMO Appointee
Roy Brewster		MMO Appointee
Cllr Hilary Cox	Vice-Chair	Norfolk County Council
Dr Stephen Bolt		MMO Appointee
Cllr Michael Chenery of Horsburgh		Norfolk County Council
Conor Donnelly		Natural England
Cllr Tony Goldson		Suffolk County Council
Paul Garnett		MMO Appointee
Roger Handford		Environment Agency
Cllr Brian Hannah		Norfolk County Council
Neil Lake		MMO Appointee
Ceri Morgan		MMO Appointee
Tom Pinborough		MMO Appointee
Rob Spray		MMO Appointee
John Stipetic		MMO Appointee
Cllr Tony Turner MBE JP		Lincolnshire County Council
Stephen Worrall		MMO Appointee

Eastern IFCA (EIFCA) Officers Present:

Philip Haslam	Chief Executive Officer (CEO)
Olle Akesson	Research Officer / IFCO
Jason Byrne	Area IFCO
Sandra Cowper	Marine Environment Officer – GIS
Ian Dye	Area IFCO
Nichola Freer	Head of Human Resources (HR)
Julian Gregory	Head of Marine Protection (HOMP)
Eden Hannam	Head of Marine Conservation
Christine Hurley	Head of Finance
Simon Lee	Skipper / IFCO
Judith Stoutt	Senior Marine Conservation Officer

Clerk:

Mary Clancy

EIFCA13/1 Item 1: Welcome by the Chair

The Chair welcomed Robbie Fisher (Defra), Joanna Messini (Defra) and Ewen Bell (Cefas) to the meeting. They would all be providing presentations during the course of the meeting.

EIFCA13/2 Item 2: Apologies for Absence

Apologies for absence were received from Messrs Peter Barham and Koen Vanstaen (MMO Appointees) and Cllr Williams (Lincolnshire County Council).

EIFCA13/3 Item 3: Declarations of Members Interest

No Declarations of Interest were presented.

EIFCA13/4 Item 4: Minutes of the 7th EIFCA Meeting, held on 31st October 2012

Members agreed to accept the minutes as a true record of proceedings.

Proposed: Cllr Tony Goldson

Seconded: Stephen Worrall

EIFCA13/5 Item 5: Matters Arising

EIFCA12/93 Review of the Authority's Standing Orders

d) The CEO advised that the paper regarding the current restriction on members' eligibility for the offices of Chair and Vice Chair of the Authority was still being compiled. It would be distributed to members prior to the end of the current Chairman's term of office.

e) Members were advised the new Access to Information Policy was still in its formative stage. Once regional statutory bodies had fully understood the process and published guidelines the CEO would ensure that EIFCA follows their lead. Further information will be provided for members once it is available.

EIFCA12/97 EIFCA Derogation Process

c) The CEO had reviewed the impact on resources and the requirement to levy a charge for completing the derogation process. It was recommended that there was no driver for change and that the status quo should be maintained. If the weight of effort to service requests for derogations becomes unsupportable, the recommendation will be reviewed.

EIFCA13/6 Item 6: Finance & Personnel Sub-Committees held on 6th December 2012 and 16th January 2013

HR Matters: Work on the organisational structure and salary review, which were a direct result of transition from ESFJC to EIFCA, had been completed and implemented.

Members Agreed to note the paper.

EIFCA13/7 Item 7: Provisional budget for 2013/2014 and to note the provisional forecast for 2014/2017

The Provisional Budget for 2013/2014 recommended by the Finance and Personnel sub-committee was presented for approval. It was highlighted that the budget had achieved the mandated 25% reduction in base levy, requested by the constituent funding authorities at EIFCA inception, a year ahead of schedule. The Head of Finance was confident this position could be maintained for the following year.

Members were asked to note the Provisional Forecast for 2014/2017. In addition there was a requirement to agree that MMO Appointees be entitled to expenses and allowances.

Tom Pinborough queried whether EIFCA would come under pressure to make further cuts now that the 25% reduction had been achieved. The CEO advised the 25% reduction was a direct result of the 2010 spending review. There was no guarantee that future spending reviews would not highlight further requirement to make savings, however, he had met with the Heads of Finance of the constituent County Councils and was confident they were now aware of the role of EIFCA and he could put forward a good case that the Authority represented value for money. The level of future funding represents a key strategic risk to the Authority and will need to be tracked closely if the current IFCA model is to be supported and enabled through appropriate and consistent funding.

New Burden Funding was a further concern as the current provision will end in at the end of financial year 2014/15. The issue has been tabled with Defra who are considering their position and mechanisms to sustain current funding. The Association of IFCAs is leading the discussions and members will be kept fully abreast of developments.

John Stipetic questioned whether the CEO had investigated the possibility of reclaimed MMO Appointees expenses back from the MMO. The CEO advised that reimbursement of expenses was within EIFCAs gift, therefore it is a choice to make the payment and it is not possible to ask for reimbursement. If the situation arose that there was insufficient funds to make these payments then a review would take place.

Members agreed to:

- **approve the Provisional Estimates for the period 1st April 2013 to 31st March 2014**
- **to note the Provisional Forecast of Estimates for the period 1st April 2014 to 31st March 2017.**
- **Marine Management Organisation Appointees be entitled to expenses and allowances as required by Article 15 of the Eastern Inshore Fisheries and Conservation Order 2010.**

Proposed: John Stipetic

Seconded: Cllr Tony Goldson

EIFCA13/8

Item 8: Payments made and monies received during the period 13th October 2012 to 18th January 2013

Members Resolved to accept the report on payments made amounting to £202,879.65 and monies received amounting to £49,126.50.

Proposed: Stephen Bolt

Seconded: Ceri Morgan

EIFCA13/9

Item 9: Management Accounts for the period 1st April 2012 to 31st December 2012

Accumulative accounts for the nine month period were produced to provide comparison to projected figures. The underspend is caused by

EIFCA being in the formative stages in terms of personnel employment and vessel operations. This would be mitigated by award of back pay at the end of January 2013 driven by the result of the salary review. Other savings accrued were a result of the decision not to outsource services for Communications & Development, a reduction in IT support fees and lack of projected expenditure on inshore VMS units.

The CEO highlighted that the savings were all for distinct reasons, not because the Authority was over resourced. He added that once the Authority was running at its full gamut of staff and vessels the balance sheet would provide a better reflection of the cost of operating as EIFCA.

Members Agreed to note the report.

EIFCA13/10 Item 10: Replacement Enforcement Vessel

The Vessel Working Group had been charged with reviewing the EIFCA sea-going assets. The initial phase of this identified a need to sell the fisheries protection vessel, *ESF Protector III*, as it was becoming increasingly expensive to maintain, a perception that enforcement requirements were changing and a need to accrue 25% savings on base levy budget.

The Head of Marine Protection (HOMP) outlined a capability based, objective review of all EIFCA sea going assets. The parameters used to construct the options were:

- Affordability – capital investment and cost of ownership
- Flexibility – in terms of crewing, vessel draught, operational employment
- Sustainability – prudent future-proofing where possible
- Utility – operability, adaptability and agility throughout the entire district

The three categories of vessels within the scope of the budget were as follows:

Mother/Daughter configurations whilst affordable were considered unsustainable in personnel resource terms in the future.

Open RIBs were not sustainable for long periods at sea, IT equipment would not be operable in inclement weather, consequently they had a restricted capability.

Cabin RIBs were considered sustainable, operationally they could meet all the Authority's requirements and could put to sea with less crew than a mother/daughter combination and affordable enough for the Authority to purchase two, with one being moored in Suffolk and the other in Norfolk, therefore making the entire district accessible.

John Stipetic questioned whether cabin RIBs were capable of getting close enough inshore to drop crew on to beaches or sandbanks. It is assessed that with an appropriate boarding ladder this would be achievable.

Having received the paper and considered the information provided both the HOMP and Simon Lee were thanked for the work involved.

Members resolved to:

- **Agree that a cabin RIB, or hybrid thereof, is adopted as the preferred option.**
- **Agree that a Vessel Procurement Panel is established comprising Chair of the Authority, Chair of the Finance & Personnel sub-committee, CEO and Head of Marine Protection.**
- **Agree that the Vessel Procurement Panel is authorised to oversee and approve the procurement of an enforcement vessel utilising the most appropriate methodology in accordance with relevant procurement legislation and the Authority's Financial Regulations.**
- **Agree that a second vessel will be operated but that any decision on the long term future of any interim vessel is taken at a later date by the Vessel Procurement Panel, when more information is available (e.g. detail of vessel purchased, suitability for the role etc.).**

Proposed: Neil Lake

Seconded: Ceri Morgan

EIFCA13/11 Item 11: Change of approach to management of fisheries in European Marine Sites in England – Presentation by Robbie Fisher (Defra)

Members were advised that Defra had revised their policy approach to national responsibilities regarding European Marine Sites (EMS), as detailed in Article 6 of the Habitats Directive and Birds Directive. The revised approach to the implementation of fisheries management measures would apply to both Special Areas of Conservation (SACs) and Special Protected Areas (SPAs). Defra requires that measures are drawn up and enacted by December 2103 and it falls to all IFCA's to take such action as necessary to achieve statutory measures within this timeframe. Failure to comply will introduce the risk of infraction from the EU with the potential for the associated financial liabilities to be lodged with constituent councils.

The presentation worked through the process beginning with the formation of an Implementation Group, and detailed how a traffic light system had been applied to highlight protected areas considered to be most at risk from fishing activities. Sites coloured red were priorities with appropriate action being required by the end of 2013, whilst those either amber or green would need to be addressed by 2016.

Defra intended to work alongside other bodies and as such would be holding workshops with MMO and IFCA's to get everyone working together. There was also the possibility that funding may be available for IFCA's to purchase equipment, if it was required to comply with the legislation.

The next steps for EIFCA would be to carry out detailed analysis then decide what action to take, Defra were confident that with EIFCA's good working relationship with stakeholders a compromise could be made to meet local needs and protect the sites.

Connor Donnelly advised that NE were already putting a project plan together to deal with Red sites and would provide whatever support EIFCA needed. He acknowledged that sites would cross the 6nm boundary and it would be necessary to work with MMO.

Cllr Tony Turner asked the CEO to advise what was expected of the Authority and how its resources would be used. The CEO responded that there would be a need to quantify and understand a feature and the potential damage that could be caused, then take appropriate protective action to ensure compliance and avoid repercussions. Defra's presumption was that measures would be statutory and precautionary in nature.

Mr Morgan enquired how regularly Appropriate Assessments would be needed for each fishery and was advised the intention implement manage measurements as early as possible to negate the need for Appropriate Assessments.

Tom Pinborough was concerned about the timeframe, if the 'Red' sites needed a byelaw in place by December 2013 it did not leave a great deal of time for consideration and consultation. He also questioned how the system worked for sites which extended outside the Authority's district. Members were advised that for such areas the MMO would be responsible for a byelaw which would apply to the whole of the site, however management measures would be consistent with similar byelaws within the district.

Other infrastructures affecting the seabed, such as power stations, windfarms and dredging sites were discussed and the question was raised whether EIFCA could reclaim costs incurred when responding to consultations of this nature. Whilst Robbie Fisher could not provide an answer he agreed to ask Defra for guidance on cost recovery.

Mr Lake expressed concern at what he considered was the 'indecent haste' that the process was taking, he did not feel the industry would be properly consulted. He raised a concern about protection of sabellaria beds, whether the closed area would be geographically fixed or would the feature be monitored and move as the species moved. Robbie Fisher was aware of the time constraints but felt EIFCA were best placed to know the local needs. He also advised that whilst it was necessary to ensure a feature was sufficiently protected it was not necessary to 'protect every worm in the Wash'.

EIFCA13/12 Item 12: Eastern Region crab and lobster stock assessment -
Presentation by Ewen Bell (CEFAS) and Joanna Messini (Defra)

The Marine Strategy Framework states that the crab and lobster stocks must be sustainably managed by 2016. Cefas therefore, needed to determine whether the stocks were in a viable condition and whether they were being fished in a sustainable manner. Cefas had been monitoring the stocks as part of an ongoing programme, but had not previously published the results, which was why they had taken the opportunity to present their data so far, on crab and lobster stock assessments as well as advising how they would be providing 2 page summary sheets containing all the information.

The presentation focused on sustainability of stock. The definition of sustainable was explained as, "if there were mature animals in the stock and these were happily reproducing then it was sustainable".

Essentially if the MLS of shellfish was larger than the size at which they first spawn then the fishery was sustainable. Also shellfish have a high survival rate when returned to the sea, making catch and return of

those below MLS less of a concern. However to achieve a Maximum Sustainable Yield there needed to be a healthy level of parent stock, so it was necessary to calculate the maximum fishing level to allow the Maximum Sustainable Yield.

Unfortunately the data for EIFCA's region is incomplete therefore assessments will be made on data up to 2010/2011 until better biological data is available. It was hoped Cefas could work in conjunction with EIFCA to investigate more accurate landing data

Having got the impression that stocks were not in a good condition Tom Pinborough asked whether there was any evidence that hatcheries, such as the one at Padstow, were making a significant difference. He was advised that there was to be a conference in the near future to assess whether the hatchery was having any real affect, but it was believed that the numbers being released were unlikely to be making a notable difference.

Tom further questioned how often Cefas would like to see a lobster spawn before it was caught, and was advised that the biomass of spawning animals was taken into account, not the number of times is had spawned.

Cllr Hilary Cox enquired whether data had been included for large lobsters taken off reefs, rather than those which come inshore to be caught. The response was that if they don't know about the data it cannot be taken into account, if the data is not registered or recorded it cant be managed, however, if reliable evidence is available then the data could be incorporated.

The CEO questioned whether any evidence, of positive or negative effects of renewable energy sites had been found. Newcastle University were carrying out a project of this nature, the results may provide information on whether the effects of new habitats were positive or negative and whether they provided a haven for larger stock to spawn.

The CEO expressed his thanks for the presentation and acknowledged EIFCA would need to consult with industry to address the issue of insufficient data.

EIFCA13/13 Item 14: Eastern IFCA Corporate planning

The CEO reminded members that the Authority has a duty to plan and report annually up to and including the Secretary of State. For any plan to meaning it must be part of a wider strategic plan to deliver either a vision or a defined end state. A corporate plan was described that set out an enduring centre of gravity to give a defining reason for all activity, the decisive conditions that must be set, the supporting effects that characterise the decisive conditions and the lines of operation to produce a direction of travel. Using this mechanism would ensure that the activities and tasks detailed in the annual plans would be nested within a wider context and shaped to deliver the final outcomes. It would also ensure that nugatory activity is identified and discounted. Executive and Senior officers had been fully engaged in the development stages as it is considered essential to generate the appropriate ownership of the plan.

The subsequent action is to devise a measurement system to indicate progress.

Members Resolved to:

- **Agree the direction of travel and outcomes of the corporate planning.**
- **Agree to the timescale to produce the 2013/14 Annual plans.**
- **Agree to delegate final signature of the Annual plan to the Chairman of the Planning and Communication Sub-Committee.**

Proposed: Tom Pinborough

Seconded: Brian Hannah

EIFCA13/14 Item 15: Marine Conservation Zones

Members were advised that Defra have published a document setting out sites for this year, those for future years and those not going forward.

In the initial phase EIFCA only had one MCZ in their district, sited in the Stour & Orwell rivers. It was anticipated that there would be others in future years.

The current need was to focus on communication, to develop appropriate management measures. The Authority need to form a firm opinion on their recommendations and would need to be confident of the evidence underpinning those recommendations.

It was also noted that whilst Defra had removed reference areas from the initial phase this was likely to be reviewed.

Members Resolved to direct Authority officers to:

- **Publish on the Authority's website a statement of broad support for the designation of Marine Conservation Zones, also acknowledging the need for development of appropriate management measures that are sensitive to local needs of sea users;**
- **Provide detailed comments on Defra's MCZ consultation, in relation to the feature and fishing activity evidence underpinning the designation, as well as policy and operational implications for the Authority; and**
- **Engage with affected stakeholders, where necessary to improve evidence on site features and fishing activity, and in any case to provide transparency and encourage stakeholder engagement in the development of any necessary management measures.**

Proposed: Cllr Tony Turner

Seconded: Stephen Worrall

EIFCA13/15 Item 16: Meeting of the Marine Protected Area Sub-Committee held on 6th December 2012

The meeting had been held to discuss the outcome of the mussel fishery research. 19 beds had been surveyed, the outcome of which was that there was insufficient adult stock to support an adult fishery. However, there was potential for a seed fishery, consequently the industry were consulted for their views on opening dates etc.

The review of lay consents had been completed and was forward to NE for consideration, they had requested some further information which had been provided and their response was awaited.

Concerns were raised with regard to fishing practices during the cockle fishery. These would be put to the Regulation & Compliance sub-committee for their consideration whilst reviewing the byelaws.

Members agreed to note the paper

EIFCA13/16 Item 17: Dates and locations of planned Community Engagement meetings

Members were asked to note the dates and pass the information on to interested parties. The meetings would be attended by representatives from MMO, Cefas, NE and other organisations and would provide an opportunity for stakeholders to speak directly to them.

Members agreed to note the paper

EIFCA13/17 Item 18: Association of Inshore Fisheries & Conservation Authorities

Dr Stephen Bolt (CEO of AIFCA) updated members on the Association's activities during the last quarter. He advised that the Association had been promoting the work of IFCAs by engaging at a national level with all influential bodies. Questions had also been raised as to future funding and what steps had been put in place once New Burden Funding ended in 2014.

The Association was ensuring IFCAs were represented with initiatives going forward to ensure there was a two way flow of information and that IFCAs were taken on board and recognised as the lead regulator.

Letters had been sent to the Minister, articles published in high profile publications and the Association website was being improved to provide a 'shop front' for IFCAs.

EIFCA13/18 Item 19: Date of Next Statutory Meeting

Members were advised that the date of the Statutory Meeting in April clashed with the purdah period leading up to local Council elections which would constrain the ability of the Authority to take executive decisions at the April meeting. With this in mind, and taking into account the timeframe for Councils to advise of any revisions to membership of the Authority the CEO suggested the first suitable date would be 5th June. All business from the April meeting, such as election of Chair, Vice-Chair would be postponed until this meeting.

There was some concern whether this would slow down the byelaw making process associated with managing fisheries within EMS. It was explained that this presented an opportunity more than a threat to allow sufficient time to draft the byelaws and then a relatively short period for them to be aired twice at successive Authority meeting in June and July.

The Chair advised that he would not be standing for re-election and his term of office would finish at the end of March.

Members Resolved to agree to the exceptional movement of the 2013 quarterly meeting from 24 April, to 5 June 2013.

Proposed: Cllr Tony Turner

Seconded: John Stipetic

EIFCA13/19 Item 20: Corporate Communication

Following the Authority's request, at the meeting held in July 2012, a Benchmarking survey had been carried out to establish how well the EIFCA and its work were known.

The Mackman Group were engaged to carry out the survey which was completed through a series of interviews carried out face to face or by emails, phone and post. A total of 528 interviews took place of which 298 were directed to schools within the district, only 1 of which responded. Of the remaining interviews there was a 95% response rate.

The results showed that 57% of the region knew and understood the work of EIFCA with the Recreational Sea Anglers being the most aware while Conservation/Survey bodies were the least aware.

Across the counties Norfolk were best informed, with Suffolk close behind whilst only 37% of residents in Lincolnshire were aware of EIFCA.

Methods of communication were also considered and whilst the majority of those who responded preferred electronic newsletters, the commercial fishing industry much preferred a paper copy, so the CEO felt it best to continue with both options.

The outcome of the survey would shape the Community Engagement Plan for 2013, and it was felt foremost on the plan should be to promote EIFCA in local schools, starting with those along the coast. There were also plans in place to have an EIFCA visible footprint at county shows and other relevant local events. In order to promote a professional image the CEO felt it was necessary to ensure there was suitable display infrastructure available, he therefore requested the member's approval to investigate options for display equipment for discussion at the next Planning & Communication sub-committee.

Referring to displays at the county shows Cllr Tony Turner very much hoped EIFCA would be able to attend the 2013 show, and suggested that LCC might be able to accommodate them in the area allocated to them.

Cllr Hilary Cox agreed with approaching schools as they would be the next generation who need to understand the role of EIFCA.

Members Resolved to:

- **agree to the recommendations of the awareness survey and direct that they be reflected in the corporate communications plan for 2013**
- **Agree to delegate final signature of the corporate communications plan to the Chair of the Planning and Communications Sub-Committee.**
- **Agree that officers deliver options for the procurement of display infrastructure to the next meeting of the Planning and Communications Sub-Committee.**

Proposed: Rob Spray

Seconded: Roger Handford

EIFCA13/20 Item 21: Marine Protection Quarterly Reports

These items were included for information only, no matters were raised.

EIFCA13/21 Item 22: Marine Environment Quarterly Reports

These items were included for information only, no matters were raised.

The meeting convened at 1300 hrs for lunch and reconvened at 1330 hrs.

EIFCA13/22 Item 13: Marine Planning for the East of England – Presentation by Russell Gadbury (Defra)

Russel Gadbury gave a presentation advising on how far marine plans have progressed from their initial stage.

There were 11 Marine Planning Areas, which would equate to 10 Marine Plans. These were being produced on behalf of the Secretary of State. Offshore areas extended out to 200 miles from the coastline, whilst Inshore areas extended to the 12 mile limit.

The Eastern area took into account offshore wind energy, conservation, aggregate extraction, tourism and port fishing.

In order to ensure all parties were kept up to date a variety of workshops, drop in sessions and one to one meetings had taken place, encompassing both national and international bodies. To back up the meetings newsletters both electronic and paper had been circulated, up to date information was posted on the website, and a Marine Planning portal was accessible by all. A 3D model had also been constructed to give a visual guide to the complexity of the plans.

All plans needed to be produced by 2014. Draft plans were with Government for comment, after which they would be revised to take account of comments made, it was anticipated they would be circulated for consultation shortly after Easter 2013. This would be a 12 week consultation period, followed by further revision, depending on the feedback received. The intention was that the plans would be adopted by the end of 2013.

The advice to the Authority was to become familiar with the Marine Policy Statement (MPS) and look at current decision making processes to ensure they were in line with the MPS. It was hoped that rather than adding additional burden to EIFCA some of the decision making could be done on the back of decisions already being made.

Members raised questions re contact with MEPs, why recreational boat users could not input information and whether the plans were intended to limit the level of activity in certain areas.

It was explained that the plans were there to identify where resources / assets exist then it was for relevant bodies to provide evidence which showed what efforts had been made to avoid or minimise displacement.

EIFCA13/23: Item 23: Any Other Business

Spring Reception: The CEO reminded members that if there were any stakeholders they wished to invite to the Spring Reception the closing date for advising the office was Friday 1st February.

Bright Ideas Form: The form was available on the website, if anyone had ideas they would like EIFCA to consider in their work plan the forms needed to be completed and returned by end of February 2013.

Crab & Lobster Fishery: Kevin Jones (Jonas Seafoods) seated in the public area, advised that he fully endorsed the crab & lobster assessment and would like to be consulted. He also hoped that when giving permission for dredging and windfarm sites the MMO, Defra and EIFCA could consider the pressure being placed on the local crab and lobster fisheries.

EMS / MCZs: Steven Williamson (Lynn Shellfish) seated in the public area, expressed his opinion that the commercial fishing sector felt it was a very prejudiced point of view being put forward by the EU, and he believed it was only the tip of the iceberg. He questioned what would happen if Britain was to leave the EU, would the laws be removed, and if the UK fishing fleet had already been decimated would our fish quota be given to other countries. He requested the Authority conscientiously support their local fishing industry.

There being no other business the meeting closed at 1405 hours.

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



Action Item 8

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Review of Schedule of Delegations

Report by: P J Haslam, Chief Executive Officer

Purpose of report

The purpose of this report is to review, in accordance with Authority direction, the Scheme of Delegations resolved upon at the Authority meeting of 31 October 2012. The Scheme of Delegation is at Appendix 1

Recommendations

Members are recommended to:

- **Agree that the existing Scheme of Delegations remains fits for purpose.**
- **Agree to extend the review cycle of the Scheme of Delegations to 12 months to coincide with the annual April Authority meeting.**

Background

The Scheme of Delegations was discussed and approved at the Authority meeting of 31 October 2012 and included as Chapter 4 to the Eastern Inshore Fisheries and Conservation Authority (EIFCA) Constitution. As part of the approval process, it was directed that the CEO cause the scheme to be reviewed in April and October annually.

Having had seven months experience of operating with the Scheme of Delegation the judgement is that it is fit for purpose, enables EIFCA routine business to proceed efficiently and ensures that the appropriate checks and balances are in place when more significant strategic decisions are being taken. As a result, it is recommended that the Scheme of Delegations does not need amendment. In addition and given the close working relationship between Authority officers and the Chairs of both sub committees and the Authority, a 6 monthly review cycle is considered undue. It is proposed that it is more appropriate to extend the review cycle to 12 months to coincide with the April Authority meeting each year during which the whole Constitution can be routinely reviewed.

Implications

There are clear regulatory and reputational implications should the Constitution and/or parts thereof not promote transparency and accountability in EIFCA business. Members can be assured that the Scheme of Delegation does guarantee that Officers understand exactly where they have decision making powers and, most importantly, when they must refer decisions to either sub committees or the full Authority.

There are no financial, communications or publicity implications that warrant consideration.

Background documents

Eastern Inshore Fisheries and Conservation Authority Constitution

Appendix

1. Scheme of Delegations

9th Eastern Inshore Fisheries and Conservation Authority meeting

28 May 2013

**EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY
CONSTITUTION**

CHAPTER 4 - SCHEME OF DELEGATIONS

Responsibility for functions

1. In accordance with the requirements of the regulations Chapter 4 of this Constitution sets out the extent to which the Authority's functions other than overview and scrutiny functions

- Are the responsibility of the full Authority
- Are the responsibility of Sub Committees of the Authority
- Are the responsibility of the Chief Executive Officer

The allocation of responsibilities aligns with the three local Councils' interpretation of the approach to the division of functions between the Executives and the appointed Authorities, namely

- Determination of the policy framework and budget and other constitutional and quasi legislative functions are to be the responsibility of the full Authority
- Functions which involve the delivery of the vision of Eastern IFCA across the spectrum of Conservation and Enforcement business are to be the responsibility of the Chief Executive Officer (CEO).
- All other functions not being overview and scrutiny functions are to be the responsibility of the Executive.

Within this framework all members have agreed that it is the role of Authority members to concentrate upon broad strategy and policy decisions and that it is essential that the CEO and subordinate managers have clear managerial control and authority to implement those decisions.

It is part of the role of Authority members to raise concerns, particularly those of stakeholders, and bring to the attention of the CEO matters of concern on any element of EIFCA business. Members agree that their involvement in day to day management

beyond this is unlikely to promote the most effective service. In exercising their delegated powers, the CEO shall consider the concerns and comments of Members whilst recognizing their responsibility to manage delivery of EIFCA outputs in accordance with the Authority's policy framework.

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE FULL AUTHORITY TO DISCHARGE
Function
1. Approving and adopting the Annual Budget and setting the levy to the County Councils
2. Agreeing quarterly accounts and statements of payments made and monies received
3. Approving bank signatories
4. Adopting and Changing the Constitution including reviewing members' Standing Orders; Schedule of Delegations; code of conduct for non-members; Fraud and Corruption policy and Access to Information policy
5. Adopting or changing the Members' Code of Conduct, subject to legal advice.
6. Agreeing and reviewing annually the Members' expenses scheme
7. Agreeing and/or amending the terms of reference for Sub-Committees, deciding on their composition and making appointments to them including appointment of Chairmen and Vice Chairmen.
8. Appointing representatives of the Authority to outside bodies.
9. Agreeing the Authority's strategic policy framework as follows: <ul style="list-style-type: none"> • Annual Report • Annual Plan • Research and Environment Plan • Communications and Engagement Strategy • Research Reports • Biosecurity Plan • Risk Management strategy • Derogations Policy
10. Agreeing the Authority's strategic enforcement framework as follows: <ul style="list-style-type: none"> • Enforcement Strategy • Enforcement Code of Conduct • Financial Administrative Penalties for Fisheries Offences
11. Receiving reports on complaints against the Authority and on FoI and DPA requests
12. Agreeing and signing Memoranda of Understanding and other partnership initiatives
13. Approving the appointment and relief of the Chief Executive Officer.
14. Receiving minutes of meeting of the Association of Inshore Fisheries and Conservation Authorities
15. Managing inshore fisheries outwith WFO 1992 as delegated and approved by DEFRA
16. Waiving any of the procedures relating to contracts which are set out in the Financial Regulations
17. Agree the sale of assets worth more than £10,000
18. Receiving reports and agree action on bad debts
19. Acting as a consultee for planning proposals and other issues that may affect or impact on fisheries resources or the marine environment within the Authority's

District.

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE FINANCE AND PERSONNEL SUB COMMITTEE TO DISCHARGE	
Function	
1.	Decision making powers concerning operational financial matters and approving of the annual Statement of Accounts, transfers between accounts, appointment of the Auditor and amendments to the Financial Regulations, but not the setting of the levy, approval of quarterly accounts and statements and approval of bank signatories, all of which are reserved to the full Authority.
2.	Decision making powers in developing and implementing the Human Resources strategy for the organisation including staff structure and employment policy to include personal development, training and appraisal strategies to assure adherence to relevant UK employment law and other mandated public sector initiatives.
3.	Decision making powers regarding the recruitment, remuneration and retention of personnel with the exception of the appointment and relief of the CEO.
4.	Decision making powers to approve standing interview procedures and the appointment of interview panels for the recruitment of Executive ¹ personnel including Consultants. Authority members of interview panels will be drawn from this Sub-Committee and panels will also include appropriate Authority senior officers; panels will normally be chaired by the Chair of this Sub-Committee; panels will carry out all processes leading to the selection of the successful candidate who will be appointed by the Sub-Committee.
5.	Decision making powers to initiate and conduct Disciplinary/Grievance appeals panels.
6.	The Sub-Committee may delegate any of its powers to an individual member of the Sub-Committee or to the CEO except where the power falls to be discharged by a panel.
7.	The Chair of the Sub-Committee, or the CEO in consultation with the Chair, may refer any of the matters set out above to the full Authority for determination where this is in the Authority's interests.

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE MARINE PROTECTED AREAS SUB COMMITTEE TO DISCHARGE	
Function	
1.	Decision-making powers in relation to the following provisions of the WFO 1992: <ul style="list-style-type: none">• Opening fisheries for the prescribed shellfish species in the area of the Wash covered by the WFO 1992 providing notice of at least 7 days of the intention to Entitlement holders.

¹ Executive posts deemed to be Hd Finance; Hd Human Resources; Hd Conservation; Hd Protection

<ul style="list-style-type: none"> • Management measures for fisheries in the relevant area of the Wash including approving any underpinning research initiatives. • Granting and revoking licences. • Approving and reviewing the Derogation process
<p>2. Decision making powers in relation to European Marine Site (EMS) responsibilities including:</p> <ul style="list-style-type: none"> • Establishing the policy framework to enable accommodation of developing EMS initiatives material to authority outputs.
<p>3. Making recommendations to the full Authority in relation to the management and administration of all marine protected areas in the district.</p>
<p>4. The Sub-Committee may delegate any of its powers to an individual member of the Sub-Committee or to the CEO.</p>
<p>5. The Chair of the Sub-Committee, or the CEO in consultation with the Chair, may refer any of the matters set out above to the full Authority for determination where this is in the Authority's interests.</p>

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE PLANNING AND COMMUNICATIONS SUB COMMITTEE TO DISCHARGE

Function
1. Developing the Authority's vision and strategic planning to deliver the DEFRA success criteria.
2. Preparing the Authority's annual plan and annual report
3. Developing the Authority engagement and communication strategy.
4. Formulating the replacement strategy for Authority capital assets for recommendation to the full Authority.
5. The Sub-Committee may delegate any of its powers to an individual member of the Sub-Committee or to the CEO.
6. The Chair of the Sub-Committee, or the CEO in consultation with the Chair, may refer any of the matters set out above to the full Authority for determination where this is in the Authority's interests.

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE REGULATORY AND COMPLIANCE SUB COMMITTEE TO DISCHARGE

Function
1. Making, amending, revoking, re-enacting or adopting byelaws.
2. Reviewing Enforcement strategy assuring adherence to UK Law, other legal precedents and mandated public service protocols.
3. Developing a risk-based enforcement strategy suitable for Authority purposes.
4. The Sub-Committee may delegate any of its powers to an individual member of

the Sub-Committee or to the CEO.
5. The Chair of the Sub-Committee, or the CEO in consultation with the Chair, may refer any of the matters set out above to the full Authority for determination where this is in the Authority's interests.

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE CHIEF EXECUTIVE OFFICER TO DISCHARGE
Function
Human Resources
1. Being the Head of the Eastern IFCA's paid service and ensure that the Authority deals effectively and lawfully with day to day operational control of personnel issues, including management of staff structure, recruitment, retention, welfare, training, disciplinary and grievance matters. To develop plans to deliver HR strategy.
2. Managing the performance of staff to ensure that the Authority's policies and decisions are implemented effectively and that key targets and objectives are met.
3. Being ultimately responsible for all other HR matters that have not been delegated to the Finance & Personnel Sub-Committee or reserved to the full Authority.
Protection and Conservation
4. Leading and directing the Authority's officers in the enforcement of all legislation relating to the management and policing of the inshore fisheries and the conservation of the marine environment.
5. Instigating and taking legal proceedings for offences under any legislation which empowers the Authority to take legal proceedings, after consultation with the Chair and Vice-Chair of the Authority.
6. Making emergency byelaws under Section 157 of the Marine and Coastal Access Act 2009 after consulting with the Chair and Vice Chair of the Authority and notifying the Chair and Vice Chair of the Regulatory & Compliance Sub-Committee. On making an emergency byelaw, the CEO must call an extraordinary meeting of the full Authority.
7. Ensuring that the Authority liaises and works in co-operation with other inshore fishery and conservation organisations, including other IFCAs.
8. Being ultimately responsible for all fisheries management matters that have not been delegated to the Marine Protected Areas Sub-Committee or reserved to the full Authority.
Governance and Financial management
9. Being the Responsible Financial Officer for the Eastern IFCA as defined in the Authority's Financial Regulations.
10. Entering into and varying contracts on behalf of the Authority where these are necessary to implement the Authority's decisions or to discharge the responsibilities of the CEO and provide the best value for the Authority.
11. Being responsible for all financial management matters that have not been delegated to the Finance & Personnel Sub-Committee or reserved to the full Authority.

12. Acting as signatory in respect of permits, licences, agendas, cheques and other such Authority documentation.
13. Ensuring that all governance, enforcement, financial management and HR policies and procedures are maintained in an accurate and up-to-date state and are adhered to by all staff and members.
14. Ensuring that all matters within the decision-making powers of the full Authority and its Sub-Committees are brought forward to the relevant forum in a timely manner and with all information necessary for a robust and lawful decision.
15. Receiving and investigating complaints against non-elected members of the Authority and make recommendations to the appointing body. Refer complaints against elected members to the relevant county council Monitoring Officer.
16. Ensuring the Authority's complaints procedure is implemented and monitored
17. Ensuring the preparation and circulation of agendas, papers and minutes for all Authority and Sub-Committee meetings in line with legal requirements and the Eastern IFCA Constitution.
18. Attending, or being represented, at all meetings of the Authority, Sub-Committees, working groups, and other meetings and ensure that advice is available on legal and procedural issues.
19. Ensuring the Authority meets its obligations under the Freedom of Information and Data Protection Acts
External representation and communications
20. Ensuring that the Eastern IFCA is appropriately represented at meetings with other bodies such as DEFRA, MMO, Environment Agency, Natural England, Association of Inshore Fisheries and Conservation Authorities, county councils etc.
21. Ensuring effective communications between Eastern IFCA staff and members, and between the Authority and other bodies.
22. Maintaining effective community consultation, engagement and participation arrangements for the Authority that meet external and internal objectives.
Powers of Delegation
23. Delegating functions to another officer of the Eastern IFCA but remaining accountable for the outcome of such delegations.
Provision for emergencies
24. Where, in the opinion of the CEO (or their nominated deputy in their absence) a decision which is within the powers of the Authority, but is not within the CEO's delegated powers, is urgently required by the Eastern IFCA, and cannot be delayed until an Authority or relevant Sub-Committee meeting is convened, the CEO may take the decision, having first consulted the Chairman and the Vice-Chairman of the Authority and, where relevant, the Sub-Committee Chair and Vice-Chair. All such decisions must be reported to the next meeting of the Authority and the relevant Sub-Committee.

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



Action Item 9

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Planning and Communication Sub Committee report

Report by: P J Haslam, CEO

Purpose of report

The purpose of this paper is to report the proceedings of the Planning and Communication sub-committee (P&C S-C) meeting held on 11 March 2013.

Recommendations

It is recommended that members:

- **Note the contents of the report.**
- **Approve the Environment and Research Strategy and Annual Research plan for 2013-14**

Report

The P&C S-C met on 11 March 2013 to transact the following business:

- Agree the Annual plan 2013-14
- Discuss the Research & Environment Plan 2013-14
- Agree the Corporate communication plan 2013-14 and recommendations for supporting infrastructure.

Outcomes

Annual Plan - The annual plan for 2013-14, which is a MaCAA requirement, was agreed. The plan was developed through a process of corporate planning which was designed to include all staff in its preparation to assure ownership of the plan throughout the organisation. In addition, it was considered essential that all planned activity was nested within a wider strategic plan that delivered not only Defra mandated outputs but also tackled local issues and concerns. The plan has been published on the Authority website and has been forwarded to Defra for their information. The priorities for the year have been set as:

- to secure appropriate funding to deliver mandated outputs;
- to continue investments in staff to preserve appropriate subject matter expertise

- to deliver fisheries management measures for designated 'Red' features (those at highest risk) with European Marine Sites within the mandated timeframe;
- to commence a comprehensive byelaw review process comprising of three stages;
 - exclusion of byelaws not applicable or relevant to the Eastern IFCA District
 - like for like substitution of uncontested byelaws directly applicable to the Eastern IFCA District
 - development of complex or contested or new byelaws.
- to procure sea going enforcement assets;
- to implement a district-wide risk based enforcement approach,
- to discharge responsibilities under the Wash Fishery Order (1992) and consider a review of its provisions
- to introduce fisheries management measures in designated Marine Conservation Zones

Subordinate priorities which we aspire to deliver include:

- to advance the Authority's understanding of the species, habitats and activities occurring in the district
- to advance the Authority's understanding of the needs of the recreational angling sector including bespoke research and interpretation of the results of CEFAS Angling 2012 project;
- to contribute to 'Project Inshore'. This national project will assist the Authority by providing an independent assessment of the state of each major fish/shellfish stock within the Authority's district which will help inform the byelaw review process and future work of the Authority to ensure sustainable exploitation of these resources.
- to contribute to data requirements to meet Marine Strategy Framework Directive commitments (particularly crab and lobster)
- to engage with marine planning issues, including consultations on developments.
- to promote the work of Eastern IFCA through outreach events.

Environment and Research (E&R) plan – the opportunity was taken to remind members of the existing demands upon E&R staff and that there were only 160 discretionary officer days for research projects. This limit of opportunity was subsequently used to inform the discussions regarding what could be usefully achieved in the coming year. Following significant discussions the following outputs were agreed.

- Cockle growth study.
- Byelaw Review – Review of the extent of mono-filament netting activities in the District.

- Crab/lobster bio-sampling.
- Juvenile fish monitoring programme.

It was agreed that the finalised Environment and Research Strategy and Annual Research Plan for 2013-14 would be presented at the next Authority meeting for approval. The documents are at Appendices 1 and 2 respectively.

Corporate Communication Plan – to enact the strategy previously agreed by Members, the plan was agreed as designed to meet the need to communicate the new remit of Eastern IFCA to different groups including partners, opinion formers and stakeholders through attendance at outreach events throughout the district. In addition, members agreed in principle for the CEO to develop options to procure mobile display infrastructure that would have dual utility as a mobile office. The options paper will be presented to the Finance and Personnel sub-committee in the first instance.

Background documents:

Unconfirmed minutes Planning and Communication Sub Committee meeting 11 March 2013

Eastern IFCA Annual Plan 2013-14

Eastern IFCA Corporate Communications plan 2013-14

Appendix 1



FINAL DRAFT

**Research & Environment Strategy
2013 - 2018**

Research and Environment Strategy: 2013-2018

The role of a strategy is to act as the planning link between the long term vision and the day-to-day outputs of an organisation. It should act as a guide when making decisions about what actions and activities an organisation should pursue in achieving its vision. It also has the role of connecting the activities of the organisation with the wider context in which it operates.

The vision for the Eastern IFCA is to:

'Lead, champion and manage a sustainable marine environment and inshore fisheries by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry'

Reflecting on this, discussion have broken this vision into areas of work looking at the community in which we operate (local**), the environment we are focused on (**sea**), the mechanisms that administer this (**managed**) and an aspiration (**well**).**

Each of these areas are discussed further and importantly include guidelines for decision makers to consider.

The Research and Environment Strategy will be revisited annually to make sure it is of relevance to decision makers within the Authority. This will be done at the time of drafting and discussing the annual research and environment plans with the planning and communications sub-committee.

Local Seas Managed Well

High Level Marine Objective² - **All** those who have a stake in the marine environment **have an input** into associated decision-making

The Eastern IFCA district extends across the 3 counties of Lincolnshire, Norfolk and Suffolk and six nautical miles out to sea. Management in our district requires an intimate knowledge of local issues and management measures appropriate to the local situation. As such we draw on the local knowledge and expertise of our staff and our stakeholders.

Our stakeholders include local authorities, environmental groups, commercial and recreational sea users and the wider public. In all we do we must remain conscious that our freedom to operate, cohesion and strength are drawn from remaining relevant to our stakeholders. As such relevance to stakeholders in these 3 counties represents our Centre of Gravity and directs all our work.

Success Criteria 4 - *IFCA's work in **partnership** and are **engaged** with their **stakeholders**.*

To be successful we must maintain and improve our intimate relationship with our stakeholders. We undertook a benchmarking study at the beginning of 2013 to better understand how our stakeholders view our priorities (Box 1).

The results of this survey will in-part direct the efforts of the Marine Environment and Research team. We further engage with our stakeholders during a consultation called 'bright ideas'. Stakeholders suggest relevant projects that the MER team could undertake in the coming year.

Box 1 **IFCA PRIORITIES (according to those surveyed);**

- Improving sustainability of marine life by managing the exploitation of sea fisheries resources - 74.4% responded 'very important'
- Enforcement - 72.1% responded 'very important'
- Improving the natural marine environment with marine conservation projects - 64.8% responded 'very important'
- Promoting fisheries sustainability throughout the district - 61.6% responded 'very important'
- Responding to consultations - 59.4% responded 'very important'
- Undertaking research to improve understanding of the impacts of fisheries - 59.8% responded 'very important'
- Working in partnership with other organisations and stakeholders to effectively gather and share information - 58.9% responded 'very important'
- Involvement in community projects - 34.7% responded 'very important'

² Our Seas – ref from Promoting good governance

As we have limited resources, we use the results of the benchmarking study and the 'bright ideas' consultation to prioritise which projects will be taken forward. In doing so, we will be achieving success criteria

What this means for decision makers?

- The community is diverse (outside our traditional catchment of commercial fishermen) and research and environment projects should embrace this diversity
- In a diversity community, the values of and around the coast change depending on experience, engagement and expectations.
- That with this diversity priorities should reflect the considerations of the communities involved and efforts should be undertaken to avoid a narrow focus of works
- The IFCA should actively seek engagement and feedback with the widest cross section of the community
- Research and Environment Activities should be co-ordinated with Enforcement as well as other regulators/managers

Local **Seas** Managed Well

The Eastern IFCA district is an area of 3800 square kilometres. It extends seawards six miles from the Haile Sand Fort off the Lincolnshire coast in the North to Felixstowe in Suffolk.

Our district encompasses almost all aspects of sea use. Ensuring that the marine environment and its resources are used to maximise sustainable activity, prosperity and opportunities for all³ is reflected in our vision statement.

Eastern IFCA will - Secure the right balance between social, environmental and economic benefits.

We will achieve this vision by understanding the marine environment, its resources and its use within our district.

Conservation

The district encompasses every existing UK and EU form of Marine Protected Area (including Site of Special Scientific Interests, Special Protected Areas, Special Areas of Conservation and Ramsars) and several Marine Conservation Zones, one of which has been put forward for designation in 2013.

Fishing

Commercial fishing activity includes a large cockle fishery with over 50 boats participating, a seed mussel fishery which supports mussel aquaculture, a shrimp fishery, crab and lobster fishing of the north Norfolk Coast (including Cromer Crab) and several smaller fin fish fisheries. Our district also supports many important recreational fisheries such as mackerel and bass. Many of these activities in particular support coastal communities and their unique cultural heritage.

Offshore energy

Box 2

High Level Marine Objective - Ensuring a strong, healthy and Just society

Key Aspects for Eastern IFCA –

- People appreciate the diversity of the marine environment, its seascapes, its natural and cultural heritage and its resources and act responsibly.
- The use of the marine environment is benefiting society as a whole, contributing to resilient and cohesive communities that can adapt to coastal erosion and flood risk, as well as contributing to physical and mental wellbeing.
- There is equitable access for those who want to use and enjoy the coast, seas and their wide range of resources and assets and recognition that for some island and peripheral communities the sea plays a significant role in their community.

³ Our seas - ref

The marine environment is being used more and more to meet the UK's energy demands and fulfil the UK's promise to acquire twenty per cent of its energy from renewable sources. Examples in our district include the offshore wind farms (for example the Sheringham Shoal Wind Farm off the north Norfolk Coast) and natural gas exploration.

Offshore aggregates

The eastern region is one of the most important areas in the UK for aggregate extraction providing materials for construction across the world. Some of the most heavily utilised areas are off the coast on Lincolnshire.

Recreational activities

Everything from rambling to water sports is enjoyed somewhere in our district. Bird watchers in particular value the Wash as one of the most important areas for migratory bird species in the UK.

Box 2 highlights aspects of the High Level Marine Objective on sea use. In achieving our vision, Eastern IFCA will have contributed to the Governments endeavours to achieve its vision in particular with regards to ensuring a strong, healthy and just society. The Eastern Marine Plan⁴ will set out the priorities with regards to sea use over the next ten years. Eastern IFCA will endeavour to ensure that all marine activities within our district balance to reflect our vision.

What this means for decision makers?

- The Eastern IFCA district is large with considerable conflicting and overlapping activities
- Co-ordination is needed with the other activities with the district
- The community appreciate the diversity of the marine environment and where possible would seek improvements in the quality of their experience
- That businesses are able to flourish with the understanding of clear service levels expected from the Eastern IFCA

⁴ Aiming for consultation publication summer 2013

Local Seas **Managed** Well

IFCAs are local delivery bodies with a key role in the achievement of the UK vision for **clean, safe, productive and biologically diverse oceans and seas**. The role of the Research and Environment Team within Eastern IFCA involves obtaining biological, environmental and socio-economic evidence that in turn supports the development of locally-relevant fisheries management measures. This strategy provides a context for this work, to ensure that it directs the Authority towards nationally-agreed outputs as well as being locally relevant. Eastern IFCA’s Research and Environment projects are identified annually in our Research and Environment Plans.

To achieve relevance to national and local stakeholders, from commercial fisheries, recreational and conservation sectors, the Authority seeks to balance its Research and Environment work. The work will develop understanding of issues affecting sea fisheries resources; conserve fishery stocks, wildlife and habitats; and enhance the marine ecosystem and fisheries opportunities. Key research areas include fisheries stock assessment, habitat mapping and fisheries impact monitoring. Environmental work streams focus on management of fisheries within marine protected areas, and providing advice to regulators in relation to other licensed marine activities.

The key legislative drivers behind the Research and Environment strategy are shown in Table 1.

Table 1. Key legislation driving Eastern IFCA Research and Environment work

Legislation/Policy	Influence
Marine & Coastal Access Act 2009	Establishment of IFCAs; Duty to seek sustainable exploitation of sea fisheries resources; Balance socio-economic benefits with protection of marine environment; Contribute to sustainable development; Balance different needs of persons exploiting sea fisheries resources; Further the conservation objectives of marine conservation zones; Take decisions according to marine policy documents (marine plans).
Wildlife & Countryside Act 1981 (as amended)	Protection of Sites of Special Scientific Interest; Duty to liaise with Natural England before carrying out, or authorising, activities that could affect the features of Sites of Special Scientific Interest
EU Habitats Directive 1992, EU Birds Directive 2010, UK Habitats Regulations 2010	Management of fisheries within European Marine Sites (Special Areas of Conservation and Special Protection Areas): assessment of the impact of fishing activities on protected species and habitats;

The Wash Fishery Order 1992	Regulation of prescribed bivalve fisheries in The Wash, including setting bespoke management measures each year according to stock and environmental conditions
UK Marine Policy Statement 2011	IFCAs are expected to participate fully in wider marine planning: participation in development of Marine Plans and regular engagement with MMO marine planning
EU Marine Strategy Framework Directive 2008, UK Marine Strategy Regulations 2010	Work towards achievement of good environmental status for descriptors relating to fisheries (e.g. healthy fish and shellfish stocks, non-indigenous species, biodiversity, seafloor integrity); need for close working with partner bodies such as Environment Agency in relation to monitoring status.
EU Water Framework Directive 2000	Work towards achievement of good ecological status, in partnership with the Environment Agency
EU Infrastructure for Spatial Information in Europe (INSPIRE) Directive 2007	Duty to publish and manage data (with a particular emphasis on spatial data) to enable its dissemination and interpretation
EU Shellfish Waters Directive 2006 & EU Food Hygiene Regulations	Monthly sampling of shellfish from public fishery beds for hygiene analysis, in partnership with local authority environmental health offices; water sampling for Cefas

During 2013-2018, key research and environment priorities towards successful management will be:

- Stock assessment of Wash Fishery Order fisheries
- Sustainability assessment of crustacean and finfish fisheries within Eastern IFCA district
- Assessment of fishery impacts on marine protected areas
- Development and operation of improved data management systems

Furthermore, in order to manage our local seas well, Eastern IFCA recognises the value of involving stakeholders in decision-making. This enhances understanding of issues for both managers and site users, and promotes responsibility and compliance with regulations. Eastern IFCA has over several years developed an adaptive, co-management approach for the management of the Wash Fishery Order regulated fisheries. This has been highlighted as best practice in local fisheries management, and the Authority will seek to apply this approach, through the Research and Environment Strategy as well as our overarching Strategic Plan, as well advance the management of all fisheries in our district.

What this means for decision makers?

- There is need for clear understanding and guidance on the role of Eastern

IFCA in the marine environment

- That there is a need for a strong information base to make decisions
- That there is a balance between local desires and the requirements of national, regional and international commitments.
- Eastern IFCA must working in partnership with other organisations to gather and share data;
- Demonstrating an in-house capability to collect, analyse and interpret evidence to inform management policy decisions;
- The adoption of the principles of best practice in sustainable management of the marine environment; and
- The main issues affecting the sustainable exploitation of sea fisheries resources in the district are understood, and appropriate management plans for them are put in place.

Local Seas Managed **Well**

The Government has set five High Level Marine Objectives⁵ which are required to achieve **clean, safe, productive and biologically diverse oceans and seas**. As IFCAs, we are responsible for contributing to aspects of this vision within the scope of our remit.

In 2009, Defra hosted a workshop to set out what success would look like for the IFCA's. The workshop was attended by representatives of the Sea Fisheries Committees, local and central Government, fishing industry representatives and environmental organisations. The outcome was the IFCA's vision statement and the seven Success Criteria⁶ which are required to fulfil this vision.

Eastern IFCA vision statement – *“lead, champion and manage a **sustainable marine environment and inshore fisheries**, by successfully securing the right balance between social, environmental and economic benefits to ensure **healthy seas, sustainable fisheries** and a **viable industry**.”*

Box 4

Success Criteria relevant to the Marine Environment and Research team at Eastern IFCA:

- Evidence based, appropriate and timely byelaws are used to manage the exploitation of sea fisheries resources with the district
- IFCA's work in partnership and are engaged with their stakeholders
- IFCA's make the best use of evidence to deliver their objectives
- IFCA's support and promote the sustainable management of the marine environment

In saying that we will manage local seas **well**, we are committing ourselves to meeting the Success Criteria and achieving our Vision.

What 'Well' looks like...

Healthy Seas

- Ecosystems which are resilient to environmental change and capable of providing services and resources to the benefit of society.
- Representative and rare species and habitats protected from damage and able to contribute to the UK's marine diversity.
- Achieving "Good Environmental Status" and "Good Status" as required by the European Marine Strategy Framework Directive and the European Water Framework Directive respectively.

Sustainable Fisheries

⁵ Our Seas – a shared resource. High level marine objectives. ref

⁶ Ref for success criteria

- Fisheries are operating in a way that reflects environmental limits.
- Long-term, strategic decisions are made to ensure sea fisheries resources are available for future generations.

Viable Industry

- The use of the inshore marine environment is benefiting society as a whole.
- Inshore fisheries resources are equally available to recreational and commercial sea users alike.
- Management decisions reflect the importance of cultural heritage of coastal communities.

What this means for decision makers?

- That the Eastern IFCA is exemplar in the way it plans and carries out its activities
- That decisions are made on the best available evidence
- Where evidence is limited, the precautionary principal is applied
- Activities and decisions should provide the widest possible benefit to the full community
- The community should understand our role better and experience continual improvements in our service, and decision making as well as recognise improvements in the marine environment
- .

Bright Idea Template

Our aim is to deliver responsive and flexible management of sea fisheries resources, to meet local needs.

To do this we need your help... we want to hear your ideas about work that Eastern IFCA could undertake for the benefit of our local seas.



1. What is the idea? (please feel free to use additional paper)

[Large rounded rectangular box for writing the idea]

2. Where would the work need to be carried out? Please specify county and approximate location, e.g. Suffolk, Aldeburgh to Orfordness

County	<input type="checkbox"/>	Location
Norfolk	<input type="checkbox"/>
Suffolk	<input type="checkbox"/>
Lincolnshire	<input type="checkbox"/>

3. Which of the following categories does the work relate to? You may tick more than one box

Eastern Region Marine Plan	<input type="checkbox"/>	Wind Farms	<input type="checkbox"/>
Wash Fishery Order	<input type="checkbox"/>	Marine Aggregates/dredging	<input type="checkbox"/>
Other Commercial Fishery	<input type="checkbox"/>	Marine Conservation Zones	<input type="checkbox"/>
European Marine Sites	<input type="checkbox"/>	'Non-fish' Wildlife	<input type="checkbox"/>
Other Recreational fishery	<input type="checkbox"/>	Cultural/Social value	<input type="checkbox"/>
Enforcement	<input type="checkbox"/>	Fish Sustainability/MSC	<input type="checkbox"/>
Other	<input type="checkbox"/>	

4. What other organisations will we need to work with?

[Large rounded rectangular box for writing other organisations]

5. Does the work fit in with any existing projects that you are aware of? (e.g. Cefas juvenile crab and lobster studies, Shark Trust skate and ray project, Angling 2012 study, etc.)

6. What practical work do you envisage being required? Please include approximate timings for the project, if known.

Any other comments?

Thank you for taking the time to send us your thoughts.

The next step for us will be to compare all the suggestions and present the findings to our Regulatory and Compliance sub-Committee. They will make the final decision as to what is included in the final plan for the 2013/14 financial year.

You are welcome to attend any of the Authority public meetings (details on our website).

If you would like us to confirm receipt of your suggestion and/or to keep you informed of our planning processes and the work of the Eastern IFCA, please provide your contact details:

Name : _____

Address: _____

Email: _____

Appendix 2



FINAL DRAFT

**Research & Environment
Annual Plan
2013**

KEY WORK FOR RESEARCH TEAM 2013/14

Table 1. Agreed work activities for Eastern IFCA Research team 2013/14

Activity	Officer days 2013/2014				
	Q1	Q2	Q3	Q4	Total
Spring cockle surveys	90				90
Horseshoe Point cockle surveys		13		10	23
Autumn mussel surveys		25	55		80
Titchwell Marsh mussel survey		4		4	8
EHO/DSP Bio-toxin sampling	15	15	15	16	61
Habitat mapping (Sabellaria reefs, Marine Conservation Zones, etc)	30	50	40		120
Management of Wash Fishery Order 1992 Several Fishery Lays	4	4	4	3	15
Water quality monitoring (SWEEP)	6	6	6	11	29
Desk study to determine extent of current habitat/feature maps in our district	10	5			15
Gear Impact Study		5	10		15
Review of survey methodologies	3	2			5
Annual Research Report			15	45	60
Technical Advisory Group (TAG)	3		7		10
MEDIN Meta-Data Compliance	1		1	1	3
Stakeholder Liaison meetings	10	10	10	10	40
Cockle growth assessment	22	22			44
Crab/lobster biosampling	11	11	11	17	50
Juvenile fish monitoring programme	16	27	6	6	55
Mono-filament netting review	5	5	5	9	24
Total	221	204	185	132	742

Research Officer Availability

Team	Total Days	Actual available days*
4 x Research staff	915	732

* The research team has 1 Senior Research Officer and 3 Research officers. Taking into account weekends, public and personal holidays, this team has a maximum total of 915 days available during 2013/14. Of these days, it has been estimated that 20% will be required to fulfil staff development requirements (including inductions, training and appraisals) and necessary administration duties (planning, managing, liaison and reporting). This leaves a total of 732 days research officer time available during 2013/14.

RP2013A Spring Cockle surveys

Objectives

1. To conduct the annual spring cockle survey field work. This involves using the Authority's research vessel, *Three Counties*, to sample approximately 1,300 stations from 21 beds, either using a Day grab deployed from the vessel or quadrats used during foot surveys.
2. Analysis of the survey data to determine the spatial distribution of the adult and juvenile cockle stocks. Production of GIS charts displaying this information.
3. Analysis of the survey data to determine the biomass of adult and juvenile cockle stocks on each of the beds surveyed.
4. Use the information gained from the surveys to develop management recommendations for the 2013/14 fishery that comply with local byelaws, Wash Fishery Order 1992 regulations and agreed shellfish management policies.
5. Consult with Wash Fishery Order 1992 Entitlement Holders regarding the recommended management measures for the 2013/14 cockle fishery.
6. Produce a report for the Marine Protected Area Sub-Committee. Present the survey results and management proposals to the Sub-Committee.
7. Produce detailed report of the survey results for inclusion in the 2013 Annual Research Report.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 4: IFCA's work in partnership and are engaged with their stakeholders
 Success Criteria 5: IFCA's make the best use of evidence to deliver their objectives.

- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a

Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment

- High Level Objective 6.3; Performance Indicators 6.2c, 6.3a

Outputs & Timescales

Completion of survey field work	May 2013
Report summarising survey results, including recommendations for 2013/14 cockle fishery	May 2013
Presentation of survey results and management recommendations to MPA Sub-Committee	June 2013
Report of survey results for inclusion in 2013 Annual Research Report	January 2014

Internal links

Cockle Charter agreed between Authority and Fishermen in 2011

Wash Fishery Order 1992

Authority's Shellfish Management Policies

Authority's Standard Operating Procedure for cockle surveys (RP2013J)

<p>Habitats Regulations Assessment for 2013/14 cockle fishery</p> <p>Authority reports regarding Hydraulic Suction Dredge and "Prop-Wash" Impact Assessments</p> <p>Cockle Growth Study (RP2013O)</p> <p>Autumn Mussel Survey programme (RP2013C)</p> <p>EHO/DSP Biotoxin Sampling (RP2013E)</p> <p>MEDIN data storage programme (RP2013M)</p> <p>Liaison meetings with Stakeholder Groups (RP2013N)</p> <p>Annual Research Report (RP2013K)</p>	
<p>External links, including partner agencies</p>	
<p>Industry provides input towards management decisions.</p> <p>Natural England provides conservation advice through the Habitats Regulations Assessment process</p>	
<p>External funding</p>	
<p>None</p>	
<p>Reporting officer(s)</p>	
<p>Olle Åkesson</p> <p>Laura Rutland</p>	<p>Research Officer</p> <p>Temporary Research Officer</p>
<p>Project lead</p>	
<p>Ron Jessop</p>	<p>Senior Research Officer</p>

RP2013B Horseshoe Point cockle survey

Objectives

1. Conduct field work for two surveys (June and February). These involve conducting foot surveys from the shore to sample 120 stations covering three discrete beds.
2. Analysis of the survey data to determine the spatial distribution of the adult and juvenile cockle stocks. Production of GIS charts displaying this information.
3. Analysis of the survey data to determine the biomass of adult and juvenile cockle stocks on each of the beds surveyed.
4. Should the identified stocks be sufficient to support a viable commercial fishery, develop management recommendations for the 2013/14 fishery that comply with local byelaws.
5. Produce a report describing the results of the surveys for inclusion in the 2013 Annual Research Report.
6. Explore the feasibility of increasing the extent of future surveys to cover the full extent of Haile Sand.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 4: IFCA's work in partnership and are engaged with their stakeholders
 Success Criteria 5: IFCA's make the best use of evidence to deliver their objectives.

- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a

Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment

- High Level Objective 6.3; Performance Indicator 6.3a

Outputs & Timescales

Conduct field work for summer survey	June 2013
Conduct field work for winter survey	February 2014
Report detailing survey results and recommended management measures to MPA sub-committee (if required)	August 2013
Report of survey results for inclusion in 2013 Annual Research Report	January 2014

Internal links

Cockle Charter agreed between Authority and Fishermen in 2011

Authority's Standard Operating Procedure for cockle surveys (RP2013J)

EIFCA Byelaws

Habitats Regulations Assessment for potential 2013/14 cockle fishery at Horseshoe Point

MEDIN data storage programme (RP2013M)

Liaison meetings with Stakeholder Groups (RP2013N)

Annual Research Report (RP2013K)

External links, including partner agencies

Industry provides input towards management decisions.

Natural England provides conservation advice through the Habitats Regulations Assessment process East Lyndsey District Council who are responsible for EHO water quality classification	
External funding	
None	
Reporting officer(s)	
Stephen Thompson	Research Officer
Peter Welby	Research Officer
Project lead	
Ron Jessop	Senior Research Officer

RP2013C Autumn Mussel survey

Objectives

1. Conduct the annual autumn mussel survey field work. This involves using the Authority's research vessel, *Three Counties*, to conduct low-water foot surveys on 20 inter-tidal beds using the "Dutch wand" method.
2. Analysis of the survey data to determine the biomass and size distribution of mussel stocks within the beds. Production of GIS charts displaying this information and the geographical extent of the beds.
3. Use the information gained from the surveys to develop management recommendations for the 2013/14 fishery that comply with local byelaws, Wash Fishery Order 1992 regulations and agreed shellfish management policies.
4. Consult with Wash Fishery Order 1992 Entitlement Holders regarding the recommended management measures for the 2013/14 cockle fishery.
5. Produce a report for the Marine Protected Area Sub-Committee. Present the survey results and management proposals to the Sub-Committee.
6. Produce detailed report of the survey results for inclusion in the 2013 Annual Research Report.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

- Success Criteria 4: IFCA's work in partnership and are engaged with their stakeholders
 Success Criteria 5: IFCA's make best use of evidence to deliver their objectives
- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a
- Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment
- High Level Objective 6.3; Performance Indicators 6.2c, 6.3a

Outputs & Timescales

Completion of survey field work	November 2013
Report summarising survey results, including recommendations for 2013/14 cockle fishery	December 2013
Presentation of survey results and management recommendations to MPA Sub-Committee	December 2013
Report of survey results for inclusion in 2013 Annual Research Report	January 2014

Internal links

Authority's Standard Operating Procedure for mussel surveys (RP2013J)
 Wash Fishery Order 1992
 Authority's Shellfish Management Policies
 Habitats Regulations Assessment for 2013/14 mussel fishery
 Spring Cockle Survey programme (RP2013A)
 EHO/DSP Biotxin Sampling (RP2013E)

MEDIN data storage programme (RP2013M)	
Liaison meetings with Stakeholder Groups (RP2013N)	
Annual Research Report (RP2013K)	
External links, including partner agencies	
Industry provides input towards management decisions. Natural England provide conservation advice through the Appropriate Assessment process	
External funding	
None	
Reporting officer(s)	
Stephen Thompson	Research Officer
Peter Welby	Research Officer
Project lead	
Ron Jessop	Senior Research Officer

RP2013D Titchwell Marsh Mussel survey

Objectives

1. Conduct field work for two surveys (October and February). These involve conducting foot surveys from the shore at low-water using the "Dutch wand" method.
2. Analysis of the survey data to determine the biomass and size distribution of mussel stocks within the bed. Production of GIS charts displaying this information.
3. Should the identified stocks be sufficient to support a viable commercial fishery, develop management recommendations for the 2013/14 fishery that comply with local byelaws and do not harm the Neolithic peat beds on which the mussels settle.
4. Consult with local Fishermen's Associations, Natural England and the RSPB regarding the management proposals.
5. Produce a report for the Marine Protected Area Sub-Committee. Present the survey results and management proposals to the Sub-Committee.
6. Produce detailed report of the survey results for inclusion in the 2013 Annual Research Report.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

- Success Criteria 4: IFCA's work in partnership and are engaged with their stakeholders
 Success Criteria 5: IFCA's make the best use of evidence to deliver their objectives.
- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a
- Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment
- High Level Objective 6.3; Performance Indicators 6.2c, 6.3a
- Success Criteria 7: IFCA's are recognised and heard
- High Level Objective 7.1

Outputs & Timescales

Conduct field work for autumn survey	October 2013
Conduct field work for winter survey	February 2014
Report detailing survey results and recommended management measures to MPA sub-committee (if required)	November 2013
Report of survey results for inclusion in 2013 Annual Research Report	January 2014

Internal links

- Authority's Standard Operating Procedure for mussel surveys (RP2013J)
 EIFCA Byelaws
 Habitats Regulations Assessment for a 2013/14 Titchwell mussel fishery
 MEDIN data storage programme (RP2013M)
 Liaison meetings with Stakeholder Groups (RP2013N)
 Annual Research Report (RP2013K)

External links, including partner agencies	
<p>Industry provides input towards management decisions.</p> <p>RSPB – The mussel bed is situated within a RSPB nature reserve</p> <p>Natural England provide conservation advice through the Appropriate Assessment process</p>	
External funding	
None	
Reporting officer(s)	
Stephen Thompson	Research Officer
Peter Welby	Research Officer
Project lead	
Ron Jessop	Senior Research Officer

RP2013E EHO / DSP Biotoxin Sampling

Objectives

1. Continue the programme to collect, process and despatch live shellfish and water samples to support the classification of shellfish waters within the Wash. This involves using the Authority's vessels to collect eleven shellfish and four water samples each month from fixed sample stations in the Wash.
2. Maintain populations of mussels within holding cages at prescribed sample stations within the Wash, from which samples can be taken as required.
3. Liaise regularly with CEFAS and Local Authorities regarding sampling.
4. Produce report of the classification results for inclusion in the 2013 Annual Research Report

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 4: IFCAs work in partnership and are engaged with their stakeholders
 Success Criteria 6: IFCAs support and promote the sustainable management of the marine environment

- High Level Objective 6.3; Performance Indicators 6.2c, 6.3a

Outputs & Timescales

Supply CEFAS and Local Authorities with monthly shellfish and water samples	Monthly, throughout year
Report of survey results for inclusion in 2013 Annual Research Report	January 2014

Internal links

Annual Research Report (RP2013K)

External links, including partner agencies

Local Authorities responsible for monitoring water quality
 CEFAS protocols for sample collection

External funding

Local Authorities provide funding for the sample collection

Reporting officer(s)

To be determined	Research Officer
Simon Lee	Skipper

Project lead

To be determined	Research Officer
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RP2013F1 Habitat Mapping

Objectives

1. Use the Authority's research vessel, *Three Counties*, to conduct habitat mapping surveys within Marine Protected Areas situated within the District. The objective of these surveys is to identify and map the named features within the various MPAs including *Sabellaria spinulosa* reefs, cobble banks and *Mytilus edulis* beds.
2. Analysis of the survey data to determine the spatial distribution of any identified features. Production of GIS charts displaying this information.
3. Use this information to provide advice to the Authority's Environmental team when writing necessary Habitat Regulation Assessments
4. Should any sub-littoral mussel beds be identified during the course of these surveys, provide a detailed stock assessment. Develop management recommendations for opening such beds that comply with local byelaws and shellfish management policies.
5. Produce detailed report of the survey results for inclusion in the 2013 Annual Research Report.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 2: Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district

- High Level Objective 2.1; Performance Indicator 2.1a

Success Criteria 5: IFCA's make best use of evidence to deliver their objectives

- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a

Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment

Outputs & Timescales

Completion of survey field work	June 2013 - March 2014
Reports summarising survey results, detailing spatial extent and physical condition of various named features	July 2013 – March 2014
Presentation of survey results and management recommendations to MPA Sub-Committee (should any sub-littoral mussel beds be found)	Throughout year, as required
Report of survey results for inclusion in 2013 Annual Research Report	January 2014

Internal links

Habitat/Feature Mapping Desk Study (RP2013F2)

Authority's Standard Operating Procedure for habitat mapping surveys (RP2013J)

Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)

Authority's Shellfish Management Policies (for Sub-littoral mussels)

<p>Habitats Regulations Assessment for any identified 2013/14 sub-littoral mussel fisheries MEDIN data storage programme (RP2013M) Liaison meetings with Stakeholder Groups (RP2013N) Technical Advisory Group (RP2013L) Annual Research Report (RP2013K)</p>	
<p>External links, including partner agencies</p>	
<p>Industry provides input towards management decisions. Natural England provide conservation advice through the Appropriate Assessment process</p>	
<p>External funding</p>	
<p>Defra-funded survey equipment: side-scan sonar unit Natural England provide funding for some survey projects</p>	
<p>Reporting officer(s)</p>	
<p>Stephen Thompson</p>	<p>Research Officer</p>
<p>Peter Welby</p>	<p>Research Officer</p>
<p>Project lead</p>	
<p>Ron Jessop</p>	<p>Senior Research Officer</p>

RP2013F2 Habitat / Feature Mapping (Desk study)	
Objectives	
<ol style="list-style-type: none"> 1. To conduct desk study to determine the extent of what habitat/feature maps are currently available in our District, with particular emphasis towards Marine Protected Areas. 2. Use this information to identify knowledge gaps where we may be required to conduct further surveys. 3. Provide a report detailing the information found during the study. 	
Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)	
<p>Success Criteria 2: Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district</p> <ul style="list-style-type: none"> • High Level Objective 2.1; Performance Indicator 2.1a <p>Success Criteria 5: IFCA's make best use of evidence to deliver their objectives</p> <ul style="list-style-type: none"> • High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a <p>Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment</p> <ul style="list-style-type: none"> • Performance Indicator 6.3a 	
Outputs & Timescales	
Report summarising the extent of habitats and features that have already been mapped within our District.	July 2013
Internal links	
<p>Authority's Standard Operating Procedure for habitat mapping surveys (RP2013J)</p> <p>Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)</p> <p>Habitat Mapping programme (RP2013F1)</p> <p>Annual Research Report (RP2013K)</p>	
External links, including partner agencies	
CEFAS, MMO, Environment Agency, Natural England, Centrica, Gardline all conduct or commission habitat mapping surveys within the District	
External funding	
None	
Reporting officer(s)	
Project lead	
To be determined	Research Officer

RP2013G WFO 1992 Several 'Lays'

Objectives

1. To address the current issues relating to the authority's management of the Several Fishery.
2. To assess the feasibility of 16 applications for new lays that were received prior to the moratorium. Each application will require a localised habitat survey, followed by consultation with Natural England and local Fishermen's Associations.
3. To consider options for new applications for new lays that are received once the moratorium is ended.
4. Produce a report for each application for the Marine Protected Area Sub-Committee.
5. To develop a formal approach when progressing WFO lay applications.
6. To provide advice in a Constraints Study to identify limiting factors in the future development of the Several Fishery.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 2: Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district

- High Level Objective 2.1; Performance Indicator 2.1a

Success Criteria 5: IFCA's make best use of evidence to deliver their objectives

- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a

Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment

- Performance Indicator 6.3a

Outputs & Timescales

Provide report to Natural England showing algae composition in the Wash	June 2013
Report to the Marine Protected Area Sub-Committee the feasibility of each of the 16 current lay applications and any further applications received once the moratorium ends.	June 2013 – March 2014
A new robust formal approach to use when processing lay applications	March 2014

Internal links

Wash Fishery Order 1992

Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)

Authority's Standard Operating Procedure for habitat mapping surveys (RP2013J)

Authority's Shellfish Management Policies

Habitats Regulations Assessment for new lay assessments

Autumn Mussel Survey programme (RP2013C)

Spring Cockle Survey programme (RP2013A)	
EHO/DSP Biotoxin Sampling (RP2013E)	
Liaison meetings with Stakeholder Groups (RP2013N)	
Water Quality Monitoring (SWEEP) (RP2013H)	
External links, including partner agencies	
Crown Estates	
Industry provides input towards management decisions.	
Natural England provide conservation advice through the Habitat Regulations Assessment process	
External funding	
Lay holders charged an initial administration fee following successful applications	
Reporting officer(s)	
Sandra Cowper	Marine Environment and GIS officer
Stephen Thompson	Research Officer
Peter Welby	Research Officer
Project lead	
Ron Jessop	Senior Research Officer

RP2013H Water Quality Monitoring (SWEEP)

Objectives

1. Continue the on-going programme recording chlorophyll-a levels in the Wash in order to monitor primary food production fundamental to the health of shellfish beds.
2. To provide samples to Cefas for use in their own studies, that can in turn help answer questions raised during the Review of Lay Consents and Appropriate Assessments associated with new lays food availability.
3. Conduct regular meat yields of shellfish at sampling stations
4. Conduct regular maintenance of YSI data sondes and data buoy
5. Produce detailed report of sampling results for inclusion in 2013 Annual Research report.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 4: IFCAs work in partnership and are engaged with their stakeholders

- High Level Objective 4.1

Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.

- High Level Objectives 5.1, 5.2, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a

Success Criteria 6: IFCAs support and promote the sustainable management of the marine environment

- High Level Objective 6.1; Performance Indicator 6.3a

Success Criteria 7: IFCAs are recognised and heard

- High Level Objective 7.1

Outputs & timescales

Completion of sampling regime	April 2013 – March 2014
Equipment well maintained and serviced	April 2013 – March 2014
Report detailing results of project for inclusion in Annual Research report	January 2014

Internal links

Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)

Habitats Regulations Assessment for new lay assessments

EHO/DSP Biotoxin Sampling (RP2013E)

MEDIN data storage programme (RP2013M)

Annual Research Report (RP2013K)

External links, including partner agencies

CEFAS – Working in partnership on this project

Environment Agency conduct similar monitoring in estuaries

Natural England provide conservation advice through the Habitat Regulations Assessment process

External funding

Natural England provided funding for 2 YSI data sondes

CEFAS provide "payment in kind" by analysing monthly water samples	
Reporting officer(s)	
To be determined	Research Officer
Project lead	
To be determined	Research Officer

RP2013I EMS Gear/Feature Interaction (Desk Study)	
Objectives	
<ol style="list-style-type: none"> 1. To conduct desk study to determine what information is currently available concerning relevant gear type impacts on features in our District's MPAs. 2. To use this background of information to identify knowledge gaps and provide focus for our own studies. 3. Provide a report detailing the information found during the study. 	
Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)	
<p>Success Criteria 2: Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district</p> <ul style="list-style-type: none"> • High Level Objective 2.1; Performance Indicator 2.1a <p>Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.</p> <ul style="list-style-type: none"> • High Level Objectives 5.2, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a <p>Success Criteria 6: IFCAs support and promote the sustainable management of the marine environment</p> <ul style="list-style-type: none"> • High Level Objectives 6.1, 6.3, 6.4; Performance Indicator 6.3a <p>Success Criteria 7: IFCAs are recognised and heard</p> <ul style="list-style-type: none"> • High Level Objective 7.1 	
Outputs & timescales	
Report summarising the information found during this study and identifying potential research requirements	August 2013
Internal links	
<p>Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)</p> <p>Habitat/Feature Mapping Desk Study (RP2013F2)</p> <p>Habitat Mapping programme (RP2013F1)</p> <p>Authority's Standard Operating Procedure for Gear Impact Assessments (RP2013J)</p> <p>Technical Advisory Group (RP2013L)</p> <p>Annual Research Report (RP2013K)</p>	
External links, including partner agencies	
Natural England, CEFAS, Other IFCAs	
External funding	
None	
Reporting officer(s)	
Project lead	
To be determined	Research Officer

RP2013J Develop Best Practice for Standard Operating Procedures for Research Activities

Objectives

1. To conduct a desk based study to research best practice survey methods relevant to our type of work.
2. To develop detailed standard operating procedures for all of the types of work we conduct and equipment/software we use.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.

- High Level Objectives 5.2, 5.4; Performance Indicators 5.1c, 5.1d, 5.3a

Outputs & timescales

Formal Standard Operating Procedures	August 2013
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Internal links

Spring Cockle Survey programme (RP2013A)
 Horseshoe Point Cockle Survey programme (RP2013B)
 Autumn Mussel Survey programme (RP2013C)
 Titchwell Mussel Survey programme (RP2013D)
 Habitat Mapping programme (RP2013F1)
 Water Quality Monitoring (SWEEP) (RP2013H)
 Technical Advisory Group (RP2013L)
 Cockle Growth Study (RP2013O)
 Crab/Lobster Stock assessment (RP2013Q)
 Juvenile Fish Monitoring Programme (RP2013R)

External links, including partner agencies

CEFAS, Environment Agency, Natural England, Other IFCAs, JNCC

External funding

None

Reporting officer(s)

Stephen Thompson	Research Officer
Peter Welby	Research Officer
Olle Åkesson	Research Officer

Project lead

Ron Jessop	Senior Research Officer
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RP2013K Annual Research Report

Objectives

1. To compile an annual report detailing research and monitoring projects undertaken throughout the year.
2. Report provides a valuable historic resource detailing the condition of the stocks that are monitored annually and research projects that have been undertaken.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 1: IFC Authorities have sound governance and staff are motivated and respected

- High Level Objective 1.2, Performance Indicator 1.3

Success Criteria 7: IFCAs are recognised and heard

- High Level Objective 7.2

Outputs & timescales

Annual research report for 2013 activities

March 2014

Internal links

Spring Cockle Survey programme (RP2013A)

Horseshoe Point Cockle Survey programme (RP2013B)

Autumn Mussel Survey programme (RP2013C)

Titchwell Mussel Survey programme (RP2013D)

Habitat Mapping programme (RP2013F1)

Water Quality Monitoring (SWEEP) (RP2013H)

Cockle Growth Study (RP2013O)

Crab/Lobster Stock assessment (RP2013Q)

Juvenile Fish Monitoring Programme (RP2013R)

External links, including partner agencies

External funding

None

Reporting officer

Stephen Thompson

Research Officer

Peter Welby

Research Officer

Project lead

Ron Jessop

Senior Research Officer

RP2013L Technical Advisory Group

Objectives

1. To liaise the research/environmental activities of the IFCA's, CEFAS, NE, EA and MMO.
2. Senior Research Officer to represent groups at 2 meetings each year.
3. To conduct any additional workloads resulting from action points raised by the group including, preparing papers/presentations and moderating the TAG Knowledge Hub forum.
4. Actively participate in TAG workshops, steering groups and training sessions

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Success Criteria 4: IFCA's work in partnership and are engaged with their stakeholders

- High Level Objective 4.1, 4.2

Success Criteria 6: IFCA's support and promote the sustainable management of the marine environment

- High Level Objective 6.1

Success Criteria 7: IFCA's are recognised and heard

- High Level Objective 7.1

Outputs & timescales

Attendance at 2 TAG meetings	June 2013
Attendance at TAG workshops/training events	October 2013

Internal links

Juvenile Fish Monitoring Programme (RP2013Q)

External links, including partner agencies

Other IFCA's, Natural England, CEFAS, MMO, Environment Agency are all represented on TAG

External funding

None

Reporting officer(s)

Project lead

Ron Jessop	Senior Research Officer
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RP2013M MEDIN – Supporting Data Officer	
Objectives	
<ol style="list-style-type: none"> 1. To work alongside the data officer to develop a strategy to ensure that all future data is MEDIN compliant. 2. To assist the data officer in converting current data to a format that is compatible with MEDIN. 	
Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)	
Success Criteria 5: IFCA's make the best use of evidence to deliver their objectives. <ul style="list-style-type: none"> • High Level Objectives 5.2, 5.4 	
Outputs & timescales	
Meta-data created for 2013/14 datasets that are MEDIN compliant	December 2013
Internal links	
Spring Cockle Survey programme (RP2013A) Horseshoe Point Cockle Survey programme (RP2013B) Autumn Mussel Survey programme (RP2013C) Titchwell Mussel Survey programme (RP2013D) Habitat Mapping programme (RP2013F1) Water Quality Monitoring (SWEEP) (RP2013H) Cockle Growth Study (RP2013O) Crab/Lobster Stock assessment (RP2013P) Juvenile Fish Monitoring Programme (RP2013Q) Technical Advisory Group (RP2013L)	
External links, including partner agencies	
CEFAS - data archive centre for fish data Data Archive for Seabed Species (DASH) - data archive centre for seabed species and facilitate the archiving of our data to data archive centres MEDIN programme TAG – EIFCA leading the project on behalf of TAG and the other IFCA's	
External funding	
MEDIN provided funds for 2-officer-days to attend workshop and upload Meta-data to a relevant data archive centre	
Reporting officer(s)	
Ron Jessop	Senior Research Officer
Stephen Thompson	Research Officer
Peter Welby	Research Officer
Project lead	
Luke Godwin	Marine Environment/Data Officer

RP2013N Liaison meetings with Stakeholder Groups	
Objectives	
<p>1. To liaise with several stakeholder groups at regular meetings ranging from Authority and internal meetings, to liaison meetings with the fishing industry, Cefas, NE, EA, RSPB etc.</p> <p>2. Provide papers, presentations and reports for meetings as required.</p>	
Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)	
<p>Success Criteria 4: IFCAs work in partnership and are engaged with their stakeholders</p> <ul style="list-style-type: none"> • High Level Objective 4.2 <p>Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.</p> <ul style="list-style-type: none"> • High Level Objectives 5.2, 5.4 <p>Success Criteria 7: IFCAs are recognised and heard</p> <ul style="list-style-type: none"> • High Level Objective 7.1 	
Outputs & timescales	
Attendance and participation at Authority/stakeholder meetings.	April 2013 – March 2014
Internal links	
<p>Spring Cockle Survey programme (RP2013A)</p> <p>Horseshoe Point Cockle Survey programme (RP2013B)</p> <p>Autumn Mussel Survey programme (RP2013C)</p> <p>Titchwell Mussel Survey programme (RP2013D)</p> <p>Habitat Mapping programme (RP2013F1)</p> <p>Water Quality Monitoring (SWEEP) (RP2013H)</p> <p>Cockle Growth Study (RP2013O)</p> <p>Crab/Lobster Stock assessment (RP2013P)</p> <p>Juvenile Fish Monitoring Programme (RP2013Q)</p> <p>Technical Advisory Group (RP2013L)</p>	
External links, including partner agencies	
CEFAS, DEFRA, MMO, Other IFCAs, Natural England, Environment Agency, RSPB, Fishermen, Recreational Sea Anglers	
External funding	
None	
Reporting officer(s)	
Ron Jessop	Senior Research Officer
Stephen Thompson	Research Officer
Peter Welby	Research Officer
Project lead	
Eden Hannam	Head of Marine Conservation

RP20130 Cockle Growth Study

Objectives

1. To conduct additional sampling of cockle stocks to allow for growth assessment study. This will involve additional sampling at 129 of the cockle survey stations in conjunction with the spring cockle surveys, then further sampling at those stations prior to the fishery opening and again in late summer.
2. Analysis of data to determine the rate of growth of cockles on the intertidal beds.
3. Produce a report detailing the results of the study for inclusion in the annual research report.
4. To test proposed methodologies and consult with Natural England over their use for the 2014 season.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

- Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.
- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a
- Success Criteria 6: IFCAs support and promote the sustainable management of the marine environment
- High Level Objective 6.3; Performance Indicator 6.3a

Outputs & timescales

Completion of survey field work	May, June and August 2013
Analysis of the data to determine the rate of cockle growth and an assessment of the impact growth would have had on the cockle biomass over the summer.	September 2013
Report detailing results from the study for inclusion in the annual research report.	February 2014
Consultation arranged with Natural England regarding the use of growth assessments when determining future TACs	March 2014

Internal links

Authority's Standard Operating Procedure for monitoring cockle growth (RP2013J)
 Spring Cockle Survey programme (RP2013A)
 Wash Fishery Order 1992
 Authority's Shellfish Management Policies
 Habitats Regulations Assessment for 2013/14 cockle fishery
 MEDIN data storage programme (RP2013M)
 Liaison meetings with Stakeholder Groups (RP2013N)
 Annual Research Report (RP2013K)

External links, including partner agencies

Industry provides input towards management decisions.

Natural England provides conservation advice through the Habitats Regulations Assessment process
CEFAS provided advice on methodology

External funding

None

Reporting officer(s)

Stephen Thompson	Research Officer
Peter Welby	Research Officer

Project lead

Ron Jessop	Senior Research Officer
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RP2013P Crab/Lobster Stock Assessment

Objectives

1. To develop the current bio-sampling regime in order to gain a better understanding of the state of these stocks.
2. To conduct regular sampling, both in ports and at sea, throughout the district as part of this regime.
3. Analysis of data to determine the extent and current state of this fishery with which to inform management.
4. Production of report detailing the results of this study for inclusion in the annual research report.
5. Where possible support the information gathering efforts of CEFAS

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

- Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.
- High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a
- Success Criteria 6: IFCAs support and promote the sustainable management of the marine environment
- High Level Objective 6.3; Performance Indicator 6.3a

Outputs & timescales

Detailed survey plan for crustacean project	June 2013
Completed sampling regime	June 2013 – March 2014
Report detailing results from the study for inclusion in the annual research report.	March 2014

Internal links

Current crustacean bio-sampling regime and data-base
 Authority's Standard Operating Procedure for crab/lobster bio-sampling (RP2013J)
 MEDIN data storage programme (RP2013M)
 Liaison meetings with Stakeholder Groups (RP2013N)
 Technical Advisory Group (RP2013L)
 Annual Research Report (RP2013K)
 Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)

External links, including partner agencies

CEFAS's bio-sampling regime
 Other IFCA's Crustacea programmes
 Fishing industry for support and advice

External funding

None

Reporting officer(s)

To be determined	Research Officer
Luke Godwin	Marine Environment/Data Officer

Jason Byrne	Area IFCO – Lincs
Ian Dye	Area IFCO – Norfolk West
Alan Garnham	Area IFCO – Suffolk
Ady Woods	Area IFCO – Norfolk East
Project lead	
To be determined	Research Officer

RP2013Q Juvenile Fish Monitoring Programme	
Objectives	
<ol style="list-style-type: none"> 1. To develop a juvenile fish monitoring programme that will identify and monitor important fish nursery areas within the district and its relationship with wider recruitment 2. Conduct fieldwork using a combination of Water Framework Directive style surveys in river estuaries and CEFAS Young Fish style surveys at sea. 3. Produce report detailing the results of this study for inclusion in the annual research report. 	
Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)	
<p>Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.</p> <ul style="list-style-type: none"> • High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a <p>Success Criteria 6: IFCAs support and promote the sustainable management of the marine environment</p> <ul style="list-style-type: none"> • High Level Objective 6.3; Performance Indicator 6.3a 	
Outputs & Timescales	
Detailed survey plan for fish monitoring programme	June 2013
Completed sampling regime	June 2013 – March 2014
Report detailing results from the study for inclusion in the annual research report.	March 2014
Internal links	
<p>Authority's Standard Operating Procedure programme (RP2013J)</p> <p>MEDIN data storage programme (RP2013M)</p> <p>Liaison meetings with Stakeholder Groups (RP2013N)</p> <p>Technical Advisory Group (RP2013L)</p> <p>Annual Research Report (RP2013K)</p> <p>Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)</p>	
External links, including partner agencies	
<p>CEFAS's Young Fish Surveys and bass monitoring programmes</p> <p>Environment Agency's Water Framework Directive survey programme</p> <p>Other IFCAs, (TAG - Small Fish Working Group)</p> <p>MMO</p>	
External funding	
None	
Reporting officer(s)	
To be determined	Research Officer
Project lead	
To be determined	Research Officer

RP2013R Mono-filament netting review	
Objectives	
<ol style="list-style-type: none"> 1. To develop a monitoring programme to assess the extent of mono-filament netting activities in the District. 2. Conduct fieldwork to monitor the usage of mono-filament nets in the District 3. Produce a report detailing the results of the study with which to inform the Byelaw review. 	
Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)	
<p>Success Criteria 2: Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district</p> <ul style="list-style-type: none"> • High Level Objective 2.1; Performance Indicator 2.1a <p>Success Criteria 5: IFCAs make the best use of evidence to deliver their objectives.</p> <ul style="list-style-type: none"> • High Level Objectives 5.1, 5.3; Performance Indicators 5.1c, 5.1d, 5.3a <p>Success Criteria 6: IFCAs support and promote the sustainable management of the marine environment</p> <ul style="list-style-type: none"> • High Level Objective 6.3; Performance Indicator 6.3a 	
Outputs & Timescales	
Detailed survey plan for assessing the extent of mono-filament netting	June 2013
Completed sampling regime	June 2013 – March 2014
Report detailing results from the study to inform the Byelaw Review	March 2014
Internal links	
<p>Liaison meetings with Stakeholder Groups (RP2013N)</p> <p>Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations) (EP2013D)</p> <p>Juvenile Fish Monitoring Programme (RP2013R)</p>	
External links, including partner agencies	
MMO, Environment Agency	
External funding	
None	
Reporting officer(s)	
To be determined	Research Officer
Luke Godwin	Marine Environment/Data Officer
Jason Byrne	Area IFCO – Lincs
Ian Dye	Area IFCO – Norfolk West
Alan Garnham	Area IFCO – Suffolk
Ady Woods	Area IFCO – Norfolk East
Project lead	
To be determined	Research Officer

KEY WORK FOR ENVIRONMENT TEAM 2013/14

Table 1. Agreed work activities for Eastern IFCA Environment team 2013/14

Activity	Officer days 2013/2014				
	Q1	Q2	Q3	Q4	Total
Fisheries Evidence project	27	27	26	26	106
Fisheries in European Marine Sites	30	30	25	20	105
Marine Conservation Zones	15	15	15	7	52
Habitats Regulations Assessment (Wash Fishery Order fisheries)	20	24	20	0	64
Consultation responses	54	54	54	54	216
EIFCA byelaw review	0	8	8	8	24
Total	146	158	148	115	567

Environment Officer Availability

Team	Total Days	Actual available days*
3 x Environment staff	630	500

* The environment team has one Senior Environment Officer and two Environment officers. Taking into account weekends, public and personal holidays, this team has a maximum total of 630 days available during 2013/14. Of these days, it has been estimated that 20% will be required to fulfil staff development requirements (including inductions, training and appraisals) and necessary administration duties (planning, managing, liaison and reporting). This leaves a total of 500 days Environment officer time available during 2013/14.

EP2013A: Fisheries Evidence project

Objectives

1. To adopt a data strategy that sets out clear policies to guide Eastern IFCA in its management and usage of data, including to ensure compliance with the INSPIRE Directive;
2. To review existing mechanisms for data capture, storage and retrieval within Eastern IFCA – including electronic data and hard copies (printed materials);
3. To establish an appropriate, searchable and secure data management system that can be efficiently utilised for data input and retrieval by all staff members, and where appropriate, by members of the public;
4. To seamlessly and without loss, transfer existing data records, as appropriate, to the new data management system;
5. To plan and conduct staff workshops, as necessary, for training to use the new systems;
6. To expand the existing Marine Protected Area database for the Eastern IFCA district, to include spatial data showing site designations and feature location and extent; site feature lists and referenced information on feature sensitivity to fishing activities;
7. To improve existing systems for the capture, reporting and dissemination of knowledge on fishing activities within the Eastern IFCA district; to create a Fishing Activity database, to include spatial data showing location of fishing activities by gear type, using internal and external data sources (e.g. Area IFCO reports, VMS data, MMO landings statistics and overflight surveillance data, etc.); and to update the 2008 ESFJC fisheries mapping project through direct and on-going liaison with fisheries stakeholders;
8. To develop a Regulation and Compliance database, expanding on existing systems, to assist with the on-going Eastern IFCA byelaw review, the enforcement risk register, and IFCO resource planning;
9. To create a formal system for the capture and prioritisation of issues affecting sea fisheries resources, which includes a transparent assessment of management options;
10. To explore and utilise appropriate data-sharing opportunities (with other IFCAs and other partner bodies including Cefas, MMO, EA and NE), wherever possible, to meet the above objectives with greater efficiency.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

1.3, 2.1, 6.2: Issues affecting sea fisheries resources are identified, prioritised and suitable management plans put in place by 2015;

2.1c: IFCAs have necessary records and database systems in place to inform decision

making	
3.1a, 3.1b, 3.1c: Enforcement risk register is published in standard format, and peer-reviewed	
4.1a, 4.1b, 4.1c. 4.1d: Memoranda of Understanding agreed, adopted and reviewed with key partner organisations	
5.2c IFCA representative proactively involved in relevant evidence networks to share best practice	
Outputs & Timescales	
Eastern IFCA Data Strategy	May 2013
Review of existing data management processes, with recommendations for new data management system (DMS)	July 2013
Completed transfer of existing records to new DMS	October 2013
Staff workshops for use of new data management system	November 2013
Marine Protected Area database	Database already established, monthly updates required
Marine Protected Area, designated feature, and fishing activities GIS package	Package already established, monthly updates required
Fishing Activities database	Establish framework September 2013
Fisheries Mapping Project 2013	Data collection September to December 2013; final report March 2014
Regulation and Compliance database	Establish framework July 2013, monthly updates required
Sustainability issues database	Establish framework May 2013; monthly updates required
Internal links	
All aspects of Eastern IFCA business – administration, enforcement, research & conservation	
External links, including partner agencies	
Marine Environmental Data & Information Network IFCAs' Technical Advisory Group Project Inshore Environment Agency Cefas MMO Fishing activity and enforcement data	
External funding	

Not identified.	
Reporting officer(s)	
Sandra Cowper	Marine Environment/GIS Officer
Luke Godwin	Marine Environment & Data Officer
Simon Lee	Senior Enforcement Officer
Judith Stoutt	Senior Marine Environment Officer
Project lead	
Luke Godwin	Marine Environment & Data Officer

EP2013B Fisheries in European Marine Sites

Objectives

1. To support the conservation of habitats and species in designated Special Areas of Conservation and Special Protection Areas, through the management of fishing activities;
2. To maintain momentum within the current process to review and manage high-risk activities by December 2013, and lower-risk activities by March 2015;
3. To continue to participate in national implementation and working groups, to achieve consistency of approach with other IFCAs and MMO (as appropriate, and in particular with neighbouring IFCAs), and to maintain dialogue with Defra, MMO, Natural England, fishing organisations and conservation groups nationally and regionally with regards to the process;
4. In parallel with the on-going review of Eastern IFCA byelaws (EP2013F), to draft, consult upon, agree and implement a byelaw or byelaws for the management of high risk activities in European Marine Sites;
5. In tandem with the above objective, to draft, consult upon and submit to Defra an impact assessment for each new byelaw;
6. To provide a central function for all IFCAs (as required) through the development and dissemination of spatial information products (GIS packages) showing location of sites, features and fishing activities;
7. To ensure meaningful stakeholder engagement with regards to the process through community meetings and additional dedicated events as required;
8. To identify the data gaps in relation to the location, extent and condition of designated features, in order to direct habitat mapping work (RP2013F), working with regional Natural England advisors and site users;
9. To utilise existing sources, primarily the Cefas review of fishing impacts on designated features, to inform management of lower risk activities;
10. To design and undertake empirical fishing impact assessments if required to fill data gaps and inform management decisions relating to lower risk activities.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

- 2.1b: All byelaws made after April 2011 meet the requirements of Defra guidance;
- 4.2b: Engagement strategy developed by April 2012
- 6.1a: Identify shared objectives in managing the marine environment with partner organisations
- 6.4a: MPA condition is taken into account when developing management plans
- 6.4b: IFCAs are effectively represented on management boards/steering groups for MPAs

Outputs & timescales

Site action plans for high risk activities	April 2013
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Draft byelaw for high risk activities	May 2013
Draft Impact Assessment for proposed byelaws	May 2013
Community meetings on proposed byelaws	May 2013
GIS EMS packages	May 2013 (site boundaries); October 2013 (fishing activities)
Fishing impact assessments designed	March 2014
EMS habitat mapping surveys	March 2014
Quarterly progress report to Defra	June, Sept, December 2013 & March 2014
Internal links	
Eastern IFCA's agreed process for the management of fishing activities in marine protected areas (MPA05/11) Fisheries Evidence project (EP2013A) Habitat Mapping project (RP2013F) Eastern IFCA Community Engagement Strategy (EIFCA12/96) Eastern IFCA byelaw review (EP2013F)	
External links, including partner agencies	
Defra, MMO, AIFCA, Natural England, Fishing Organisations, Conservation Organisations: Implementation Group and Working Group; regional Natural England officers; neighbouring IFCAs	
External funding	
Defra-funded survey equipment: side-scan sonar unit	
Reporting officer(s)	
Sandra Cowper	Marine Environment/GIS Officer
Luke Godwin	Marine Environment/Data Officer
Ron Jessop	Senior Research Officer
Lucy Ritchie	Community Development Officer
Project lead	
Judith Stoutt	Senior Marine Environment Officer

EP2013C Marine Conservation Zones

Objectives

1. To support the conservation of habitats and species in designated Marine Conservation Zones through the management of fishing activities;
2. To provide relevant Marine Conservation Zone feature information to Natural England, based on Eastern IFCA habitat surveys;
3. To promote the development of robust conservation objectives for MCZ features that are based on sound baseline information;
4. To review existing knowledge of fishing activities within designated sites, and to fill identified data gaps through desk studies, community meetings and the updated Fisheries Mapping Project;
5. To review existing knowledge of the impacts on fishing activities on site features, and to fill identified data gaps through desk studies and empirical fishing impact studies, working with the IFCA Technical Advisory Group to utilise data-sharing opportunities and avoid duplication of effort;
6. In parallel with the on-going review of Eastern IFCA byelaws (EP2013F), to draft, consult upon, agree and implement a byelaw or byelaws for the management of high risk fishing activities in Marine Conservation Zones;
7. In tandem with the above objective, to draft, consult upon and submit to Defra an impact assessment for each new byelaw;
8. To ensure meaningful stakeholder engagement with regards to Eastern IFCA management measures, through community meetings and additional dedicated events as required;
9. To liaise with Natural England and Defra, and to promote meaningful stakeholder engagement between Defra and fishing communities, with regards to potential future Marine Conservation Zones in later tranches of designation.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

- 2.1b: All byelaws made after April 2011 meet the requirements of Defra guidance;
- 4.2b: Engagement strategy developed by April 2012
- 6.1a: Identify shared objectives in managing the marine environment with partner organisations
- 6.4a: MPA condition is taken into account when developing management plans
- 6.4b: IFCA's are effectively represented on management boards/steering groups for MPAs

Outputs & timescales

Stour & Orwell native oyster surveys, mussel bed surveys, <i>Sabellaria</i> surveys report	February 2014
Fishing Activities database (EP2013A)	September 2013

Fisheries Mapping Project report	March 2014
Fishing impacts review and recommendations for empirical impact studies	September 2013
Draft Byelaw for damaging activities	December 2013
Impact assessment for proposed byelaw	December 2013
Community meetings and consultation on proposed byelaw	January – March 2014
Internal links	
Eastern IFCA's agreed process for the management of fishing activities in marine protected areas (MPA05/11). Fisheries Evidence project (EP2013A) Habitat Mapping project (RP2013F) Eastern IFCA Community Engagement Strategy (EIFCA12/96) Eastern IFCA byelaw review (EP2013F)	
External links, including partner agencies	
Defra, MMO, AIFCA, Natural England, Fishing Organisations, Conservation Organisations; regional Natural England officers; neighbouring IFCA's; local fishing communities	
External funding	
None identified	
Reporting officer(s)	
Sandra Cowper	Marine Environment/GIS Officer
Luke Godwin	Marine Environment/Data Officer
Ron Jessop	Senior Research Officer
Lucy Ritchie	Community Development Officer
Project lead	
Judith Stoutt	Senior Marine Environment Officer

EP2013D Habitats Regulations Assessment (Wash Fishery Order fisheries; new byelaws, and byelaw derogations)

Objectives

1. To ensure the bivalve shellfishery activities managed by Eastern IFCA through the Wash Fishery Order 1992 are managed in a way that supports the achievement of the conservation objectives for the Wash & North Norfolk Coast European Marine Site;
2. To ensure any new byelaws created by Eastern IFCA are compatible with the conservation objectives of European Marine Sites in the Eastern IFCA district;
3. To ensure that the granting of any derogations of Eastern IFCA byelaws (for example, for research purposes) is compatible with the conservation objectives of European Marine Sites in the Eastern IFCA district;
4. Using stock data obtained in the spring cockle surveys (RP2013A) and autumn mussel surveys (RP2013C), and growth data (RP2013Q) identify a commercially harvestable quota of cockle and mussel stocks for respective regulated fisheries, that enable a viable industry to operate whilst ensuring sufficient stock remains to all beds to recover, and to ensure food supply is maintained for dependent overwintering bird populations;
5. Using seal haul-out data supplied by Natural England and scientific papers relating to sensitivity of common seals to human activity, assess the likelihood of disturbance to common seals from fishing activities licensed under the Wash Fishery Order, and where necessary, apply mitigation to prevent significant disturbance;
6. Using published literature and empirical data, assess the level of physical disturbance to sediments that is likely to occur as a result of fishing activities licensed under the Wash Fishery Order, and where necessary, apply mitigation to limit disturbance;
7. Using biotope surveys (RP2012G) and published literature, assess the likelihood of damage or disturbance to site features from the granting of mariculture plots (lays) for shellfish cultivation within the Wash Fishery Order area – for existing lay applications and any new applications received during the year;
8. Using the marine protected area database (EP2013A), assess the likelihood of damage or disturbance to any European Marine Site features from the granting of derogations from any Eastern IFCA byelaw, as required;
9. Liaise regularly with Natural England to maintain joint understanding of fisheries/conservation issues and ensure a swift turnaround of advice.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

Eastern IFCA's agreed process for the management of fishing activities in marine protected areas (MPA05/11).

Fisheries Evidence project (EP2013A)					
Habitat Mapping project (RP2013F)					
Eastern IFCA byelaw review (EP2013F)					
Outputs & timescales					
Wash cockle fishery	Habitats	Regulations	May 2013, plus possible additional assessments if fishery is extended		
Wash mussel fishery	Habitats	Regulations	December 2013, plus possible additional assessments if fishery is extended		
Titchwell mussel fishery	Habitats	Regulations	August 2013		
Eastern IFCA byelaw	Habitats	Regulations	October 2013		
Byelaw derogations	Habitats	Regulations	As required		
Internal links					
Eastern IFCA's agreed process for the management of fishing activities in marine protected areas (MPA05/11).					
Fisheries Evidence project (EP2013A)					
Spring cockle surveys (RP2013A)					
Autumn mussel surveys (RP2013C)					
Titchwell mussel surveys (RP2013D)					
Wash Fishery Order 1992 – management of Several Fishery lays (RP2013G)					
Eastern IFCA Community Engagement Strategy (EIFCA12/96)					
External links, including partner agencies					
Natural England, local fishermen's associations					
External funding					
Wash Fishery Order fund could be used for some aspects of this work, if agreed with entitlement holders					
Reporting officer(s)					
Sandra Cowper		Marine Environment/GIS Officer			
Luke Godwin		Marine Environment/Data Officer			
Ron Jessop		Senior Research Officer			
Project lead					
Judith Stoutt		Senior Marine Environment Officer			

EP2013E Consultation responses**Objectives**

1. To provide timely, accurate, and appropriately-detailed responses to consultations on activities affecting the marine environment and inshore fisheries, (for example coastal and marine policies, licensed marine activities and infrastructure developments) to ensure that inshore fisheries and environmental receptors are duly considered by applicants and regulators;
2. To utilise the existing system to manage the consultation process, to record incoming consultations and outgoing responses, and enable consultation cases to be tracked by different members of staff;
3. To develop the spatial information function to enable instant access to location and other details of consultation cases, and to create a graphical record of cumulative or in-combination impacts;
4. To obtain relevant information from different Eastern IFCA officers, particularly the Area IFCOs, in relation to applications affecting their section of the Eastern IFCA district;
5. To follow written responses with liaison with developers and or regulators, as necessary, in order to identify solutions to issues identified during the consultation process;
6. To develop the system to enable the effectiveness of responses to be measured and recorded;
7. In order to promote Eastern IFCA, include in all responses a standard paragraph to outline the remit and extent of the organisation;
8. To reduce the large time burden imposed by consultations on the Environment team, by requesting that more specific information is provided (to reduce the amount of time spent reviewing very large Environmental Statements), and by creating standard response paragraphs appropriate for different types of consultation subject;
9. To highlight in responses the need for regulators and developers to consult directly with commercial and recreational fishing interests who could be affected by proposals in the marine environment. To develop the system to enable the effectiveness of responses to be measured and recorded.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

1.3, 2.1a, 6.3a Issues affecting sea fisheries resources within the district have been identified, prioritised and management plans put in place by 2015

6.2c: Feedback from relevant stakeholders regarding the effectiveness of engagement is

routinely sought.

6.3b: Examples of proactive involvement in relevant networks to share best practice are reported in annual reports

6.4c: The impact of the Marine Policy Statement and the process of marine planning on IFCA's work have been assessed and addressed by April 2015.

Outputs & timescales

Timely, accurate and appropriately-detailed responses to consultations	April 2013 to March 2014
Searchable consultation database	August 2013
Consultation database GIS function, including cumulative and in-combination effects mapping	October 2013
Agreed standard paragraphs	August 2013

Internal links

Consultation responses will utilise information collated in the Fisheries Evidence project (EP2013A) and data obtained in various Eastern IFCA research projects.

External links, including partner agencies

MMO Marine Licensing
 MMO Marine Planning
 Commercial and recreational fishing interests

External funding

Cost recovery under consideration

Reporting officer

Jason Byrne	Area IFCO – Lincs
Sandra Cowper	Marine Environment/GIS Officer
Ian Dye	Area IFCO – Norfolk West
Luke Godwin	Marine Environment/Data Officer
Alan Garnham	Area IFCO – Suffolk
Lucy Ritchie	Community Development Officer
Judith Stoutt	Senior Marine Environment Officer
Ady Woods	Area IFCO – Norfolk East

Project lead

Sandra Cowper	Marine Environment/GIS Officer
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EP2013F Eastern IFCA Byelaw Review – environmental aspects

Objectives

1. Working closely with Eastern IFCA’s enforcement and senior management officers, to assess the relevance of existing Eastern IFCA byelaws, explore the potential to amend any if necessary, and identify the need for new byelaws in order to meet environmental or fisheries sustainability targets;
2. To record the extent of each Eastern IFCA byelaw using geographical information systems, to create user-friendly guidance on Eastern IFCA byelaws for officers and members of the public;
3. Considering the management options identified in the fisheries sustainability assessment (a sub-project within EP2013A), including outputs from Project Inshore, to ascertain whether existing byelaws meet sustainability needs or whether amendments or new byelaws are necessary;
4. In parallel with the fisheries in European Marine Sites project (EP2013B), to draft, consult upon, agree and implement a byelaw (or byelaws) for the management of high risk activities;
5. In tandem with the above objective, to draft, consult upon and submit to Defra an impact assessment for each new byelaw;
6. To prepare a Habitats Regulations Assessment for each new and/or each amended byelaw.
7. To assist the enforcement team in their preparation of impact assessments for proposed new or amended byelaws, particularly in relation to the identification of environmental benefits.

Linked high-level objectives (set out in Eastern IFCA Annual Plan 2013/14)

- 2.1b: All byelaws made after April 2011 meet the requirements of Defra guidance;
- 2.2a: Byelaw review and changes are on schedule to meet the objective of reviewing all legacy byelaws by 2015
- 5.1d: IFCA annual report to demonstrate how evidence has been used in decision-making process
- 6.1a: Identify shared objectives in managing the marine environment with partner organisations
- 6.4a: MPA condition is taken into account when developing management plans

Outputs & timescales

Draft byelaw for high risk activities (EP2013B)	May 2013
Draft Impact Assessment for proposed byelaws (EP2103B)	May 2013
Community meetings on proposed byelaws (EP2013B)	May 2013

Byelaw GIS package	September 2013
Identified byelaw options from fisheries sustainability project	October 2013
Internal links	
Eastern IFCA's agreed process for the management of fishing activities in European Marine Sites (MPA05/11). Fisheries Evidence project (EP2013A) Habitat Mapping project (RP2013F) Eastern IFCA Community Engagement Strategy (EIFCA12/96) Eastern IFCA byelaw review (EP2013F)	
External links, including partner agencies	
MMO, Defra, commercial and recreational fisheries interests	
External funding	
None identified	
Reporting officer(s)	
Sandra Cowper	Marine Environment/GIS Officer
Luke Godwin	Marine Environment/Data Officer
Project lead	
Judith Stoutt	Senior Marine Environment Officer

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



Action Item 10

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Planning and Communication Sub Committee report

Report by: Eden Hannam

Purpose of report

The purpose of this paper is to report back to the options for funding monitoring of cockle mortality during 2013.

Recommendations

It is recommended that members:

- **Note the three options for funding:**
 1. **Using funds accumulated under the auspices of supporting propagation under the Wash Fishery Order 1992;**
 2. **Using the Cost recovery mechanisms which were introduced with the Marine and Coastal Access Act 2009; and**
 3. **For the industry to directly fund the process through their fishermen's associations.**
- **Agree to using the cost recovery mechanism**

Policy discussion paper on options to carry out both cockle studies

The Eastern IFCA Planning and Communications Sub-Committee met on the morning of 11 March 2013. One of the decision items for that day was to consider the work programme for the Marine Environment and Research Teams. The demands on these teams exceeded their capacity, and the Sub-Committee was asked to prioritise work.

In the paper, officers specifically asked the Sub-Committee to choose between competing cockle projects in the Wash, one looking at atypical cockle mortality and the other looking at the cockle population changes (particularly growth related). The Sub-Committee chose the latter and Officers have started on the cockle growth project which has included extra field work during the spring cockle survey. The Committee did give the CEO further direction:

PC13/07

- **Members agreed to direct the CEO to look at the option to carry out both cockle studies taking into account the need for additional financial resources**

All Agreed.

The Authority Sub-Committee asked officers to suggest ways in which to fund monitoring atypical mortality including the process for running the Habitats Regulation assessments.

The project entails fortnightly monitoring of sands likely to experience atypical mortality – when mortality is measured to have crossed an agreed threshold a contingency fishery is triggered (subject to a habitats regulation assessment). In 2012 the Authority identified one large sand (Wrangle Sand) likely to need monitoring. This field work consisted of 6 to 8 research officer days a month, plus boat support. In addition there was an additional 20 days of officer time required to complete the Habitats Regulation Assessment. At the time of writing it is difficult to identify potential sands that will need monitoring as the survey is not complete. However initial indications are that there is a wider range of sands that potentially will need monitoring. Four to eight sands would see two research officers and supporting boat crew working close to full time over the late spring, summer and early autumn. Consultants to carry out this work vary greatly in price, depending on what support they receive and the level of experience they have. By way of cost comparison, the charge out rates for Three Counties would be roughly £2500 per day, with two research officers time being in the region of £260 per day.

Eastern IFCA does not have the resources available to complete this work and could engage consultants to complete it on its behalf. The brief for the consultants would include

- using the survey methodology developed in 2012;
- sampling using this methodology on identified sands;
- prompt processing and reporting of sampling to flag potential mortality events; and
- drafting Habitats Regulation Assessments as required.

In investigating solutions to this, officers have identified three avenues for funding this work. These are:

1. Using funds accumulated under the auspices of supporting propagation under the Wash Fishery Order 1992;
2. Using the Cost recovery mechanisms which were introduced with the Marine and Coastal Access Act 2009; and
3. For the industry to directly manage and fund the process through their fishermen's associations.

Each avenue has potential positive and negative aspects explored briefly below.

Option 1

The propagation fund for the Wash Fishery Order 1992 is a long standing mechanism in which the Authority can support the industry in the Wash. In the past this fund has been used to reinvigorate the Wash Mussel Fishery through the import of seed, and to review and improve survey methods, again for the mussel fishery. Use of this fund is, by convention, usually in conjunction with the Industry. The fund has built up over a number of years to a significant sum (Circa £95,000). In using this as a funding mechanism, consideration needs to be given to the opportunity cost of using this money. There are a number of other competing possibilities for investment, including looking to import mussel seed, evaluating advanced culturing techniques (including relaying of cockle spat and comparative mussel culture) and further investigations of dredging and dredge types. However, if agreed for use this money can be quickly accessed as it is held by the Authority.

Option 2

Changes to the Sea Fisheries (Shellfish) Act 1967 as amended by the Marine and Coastal Access Act 2009 give the Authority greater scope to recover costs from managing fisheries. The Authority discussed aspects of cost recovery at the Jan 2012 Authority meeting (held in Suffolk County Council Chambers) when it set Wash Fishery Order Fees. Kent & Essex IFCA directly cost recover all their costs of the regulated cockle fishery. Setting Fees under this is an administrative process, which includes consultation and final ministerial assent. While the process is not unduly burdensome, it is procedural,

and will require support from the Authority as well as longer time frames for payment. However, as there is likely to be a direct benefit to the industry this could be seen as a worthwhile investment.

Option 3

Finally, the third option would be for the industry to fund this project directly. This option would be the least onerous for the Authority, however would require considerable co-operation and agreement amongst the four Fishermen's associations. This process could also allow direct management by the fishermen for the entire project as well as reducing cost by providing 'in-kind' support (such as boat time). Natural England may also take longer on providing its advice assessments from third parties. Payment is not within the control of the Authority.

Next Steps

The next steps are to begin consultation with the Industry. There is an industry meeting on the 28th of May ahead of the Full Statutory Authority meeting on 5 June 2013. As part of the preparation for the industry meeting, a letter to the industry has gone out informing the industry of this meeting. This letter asks the industry to consider its preference for each in terms of funding monitoring of atypical mortality. The results of this meeting will be reported back verbally. By this stage the Authority will also have a wider picture of the sands likely to need monitoring, and therefore the likely cost linked to this programme of work. A verbal update will be provided at the Authority meeting.

Once agreement is reached on the preferred options, officers can move quickly to either tender for this service, or work with the industry to help them prepare a tender document.

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



9th Eastern IFCA Meeting

Action Item 11

5th June 2013

Management of Fishing Activity in European Marine Sites

Report by: Julian Gregory, Head of Marine Protection

Purpose of report

To update the Authority on progress and to agree the planned timeline for regulation, the delegation of responsibility for the process to the Regulatory and Compliance sub-committee and the proposed approach for the management of bait digging in *Zostera* sites on the North Norfolk coast.

Recommendations

Members are asked to

- 1. Note and agree the process and timeline for introducing regulatory management measures**
- 2. Delegate responsibility for overseeing the process and authorising the introduction of byelaws to the Regulatory and Compliance sub-committee**
- 3. Agree the proposed approach to the management of *Zostera* beds on the North Norfolk Coast in relation to bait digging and associated activities**

Background

Previous papers presented to the Authority on 31st October 2012 and 30th January 2013 (Appendix A) set out the revised approach to the management of European Marine Sites. In summary, the approach requires Eastern IFCA to implement management measures for high risk sites by December 2013. The expectation is that this will ordinarily involve regulation through the introduction of byelaws.

The Wash and North Norfolk Coast Special Area of Conservation (SAC) contains three high risk features:

- *Sabellaria spinulosa* reef (Ross worm reef) – the Wash
- Sub-tidal boulder and cobble communities – the Wash
- *Zostera* (Eelgrass) – North Norfolk Coast

The charts at Appendix A show the locations of all three high risk features but it should be noted that these may develop as a consequence of further survey activity. At the time of writing it is possible that a second area of Eelgrass in the Humber Estuary may need to come within the scope of regulation and advice from Natural England is awaited in this regard.

The proposed means of regulation for all three features is to prohibit the use of towed demersal gear within specified areas. For *Sabellaria spinulosa* and boulder and cobble communities it is proposed that this will be within the highlighted areas shown on the

charts at Appendix A. Proposals for the areas to be regulated in relation to Eelgrass are still under development.

A timeline to achieve regulation within the allotted time period is shown at Appendix B. The information gathering element has already commenced with questionnaires being sent to a range of stakeholders and a number of consultation meetings planned during May and June

Eelgrass – North Norfolk

The protection of Eelgrass sites in North Norfolk requires the consideration of activities such as bait digging in addition to the use of towed demersal gear. Discussion with Natural England has established that there is currently very little activity in the vicinity of Eelgrass and that which is undertaken is well understood by local reserve managers. Additionally, there are a variety of mechanisms for dealing with any issues if and when they arise. These are set out more fully at Appendix C and include:

- The use of common law in relation to common rights
- The requirement for consent to be sought to conduct commercial bait digging within a Special Site of Scientific Interest (SSSI)
- The ability of Natural England to take action against those causing damage or disturbance to a SSSI without consent

As a consequence it is suggested that the existing regulatory framework, particularly the formal SSSI measures, combined with a well-established system for monitoring activity and reporting incidents are appropriate and that the introduction of additional overlapping regulation is not required.

Legal Implications

The power to make byelaws is set out in the Marine and Coastal Access Act 2009 and the process to be followed is set out in guidance published by DEFRA. The timeline at Appendix C is compliant with this guidance.

Communications/Publicity

The byelaw process involves an extensive information gathering exercise that involves a range of stakeholders. This is followed by a formal consultation period during which proposed byelaws are advertised.

Appendices

Appendix 'A' Charts of Wash and North Norfolk European Marine Site

Appendix 'B' Byelaw Timeline

Appendix 'C' 'Bait Digging and Zostera beds on the North Norfolk coast', Connor Donnelly, Natural England

Background documents

Authority papers:

8th Eastern IFCA Meeting, 30th January 2013 – A Report on the Revised Approach to the Management of Fisheries in European marine Sites

7th Eastern IFCA Meeting, 31st October 2013 – Policy Development: European Marine Sites

Proposed management measures, May 2013

The Wash and North Norfolk Coast - Special Area of Conservation Location Information (attached charts for information)

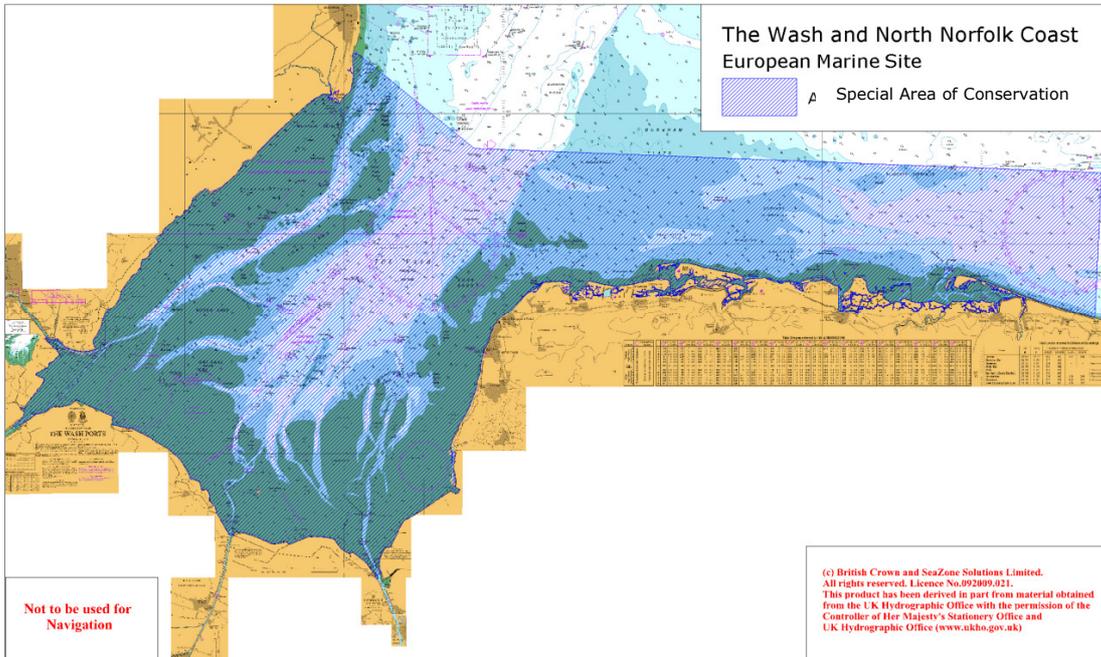


Chart 1 – The Wash and North Norfolk Coast Special Area of Conservation

Ross Worm Reef (*Sabellaria spinulosa*) – Proposed areas to be closed to bottom towed gear

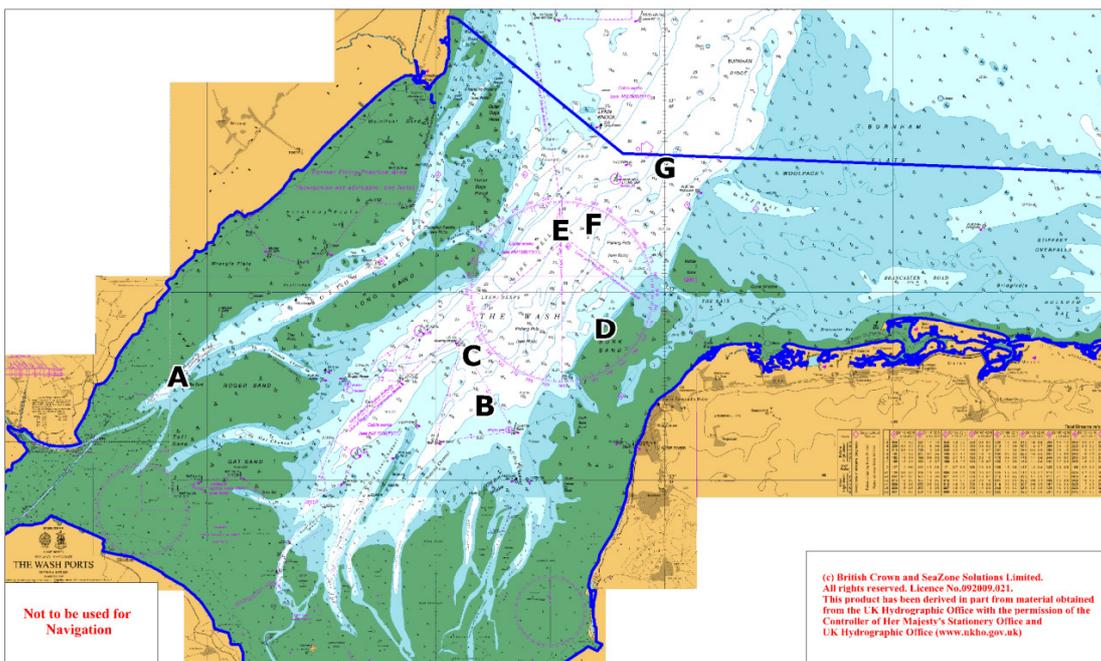
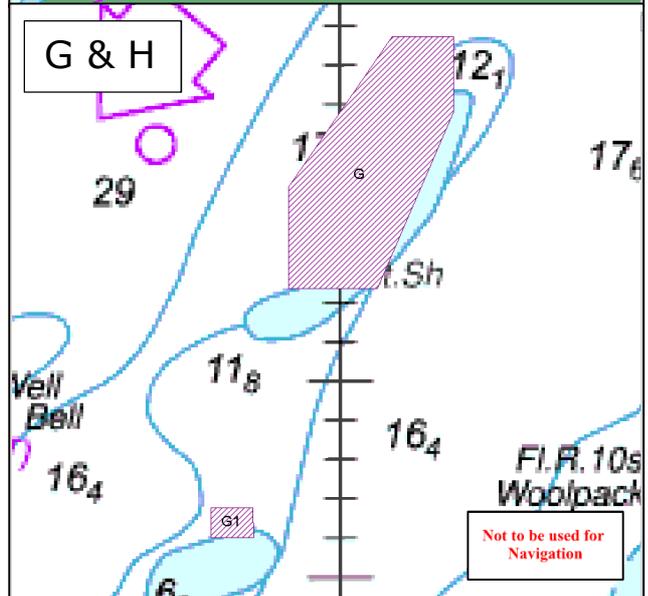
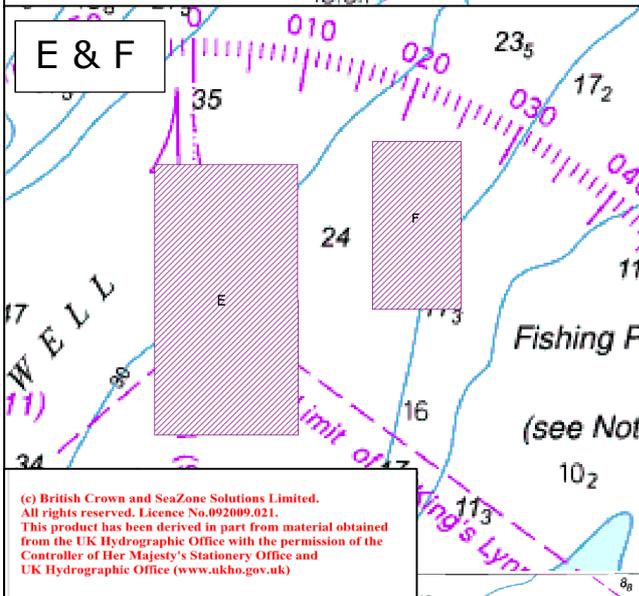
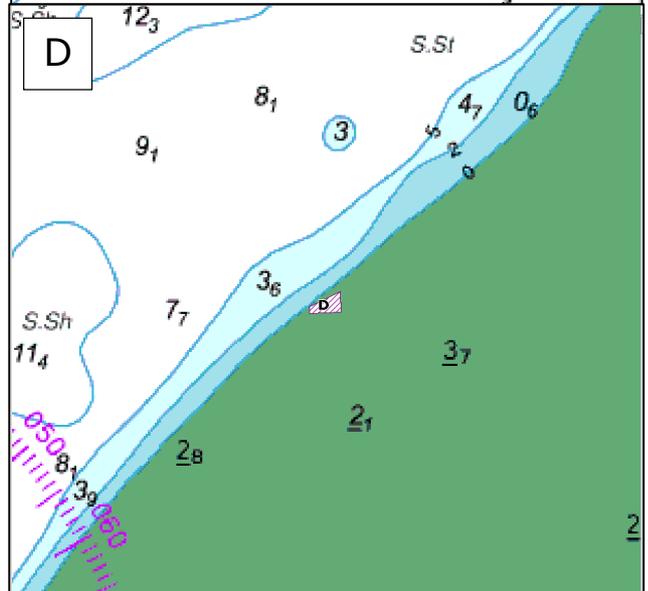
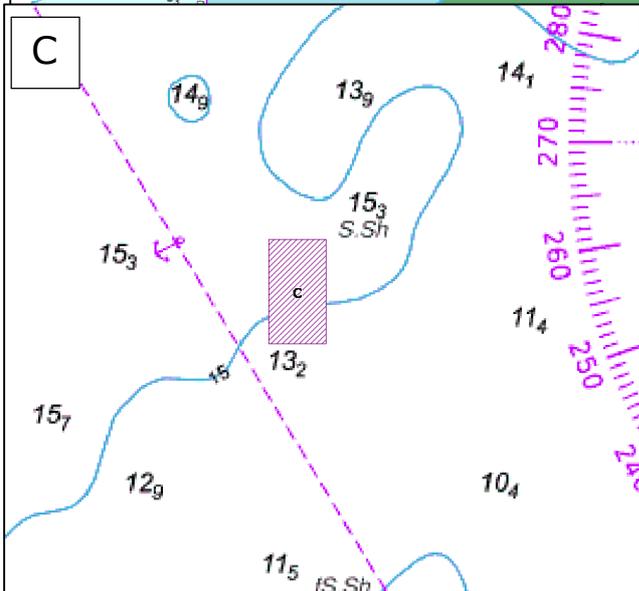
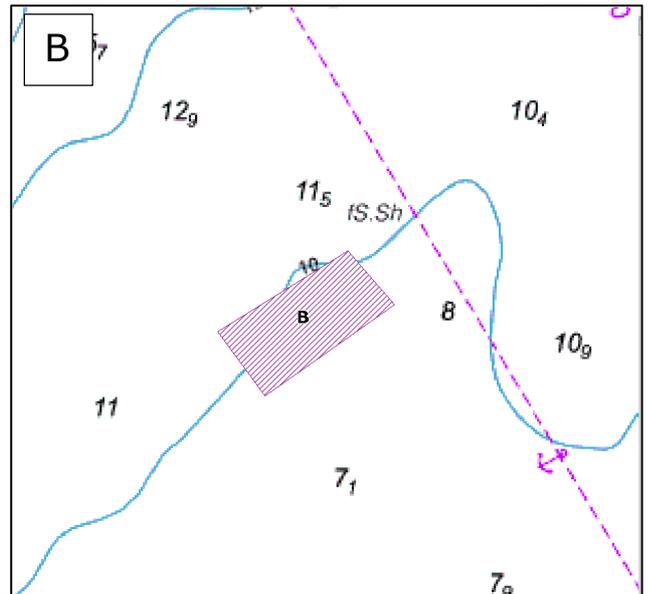
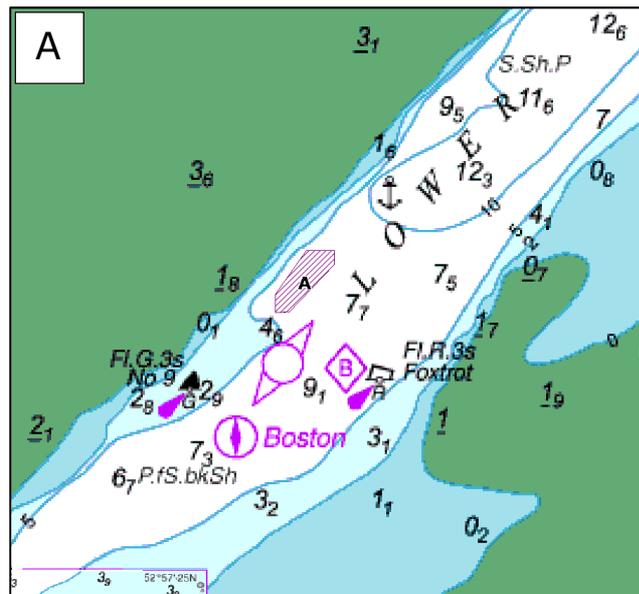


Chart 2 – Proposed areas to be closed to bottom towed gear (such as trawling and dredging)



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Chart 3 - Areas A to H. Proposed areas to be closed to bottom towed gear (such as trawling and dredging)

Area	Area (ha)
A	2.23
B	14.23
C	7.05
D	0.52
E	183.10
F	70.13
G	59.33
H	2.73
Total	339.31

Table 1. Total area in hectares of proposed areas to be closed

Area	Latitude	Longitude	Area	Latitude	Longitude
A	52.964070	0.145233	E	53.032443	0.421214
A	52.964071	0.146666	E	53.032443	0.435864
A	52.963636	0.146652	E	53.015640	0.435864
A	52.962155	0.144367	E	53.015640	0.421214
A	52.962142	0.143637	F	53.033880	0.443482
A	52.962698	0.143637	F	53.033880	0.452515
B	52.952410	0.371309	F	53.023440	0.452515
B	52.950705	0.373726	F	53.023440	0.443482
B	52.947829	0.367036	G	53.064353	0.507926
B	52.952410	0.371309	G	53.064353	0.507926
C	52.964384	0.368918	G	53.061156	0.507926
C	52.964384	0.371836	G	53.053696	0.502576
C	52.961141	0.371836	G	53.053696	0.496399
C	52.961141	0.368918	G	53.057992	0.496399
D	52.984292	0.456144	H	53.044412	0.490953
D	52.984752	0.457706	H	53.044412	0.493889
D	52.984107	0.457771	H	53.043163	0.493889
D	52.984077	0.456127	H	53.043163	0.490953

Table 2. Latitudes and Longitudes of closed 'boxes' on charts A to H

Please note – Eastern IFCA can provide further charts if requested, including at different scales.

Boulder and Cobble Communities - Proposed areas to be closed to bottom towed gear

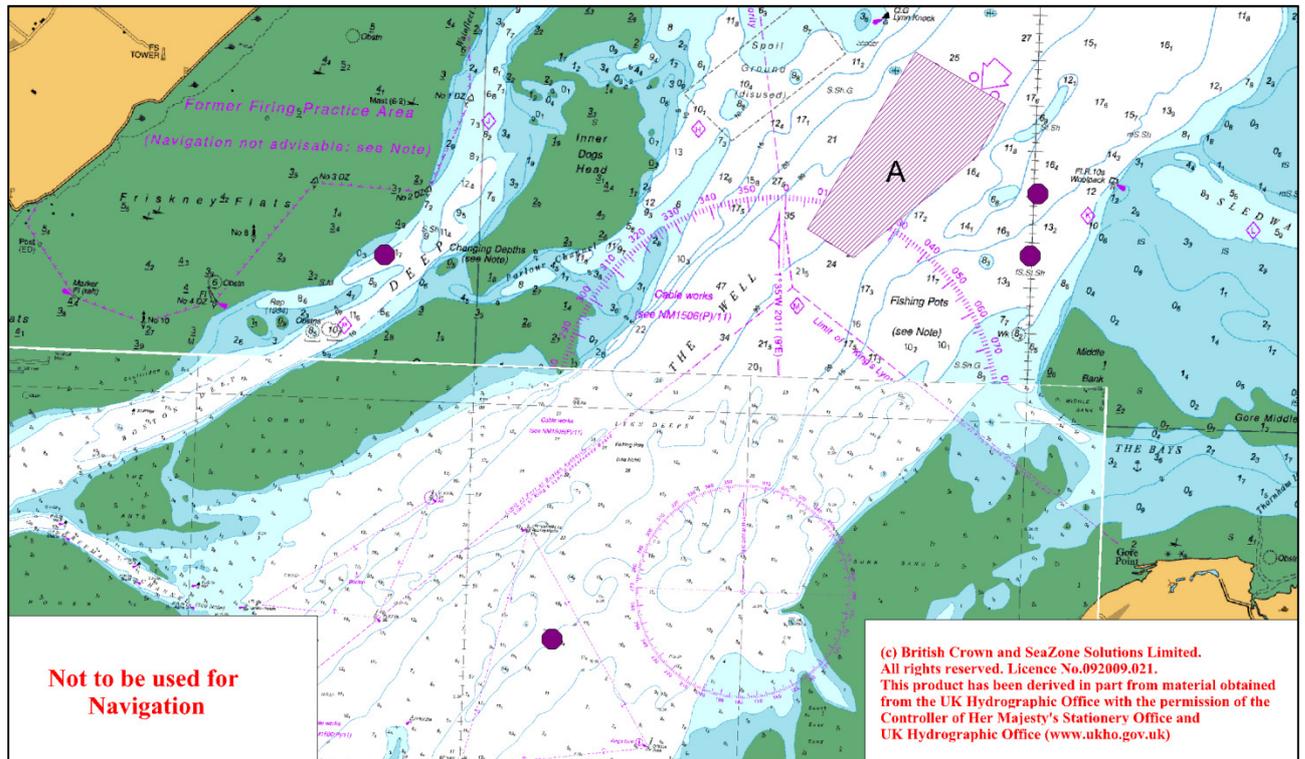


Chart 4 - Proposed areas to be closed to bottom towed gear (such as trawling and dredging)

Area	Area (ha)
A	749.3

Table 3. Area in hectares of proposed area to be closed

Area A

Latitude	Longitude
53.06734284	0.46293441
53.05833488	0.49050046
53.04868709	0.48245858
53.02931232	0.44631279
53.03430847	0.43206196

Table 4. Latitudes and Longitudes of closed 'box' on Chart 2

Potential Additional Sites

(Only point data is available at this time)

Latitude	Longitude
53.02679	0.304841
52.95743	0.359640
53.04214	0.501120
53.03077	0.499570

Table 5. Latitudes and Longitudes of potential closed points on Chart 2

Eelgrass (*Zostera*) – Location Information

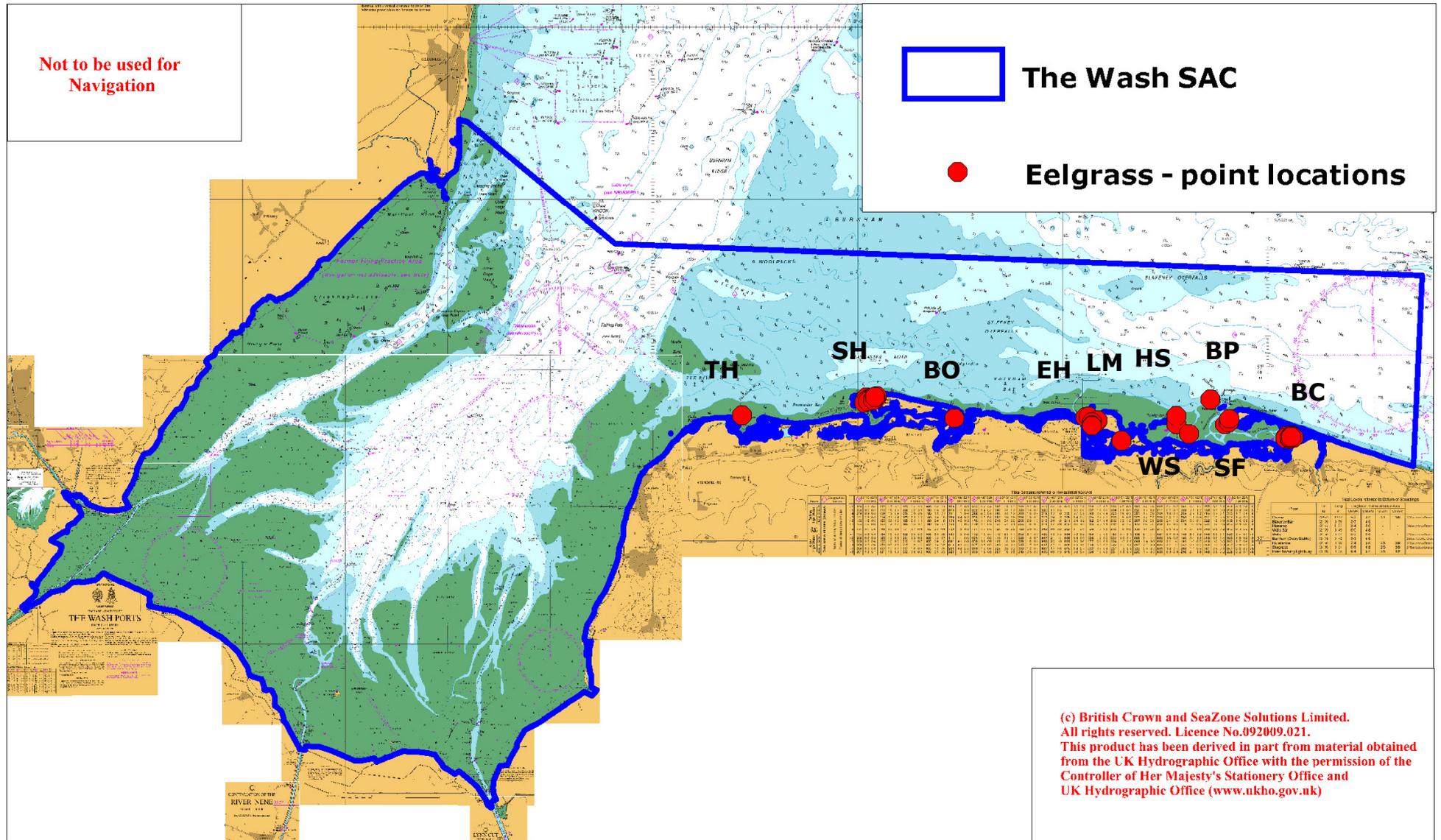
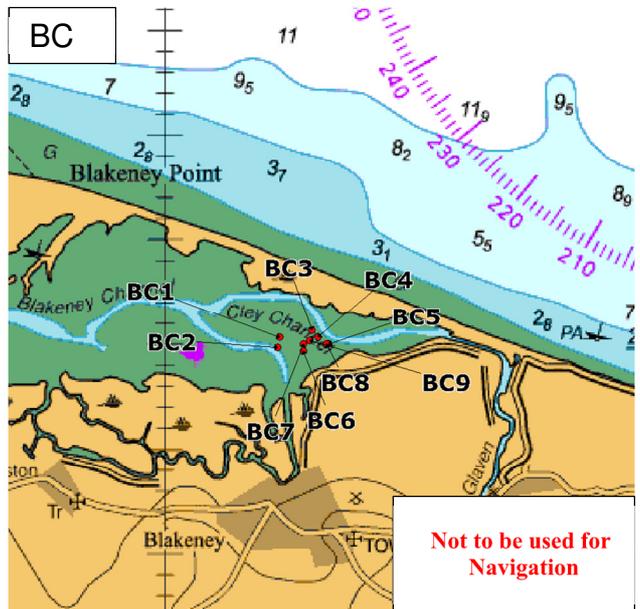
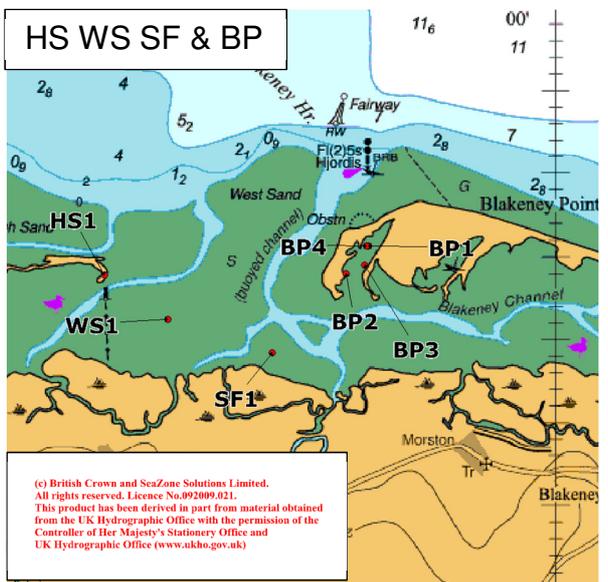
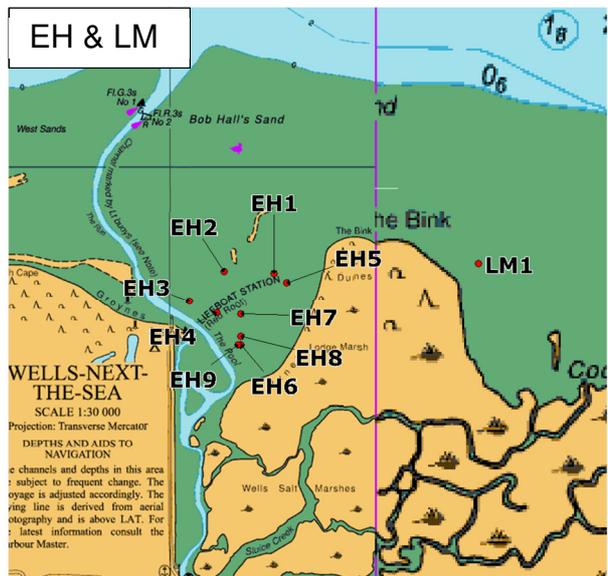
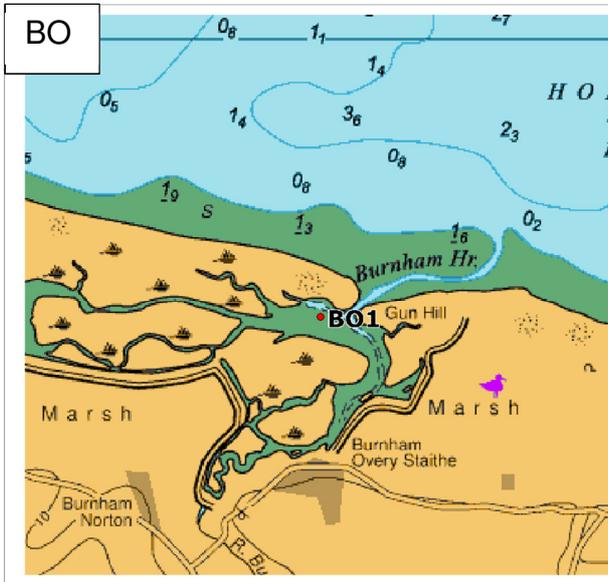
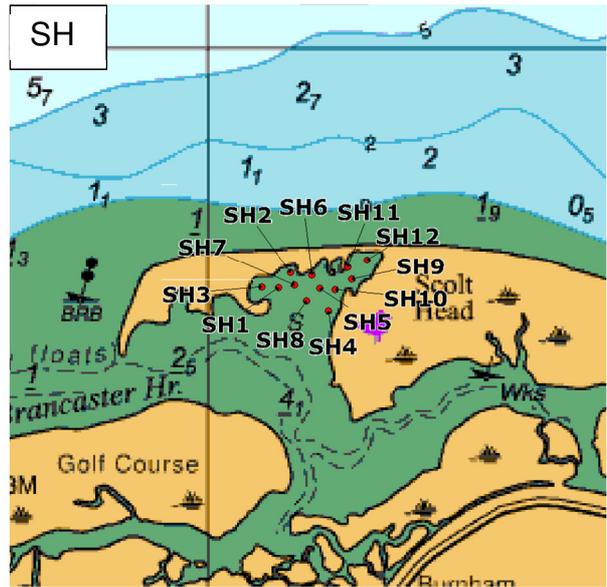
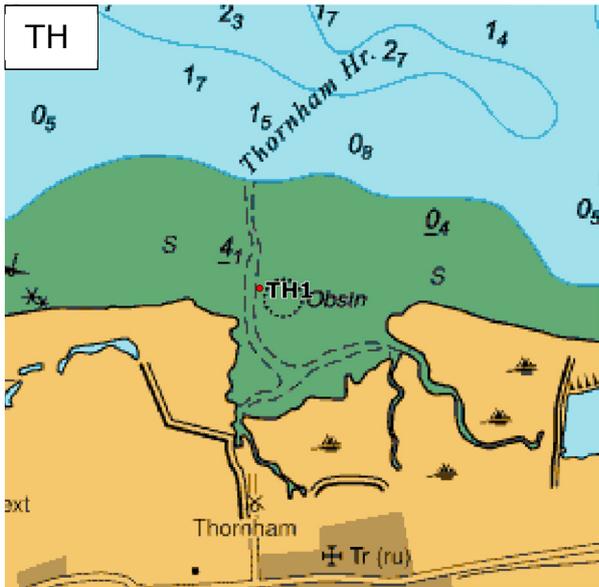


Chart 5 – Proposed location to be closed to bottom towed gear (such as trawling and dredging)
 Only point data available at this time

Eelgrass (*Zostera*) – Location Information by Area



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Charts TH, SH, BO, EH & LM, HS WS SF & BP to BC- Indicated point locations of areas proposed to be closed to bottom towed gear (such as trawling and dredging)

Potential Sites ●
 (Only point data is available at this time)

Site	Point	Latitude	Longitude
Cley or Blakeney Channel	BC1	52.966967	1.0150167
Cley or Blakeney Channel	BC2	52.966133	1.0147333
Cley or Blakeney Channel	BC3	52.967533	1.0191833
Cley or Blakeney Channel	BC4	52.966983	1.0200167
Cley or Blakeney Channel	BC5	52.966417	1.0214000
Cley or Blakeney Channel	BC6	52.965850	1.0180667
Cley or Blakeney Channel	BC7	52.966417	1.0180833
Cley or Blakeney Channel	BC8	52.966417	1.0211333
Cley or Blakeney Channel	BC9	52.966700	1.0189000
Burnham Overy Harbour	BO1	52.976083	0.7454833
Stanley's Cockle Bight, Blakeney Point	BP1	52.975833	0.9691500
Stanley's Cockle Bight, Blakeney Point	BP2	52.973067	0.9655333
Stanley's Cockle Bight, Blakeney Point	BP3	52.973900	0.9685833
Stanley's Cockle Bight, Blakeney Point	BP4	52.975833	0.9688667
East Hills, Wells-next-the-Sea	EH1	52.976717	0.8606167
East Hills, Wells-next-the-Sea	EH2	52.976850	0.8555333
East Hills, Wells-next-the-Sea	EH3	52.975000	0.8520167
East Hills, Wells-next-the-Sea	EH4	52.974267	0.8548167
East Hills, Wells-next-the-Sea	EH5	52.976133	0.8619500
East Hills, Wells-next-the-Sea	EH6	52.972250	0.8572333
East Hills, Wells-next-the-Sea	EH7	52.974200	0.8572333
East Hills, Wells-next-the-Sea	EH8	52.972800	0.8572333
East Hills, Wells-next-the-Sea	EH9	52.972250	0.8569667
High Sand Creek/ Cabbage Creek	HS1	52.972950	0.9257000
Lodge Marsh, Wells-next-the-Sea	LM1	52.977333	0.8814833
Stiffkey Freshes	SF1	52.965083	0.9533333
Scolt Head	SH1	52.985200	0.6737500
Scolt Head	SH2	52.986117	0.6749667
Scolt Head	SH3	52.985233	0.6720833
Scolt Head	SH4	52.983783	0.6787167
Scolt Head	SH5	52.985150	0.6778500
Scolt Head	SH6	52.985950	0.6771000
Scolt Head	SH7	52.985350	0.6753500
Scolt Head	SH8	52.984383	0.6765167
Scolt Head	SH9	52.985717	0.6810833
Scolt Head	SH10	52.985100	0.6794000
Scolt Head	SH11	52.986433	0.6806500
Scolt Head	SH12	52.986900	0.6825833
Thornham Harbour	TH1	52.977483	0.5724333
West Sand Creek	WS1	52.968433	0.9361167

Table 6. Latitudes and Longitudes of potential closed points on Chart 5

Action Item 11
Management of European Sites
Byelaw Timeline

APPENDIX B
5th June 2013

Activity	Work Days	Total Days	Start Date	Finish Date	Lead Agency
<i>Gather Information</i>					
Write information gathering papers	10	13	22 April 2013	05 May 2013	IFCA
Seek stakeholder views; conduct research; commence Impact Assessment; consider non-regulatory options; seek legal advice	40	55	06 May 2013	30 June 2013	IFCA
Conclude Impact Assessment	5	6	01 July 2013	07 July 2013	IFCA
Submit Impact Assessment to MMO			08 July 2013	08 July 2013	
Consideration & comment from MMO Legal	20	27	08 July 2013	04 August 2013	MMO
<i>Make Byelaw</i>					
Produce papers and final byelaw draft	5	6	05 August 2013	11 August 2013	IFCA
Send out notice of intention to make byelaw		14	12 August 2013	26 August 2013	IFCA
Regulatory & Compliance Meeting to consider byelaw(s)			27 August 2013	27 August 2013	IFCA
<i>Consultation</i>					
Arrange advertisement	8	11	28 August 2013	08 September 2013	IFCA
Advertise proposed byelaw		14	09 September 2013	23 September 2013	IFCA
Period allowed for responses (after final day of advertisement)		28	24 September 2013	22 October 2013	IFCA/MMO
Consider and respond to objections	12	15	23 October 2013	07 November 2013	IFCA
<i>Confirmation</i>					
Submit byelaw to MMO			08 November 2013	08 November 2013	IFCA
Quality assurance of process and evidence MMO	10	13	11 November 2013	24 November 2013	MMO
Submission to Minister			25 November 2013	25 November 2013	MMO/DEFRA
Secretary of State to confirm		7	25 November 2013	02 December 2013	DEFRA
Publish confirmed byelaw		4	03 December 2013	07 December 2013	IFCA

Bait digging and *Zostera* beds on the North Norfolk coast

Bait digging, together with other activities such as samphire collection, shellfish gathering and wildfowling is practiced as part of the traditional activities, longshore economy and common rights held in various places along the Norfolk coast. These activities and their sustainability at historic and current levels is explicitly recognised in the Regulation 33 advice document and the Management Scheme for The Wash & North Norfolk Coast European marine site (EMS), which describe them as "compatible and linked with the principle aims of the site i.e. the long term maintenance of the condition of features of European importance".

Specifically in relation to *Zostera* beds, there is a good understanding of levels of bait digging activity around the main beds on the Norfolk coast from local reserve managers (Michael Rooney, Natural England and John Sizer, National Trust):

- Scolt Head: 1 person active in vicinity, not on the *Zostera* bed.
- Wells: used to be accessible at low tide but not since dredging works deepened the channel. Suspect little to no activity there now. Previously activity would have been cockle handworking by holidaymakers.
- Blakeney: This is an area in which some very low level activity is intermittently carried out by 2 people mainly for bait digging and in the past for collection of shellfish. Although the exact location of bait digging activity in relation to the Blakeney *Zostera* bed is not fully known, the activity is very low level and only carried out intermittently. The most recent *Zostera* survey (West *et al.*, 2010) has shown little change in coverage of *Zostera* on this bed since 1997 and has not identified any threats to the bed.

As such, there is very little activity in the vicinity of the *Zostera* beds on the North Norfolk Coast, and that which is undertaken is well understood by the local reserve managers.

In accordance with practice of common rights, some legal gathering of bait for profit may occur in places along the North Norfolk coast (fishing bait internet forums refer to some areas where bait is available for sale which is likely to have been caught locally although this is anecdotal information only). It should be noted that this is only legally allowed as part of practicing common rights. Otherwise, bait digging can only occur for own use. In general there is thought to be little commercial bait digging currently taking place on the North Norfolk Coast.

Bait digging (whether for profit or own use) is at a low level and has been carried out historically with no noticeable effect on *Zostera*. There have been three *Zostera* surveys of the North Norfolk coast (McCallum, 1997; West, 2002 and West *et al.*, 2010), which have not shown any overall decline in *Zostera* extent and have in places identified increases in bed size.

Proposed approach to manage commercial bait digging activity in relation to *Zostera* beds on the North Norfolk coast

Collection of bait for commercial sale is illegal unless approved by the land owner, or in rare cases where there is a private right for collection (Liley *et al.*, 2012).

Individuals may hold private rights to take intertidal species from a specific area of the shore. The only examples of common land on the shore that were identified by Fowler (1999) were on the North Norfolk Coast, from Holme to Burnham Overy, which include intertidal areas. Rights holders (possibly up to 150 of them) have exclusive rights to bait digging within these land units (Fowler, 1999). A common right is defined as 'the right to take profit from another man's soil' (Gadsden, *The law of the Commons*). Common rights carry many of the legal rights normally ascribed to a land owner, such as rights of access. Common Law accurately and legally defines the rights of both commoner and owner on any given common, and is designed to protect the common and not the common right holder. If either the owner or common right holder damage the common, then Common Law can be used against them equally. This ensures sustainability. The basis of this sustainability is the sufficiency of the common - it is illegal, for instance, to overstock a common so that it is over grazed (Annex 5, The Wash and North Norfolk Coast EMS Management Scheme). Only one common right unit overlaps with a *Zostera* bed - at Scolt Head - and only one individual exercises those common rights and not on the *Zostera* bed.

In all other circumstances where someone is seeking to dig bait commercially they would therefore need to approach the landowner. Since the North Norfolk Coast is a Site of Special Scientific Interest (SSSI) the landowner would in turn need to notify Natural England of the proposed activity and seek consent under Section 28E of the Wildlife and Countryside Act 1981 (as amended) ('the WCA'). In considering whether to give SSSI consent we would need to ensure that the activity won't damage the special interest of the SSSI or the interest features of the EMS.

We consider this existing regulatory mechanism ensures that this interest feature of the EMS will not be damaged and therefore action to develop an additional overlapping regulation (i.e. IFCA byelaw) is not required.

Where illegal bait digging occurs Natural England has powers under Section 28P(6 and 6A) of the WCA to take action against those causing intentional or reckless damage or disturbance to a SSSI without consent, knowingly or otherwise. Natural England and IFCA will enhance their surveillance of this issue and keep this management mechanism under review. IFCA byelaws remain an option if it is not possible to address illegal activity using our powers under S28P.

We consider this combined approach is appropriate within the context of local social, environmental and management conditions on the North Norfolk coast. Activity levels in this area are low, and all commercial bait digging activities can only be carried out by a common right holder or with a SSSI consent from Natural England. Natural England and EIFCA have very good local intelligence through National Nature Reserve managers, The National Trust, RSPB wardens and other local shore users who are present on the coast and can report any activities of concern to Natural England/EIFCA. Many of the traditional recreational shore users on the North Norfolk coast are also part of the EMS management scheme advisory groups and would be able to input local knowledge on damaging

activities to the EMS management scheme project manager and Natural England. The EMS management scheme has also previously produced a good practice guide, including information for bait diggers. The project manager co-ordinates intelligence from the network of reserve managers through an 'incident reporting process' which has proved successful in the past in dealing with incidences of disturbance caused by e.g. low flying aircraft, jet skis.

Given the overlapping regulatory powers of Natural England and IFCA's relation to the management of the potential effects of commercial and recreational fisheries occurring in SSSIs; and given the very different environmental, social and economic conditions in sites around the country, it is likely that management approaches will need to be decided on a site by site basis, reflecting local conditions and by agreement between Natural England and the IFCA.

Connor Donnelly
Senior Adviser,
Southern North Sea Team,
Natural England

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Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



9th Eastern IFCA Meeting

Action Item 12

5th June 2013

Bait digging issues in Stour & Orwell Estuaries

Report by: Judith Stoutt, Senior Marine Environment Officer

Purpose of report

To inform the Authority about recent breaches of the Voluntary Code of Conduct in the Stour and Orwell Estuaries, to describe the implications for the Authority and other organisations, and to agree next steps to resolve the situation.

Recommendations

Members are asked to:

- **Note the report;**
- **Agree the proposed approach to work in partnership with appropriate organisations and stakeholders towards resolving the bait digging issues in the Stour and Orwell Estuaries.**

Background

The Stour and Orwell Estuaries lie at the southern end of the Eastern IFCA district, and fall partially within the Kent & Essex IFCA district (the Suffolk/Essex county boundary lies in the middle of the Stour Estuary). Both estuaries are designated Sites of Special Scientific Interest (SSSIs) and form a Special Protection Area (SPA), primarily on account of their importance for breeding and migratory bird populations. The estuaries are also very popular for sailing, and contain the three major ports of Felixstowe, Ipswich and Harwich. A low level of commercial fishing is conducted in the estuaries by vessels operating from Felixstowe Ferry and Harwich. Recreational fishing is popular throughout the site. The intertidal mudflats, typical of highly productive estuarine ecosystems, support significant populations of ragworm and lugworm which support bait digging activity at many locations within the site.

Code of Conduct

The 2010 management strategy for the Stour & Orwell Estuaries identified "*Increased recreational activity and access causing disturbance to wildlife and damage to habitats*" as a key issue for the site (Stour & Orwell Management Strategy 2010). A Code of Conduct was developed in 2010 through collaboration with landowners, bait diggers, sea anglers, Natural England, and wildlife

organisations, under the Stour & Orwell Estuaries Management Group, to encourage behaviour that would reduce disturbance and damage to the site. Eastern Sea Fisheries Joint Committee officers participated in the development of the Code, but the process was led by the Suffolk Estuaries Officer based at the Suffolk Coast & Heaths Area of Outstanding Natural Beauty (AONB) in Woodbridge.

The Code of Conduct included a map showing "critical areas for birds and worms", and requested that these areas be avoided by bait diggers and all estuary users between November and April each year. Despite the Code's voluntary status, it was anticipated that compliance would be high because bait diggers and anglers had participated enthusiastically in its development.

In 2011 and 2012, local site wardens (Suffolk Wildlife Trust and Royal Society for the Protection of Birds) have reported a generally good level of compliance with the Code of Conduct, except for a low level of recurring activity at one site near the Orwell Country Park. Eastern IFCA officers have requested that these organisations provide a written report on site activity, but the Suffolk Estuaries Officer has not had the resource to co-ordinate this to date.

Recent issues

The Suffolk Estuaries Officer received numerous reports of bait diggers working in critical ("closed") areas during March and April 2013, and requested that Eastern IFCA – as a key organisation with responsibility for sustainable exploitation of sea fisheries resources (including bait) and an enforcement capability – take action to (i) investigate the alleged breaches of the Code; and (ii) deploy officers to engage with bait diggers to encourage them to abide by the Code.

Digging for bait is conducted both recreationally and commercially in the estuaries, and although commercial digging should not take place without landowner permission, there is currently no indication that landowners (Ipswich Borough Council and The Crown Estate) take action against commercial diggers. Some recreational diggers have alleged that commercial diggers are breaching the Code of conduct – Eastern IFCA was requested to investigate this further.

Actions taken to date

IFCOs undertook site visits at low water periods on dates in March and April 2013. Bait digging activity was identified in both "open" and "closed" areas. Some diggers were not aware that they were operating in the "closed" areas; others were aware but chose not to abide by the Code because this would disadvantage them economically. The Suffolk Area IFCO has reported these findings to the Authority's Head of Protection.

On 26th March 2013, the Chief Officers of Eastern IFCA and Kent & Essex IFCA sent a joint letter to bait diggers to remind them of the Code and encourage compliance. It highlighted that the IFCAs could introduce regulatory measures to control activities that disturb or damage the protected site features.

The Senior Marine Environment Officer has contacted site landowners, Natural England, the Suffolk Estuaries Officer and Kent & Essex IFCA to arrange a meeting to discuss the legalities of commercial digging, and to explore options for

action to prevent disturbance or damage to the site. It has been proposed that after this regulators' meeting, a wider meeting be held to bring together bait diggers to discuss the future of the Code of conduct. This should take place in advance of the closed season (November to April).

Legal Implications

The legal situation is complex, but essentially involves Natural England, land owners, and IFCA's.

Natural England is empowered to prosecute in cases of intentional or reckless damage or disturbance to features of Sites of Special Scientific Interest, under the Wildlife and Countryside Act 1981 (as amended).

There is no automatic right to dig for bait at a commercial level. Landowner permission is required, although it appears that landowners have not applied this requirement to date. Should landowners grant permission, they have duties under the same Act to ensure the activity does not adversely affect the site.

Public bodies have responsibilities to ensure their own actions, or those they permit, do not adversely affect the site.

Under the revised approach to managing fishing activities in European Marine Sites (Agenda Item 11), bait digging presents a medium risk to protected features and sub-features, so IFCA's must assess impacts and implement management measures, if needed, by 2016.

IFCA's can make byelaws (as set out in the Marine and Coastal Access Act 2009) relating to the exploitation of sea fisheries resources (bait is included in this definition) – for example where the sustainability of stocks is at risk. IFCA's can also make byelaws for the protection of conservation features.

Communications/Publicity

The initial legal meeting will involve relevant authorities. Subsequently, a meeting involving bait diggers will be convened. The Code of conduct was heavily publicised (by Suffolk Estuaries Officer) at its launch in 2010. It will be prudent to follow the IFCA's' letter sent in March 2013 once progress has been made identifying the legal situation and agreeing next steps to resolve the Code breach issues.

Background documents

1. Voluntary Code of Conduct for Users of the Mudflats on the Stour and Orwell Estuaries – Suffolk Coast & Heaths AONB, 2010:
<http://www.suffolkcoastandheaths.org/assets/Projects--Partnerships/Stour--Orwell/Code-of-conduct-Stour-and-Orwell.pdf>
2. Stour & Orwell Management Strategy 2010 – Suffolk Coast & Heaths AONB 2010: <http://www.suffolkcoastandheaths.org/assets/Projects--Partnerships/Stour--Orwell/TSOE-Strategy2010-Section3.pdf>

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



Action Item 13

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Health and Safety risks and mitigation

Report by: P J Haslam, CEO

Purpose of report

The purpose of this report is to promote a positive health and safety (H&S) culture within the Authority and to apprise members of health and safety risks and associated mitigation introduced to manage liabilities.

Recommendations

It is recommended that members:

- **Note the contents of the report.**
- **Agree to support officers in promoting a positive H&S culture throughout the Authority.**
- **Agree to the revision of sea going medical qualification from ENG1 to ML5 with immediate effect.**

Background

H&S law mandates through the general duty of employers to their employees that it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees⁷.

H&S law states that organisations must:

- provide a written H&S policy;
- assess risks to employees and any other people who could be affected by their activities;
- arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures;
- ensure they have access to competent health and safety advice;
- consult employees about their risks at work and current preventive and protective measures.

⁷ 1974 c. 37 Part I General duties Section 2

Executive Actions

Recognising the legal requirements above, the following actions have been taken to ensure that Eastern IFCA H&S processes are fit for purpose

- **Provision of a written H&S policy** – a policy statement has been written, reviewed by Norfolk County Council and published. A copy is included at Appendix 1.
- **Assessment of risks to employees and any other people who could be affected by their activities** – all activities are routinely risk assessed by employees. The risk assessments are recorded and held in the office for subsequent review.
- **Arrangement of effective planning, organisation, control, monitoring and review of preventive and protective measures** – Using the core H&S action principles of Plan, Deliver, Monitor, Review H&S issues are routinely factored into all business planning. Employees have been briefed upon their responsibilities and written guidance has been provided to those in line management positions.
- **Ensure access to competent H&S advice** – Norfolk County Council (NCC) H&S specialists have been engaged to conduct an audit of existing H&S paperwork, processes and procedures in order to establish an appropriate benchmark and to provide ongoing professional H&S services. The initial report from NCC is at Appendix 2.
- **Consult employees about their risks at work and current preventive and protective measures** - H&S is a standing agenda item at both fortnightly Executive meetings and monthly Staff meetings to enable all staff to raise H&S concerns and/or identify risks.

Risk

Reputational - The reputation of Eastern IFCA is central to the delivery of our outcomes. Fully acknowledging the H&S risks that our work presents and taking appropriate mitigation action to prevent accident and/or injury will help to assure Eastern IFCA's reputation for professionalism. Conversely, failure to adhere to H&S legislation has the potential to attract media criticism and dissuade potential employees

Financial - The financial cost of failing to address health and safety risks are significant and can result in loss of working days as well as litigation to claim for illness and/or injury caused in the workplace. Noting that IFCA staff routinely operate in remote coastal locations and at sea means that the associated financial liabilities are potentially substantial.

Taking action to address H&S related issues offers significant opportunities to reduce costs; reduce risks; lower employee absence and turnover rates; lessen the accident rate; lessen the threat of legal action; better our reputation for corporate responsibility among communities and increase productivity, because employees are healthier, happier and better motivated.

Operational – Whilst the majority of risks have been identified and mitigated there are some that have yet to be fully resolved.

- Training – very few staff members have any formal H&S training. NCC has been contracted to provide training but in the interim, members should acknowledge the risk. As mitigation, Executives maintain very close scrutiny of staff activity to ensure that appropriate judgement is used in planning and executing work outputs.
- Whole body vibration (WBV) – the acquisition of the new patrol vessel, FPV John Allen, introduces a risk to staff of injury through whole body vibration caused by Rigid Hulled Inflatable Boats (RHIBs) at sea. The vessel has been fitted with shock mounted seats to reduce the impact to the body and crew members have been trained and briefed to operate the vessel to take account of prevailing sea conditions. Head of Marine Protection and the Skipper of FPV John Allen have attended a WBV course and will introduce annual health checks via NCC to monitor effects to seas going staff members.
- Moorings – the moorings at Sutton Bridge are in a poor state of repair and introduce a number of H&S hazards that whilst mitigated for the time being will continue to present a risk to staff. Appropriate safe systems of work have been introduced to protect staff and the agents for the landlord have been engaged to ascertain where liabilities for improvements lie. There is no short term fix and, if the moorings degrade further, officers may need to relocate vessels to reduce the risks and protect staff.

Medical – As part of the Authority's duty to assess and mitigate risk to personnel, Executive Officers have conducted a review of the level of medical fitness required to enable staff to routinely operate at sea. The existing requirement, ENG 1 certification, is judged to set a medical standard in excess of that required as it is designed for those who routinely operate offshore. The ML5 certificate by contrast is more appropriate for the IFCA role⁸ and it is intended to implement this more appropriate standard of medical fitness for Authority officers. In addition, this will help mitigate the risk of an existing employee failing to attain the ENG1 medical fitness requirements and the initiation of due process to review eligibility for employment as a result. Moving from ENG1 to ML5 certification will accrue cost savings of £1760 over 5 years⁹

Implications

Legal – If a health and safety offence is committed with the consent or connivance of, or is attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the organisation, then that person (as well as the organisation) can be prosecuted under section 37 of the Health and Safety at Work etc Act 1974.

⁸ the master or a crew member of a small commercial vessel certificated for Area Category 2 to 6 (no more than 60 miles from a safe haven)

⁹ 16 officers require sea going medicals. ENG1 costs £80 every 2 years (£200 over 5 years); ML5 costs £90 every 5 years. (Δ £110 per person x 16 = £1760)

Financial – The contract with NCC has been agreed in its entirety and has incurred £1256 expenditure so far. In order to drive best value for money, the bespoke actions necessary to mitigate identified risks will be worked up as part of the training process rather than being delivered wholesale by NCC staff. The cost for the annual H&S contract of £623 per year is considered particularly good value and enables staff to use the full range of services provided by NCC.

Conclusion

Adherence to H&S law is not elective and must be carried out in full if Eastern IFCA is to be enabled to operate safely and effectively. Creating a H&S culture that is acknowledged and owned by Authority members and flows throughout the organisation will help deliver that aim.

Background documents:

Minutes 8th Eastern IFCA meeting 30 Jan 13.

Medical fitness requirements for those working on domestic vessels and small commercial vessels; DfT publication 'Your Health at Sea 6'

Appendix

1. Eastern IFCA H&S policy statement
2. NCC H&S price schedule

Appendix 1

Health and Safety – Our Commitments and Values

Eastern IFCA believes that effective health and safety management supports our delivery of services to our Stakeholders.

We consider health and safety to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We recognise that overall responsibility for health and safety lies with senior management, with line managers and supervisors having direct responsibility for activities and employees under their control.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives
- Working with our partner organisations to ensure consistent health and safety standards
- Providing a safe and healthy working environment
- Ensuring safe working methods and providing safe equipment
- Assessing and controlling the risks that arise from our work
- Complying with and where possible exceeding statutory requirements
- Preventing accidents and work related ill health
- Providing effective information, instruction and training
- Monitoring and reviewing systems and preventative measures to make sure they are effective
- Ensuring adequate resources are made available to fulfil the County Council's health and safety responsibilities

For these commitments to be effective, employees throughout the organisation must play their part in the creation of a safe and healthy working environment for all.

P J Haslam
Chief Executive Officer

Ken Sale
Chairman

Appendix 2

Health and Safety Advice Service charges

Action Point.	Price/unit
1. ½ day senior managers training for up to 12 delegates	£400
2. 1 day line managers training for up to 20 delegates	£500
3. Review and update existing procedures to enable EIFCA to upload to their intranet site	£650
Development of draft bespoke procedures detailed in Action Point 3	£ 314.00 daily rate including exploratory work
5. Annual contract to provide support, advice and monitoring as detailed in contract outline.	£623 (work undertaken outside on contract outline will be charged at a £314.00 daily rate.
6 Included in 5 above	
7 1 day personal safety training for up to 12 delegates	£400

Resource to date

Office visit ½ day (including travel)	Total resource 4 days work @ £314 a day = £1256
Sutton Bridge visit ½ day (including travel)	
Risk Assessment review	
Research to requirements	
Report	

A 10% discount will be given if all of the above services are taken up.

Vision

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**9th EIFCA Meeting****Action Item 14****5th June 2013****Payments made and monies received during the period 19th January 2013 to 31st March 2013****Report by:** Christine Hurley – Head of Finance**Purpose of report**

It is an audit requirement that the Authority's receipts and payments are presented to and formally approved by Members at their quarterly Statutory meetings.

The report on Payments made and monies received during the period 19th January 2013 to 31st March is attached.

The payments have been made in accordance with EIFCA's Financial Regulations and the necessary processes and approvals have been carried out.

Recommendations**Members are asked to formally approve the report****Background documents**

There are no background documents to this paper

Finance Officer's Report on Payments Made and Monies Received during the period
19th January 2013 to 31st March 2013

Payments made during the period 19th January 2013 to 31st March 2013

	MONTH 10 £	MONTH 11 £	MONTH 12 £	TOTAL £
Transfers to ESFJC Salaries & Wages Acct.	200,000.00	75,000.00	0.00	275,000.00
Rent, Rates & Service Charges	1,311.45	8,382.04	120.00	9,813.49
General Establishment	3,280.59	17,947.54	8,503.81	29,731.94
Legal Fees	0.00	0.00	400.00	400.00
Staff Travelling & Subsistence	388.83	2,191.93	794.67	3,375.43
Members' Travel	134.11	0.00	113.21	247.32
Training & Fisheries Management	1,578.00	1,955.87	1,280.00	4,813.87
Moorings/Harbour Dues	84.00	579.20	0.00	663.20
Pisces III Operating Costs	210.00	312.09	15.12	537.21
Three Counties Operating Costs	4,113.69	947.92	3,695.23	8,756.84
Replacement Enforcement Vessel	14,900.00	43.20	0.00	14,943.20
Vessel Hire	0.00	3,000.00	0.00	3,000.00
Vehicle Operating Costs	2,066.63	965.56	1,081.97	4,114.16
Development and Communication	9,168.67	1,349.10	206.66	10,724.43
Wash & North Norfolk Coast EMS Project Manager Fund	114.60	193.07	99.00	406.67
Research and Environment	95.83	752.50	0.00	848.33
VAT (Recoverable)	5,266.17	6,547.86	1,538.47	13,352.50
Petty Cash	50.00	0.00	0.00	50.00
TOTAL PAYMENTS MADE	242,762.57	120,167.88	17,848.14	380,778.59

Monies received during the period 19th January 2013 to 31st March 2013

	MONTH 10 £	MONTH 11 £	MONTH 12 £	TOTAL £
Lincolnshire County Council Levy 2013/2014 (Prepaid)	0.00	0.00	452,724.00	452,724.00
HM Revenue & Customs - VAT	0.00	8,679.78	0.00	8,679.78
Wash Fishery Order - Licences	0.00	310.00	0.00	310.00
Wash Fishery Order - Mussel Samples	0.00	0.00	450.00	450.00
CEFAS Angling Surveys	0.00	0.00	3,490.68	3,490.68
Wash & North Norfolk Coast EMS Project Manager Fund	0.00	0.00	500.00	500.00
Fixed Penalty Fine	1,000.00	0.00	0.00	1,000.00
TOTAL MONIES RECEIVED	1,000.00	8,989.78	457,164.68	467,154.46

Vision

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9th EIFCA Meeting

Action Item 15

5th June 2013

Report on the Management Accounts for the period 1st April 2012 to 31st March 2013

Report by: Christine Hurley – Head of Finance

Purpose of report

To set out the Quarterly Management Accounts for members to note.

Recommendations:

Members are asked to formally note the Management Accounts.

Background

The Management Accounts for the year to 31st March 2013 are attached.

It is to be stressed that these are not the Final accounts for the year which will be presented to the Finance & Personnel sub-committee (FPSC) for approval at their meeting on 26th June 2013. However, these accounts include all the year-end adjustments available to date.

The Management Accounts show the year to date actual income and expenditure in budget format monitored against the projection and a note of the Budget for the Year.

Members will note that the actual figures for the year show that there is a saving against budget of £211,070. This is made up of an underspend of £191,070 and an increase in Miscellaneous Income of £20,000.

There are savings in expenditure under all budget heads.

The greatest saving is in vessel expenditure due to the early sale of the enforcement vessel *ESF Protector III* and the lack of associated costs. This saving has been partially offset by increased expenditure on *Three Counties* due to the phasing of the refit. Savings in Salaries are due to the lack of a full complement of staff during the year. Savings in General Expenditure are largely due to the negotiated lower costs for IT support and lack of spending on office improvements and there were planned reductions in spending in Departmental operational costs.

The increase in Miscellaneous Income is due to the higher than budgeted bank interest and to the money received from CEFAS for Sea Angling Surveys and Wash Fishery Order Licence Tolls, neither of which was budgeted.

Transfers to ear-marked reserves have to be approved by the F&PSC when the year-end accounts are approved at their meeting on 26th June 2013. However, it is suggested that the savings of £211,070 be transferred to reserves in order to ear-mark the £10,000 set aside for office improvements, the remainder being used to top-up the Vessel Replacement Fund. Members may like to note that the cost of the newly acquired enforcement vessel *John Allen* is less than the savings made in 2012/2013.

Background documents

There are no background papers to this report.

Management Accounts

Financial Year 2012/2013

	ACTUAL Year	PROJECTION Year	MEMO Budget For Year
	£	£	£
<u>SALARIES & WAGES</u>			
Staff Remuneration	659,111	679,337	692,098
Pension	125,228	128,105	131,583
National Insurance	52,975	54,378	51,790
TOTAL	837,314	861,820	875,471
<u>GENERAL EXPENDITURE</u>			
Accommodation	64,896	75,322	64,215
General Establishment	75,209	80,502	92,453
Fishery Officer Expenses	17,778	19,100	11,220
Members Travel	5,318	6,000	5,200
Training	13,203	20,000	35,700
TOTAL	176,404	200,924	208,788
Development & Communication	24,620	17,000	51,000
Enforcement	0	0	30,600
Research & Environment	6,973	15,000	15,150
<u>VESSELS</u>			
Moorings & Harbour Dues	16,213	16,425	16,955
Three Counties Operating Costs	92,195	84,221	64,362
ESF Protector III Operating Costs	34,597	44,500	120,562
Replacement Enforcement Vessel	17,457	0	0
Pisces III Operating Costs	3,084	4,800	1,887
Vessel Hire	15,000	15,000	30,600
TOTAL	178,546	164,946	234,366
<u>VEHICLES</u>			
Operating Costs	22,278	20,350	21,830
TOTAL	22,278	20,350	21,830
TOTAL EXPENDITURE	1,246,135	1,280,040	1,437,205
<u>INCOME</u>			
Bank Interest	-8,249	-6,070	-6,000
Legal Fees	0		0
WFO Licence Tolls	-7,280	-7,000	0
CEFAS Sea Angling Survey	-10,471	-9,000	0
TOTAL INCOME	-26,000	-22,070	-6,000
EXPENDITURE LESS INCOME	1,220,135	1,257,970	1,431,205

Vision

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9th EIFCA Meeting

Action Item 16

5th June 2013

To approve a bank mandate for EIFCA's bank accounts and to authorise signatures for EIFCA's cheques, BACS and bank transfers

Owing to impending changes in the Authority's staff the current Bank Mandate requires amending.

In order that the Authority is able to function effectively whilst ensuring that financial activities are conducted on behalf/in the name of the Authority in a proper and auditable manner, a bank mandate is required to be agreed by Members. A bank mandate states the arrangements for the appropriate signatories for the Authority's cheques, bank transfers, direct debits, standing orders and BACS. A suggested bank mandate has been developed and is included below for consideration:

Treasurer's (Current) Account (A/C No 70348333), Active Saver Account (A/C No 70348341)

The Chief Executive Officer, Head of Marine Conservation and Head of Marine Protection are nominated for the signing of cheques and for the transfer of payment for goods and services from the Treasurer's Account.

Instructions and cheques up to £10,000 should be signed by any two of the following: - Chief Executive Officer, Head of Marine Conservation and Head of Marine Protection.

Instructions and cheques over £10,000 should be signed by either the Chair, Vice Chair of the Authority or any designated member(s) of the Authority plus any one of the following: Chief Executive Officer, Head of Marine Conservation and Head of Marine Protection.*

**A designated Member is one who resides locally and is willing to act as a signatory for cheques over £10,000 which require a signature between Authority meetings.*

EIFCA Salaries & Wages Account (A/C No 80384414)

The existing mandate for the Authority's Salaries & Wages Account states that the signatories for the account are the Chief Executive Officer and the Finance Officer.

Cheques, BACS and transfers up to £5,000 require one signature and those over £5,000 require two signatories.

It is suggested that this mandate be maintained as it allows for the payment of salaries and salary related payments e.g. to HMRC and paying over Pension Contributions to the Norfolk Pension Fund in a timely manner.

It is suggested that this mandate be changes to include further signatories ie. Head of Marine Conservation and Head of Marine Protection and that the Finance Officer be removed from the mandate.

It is the officers' recommendation that Members consider this mandate and resolve to nominate appropriate signatories.

The Authority is asked to receive the report.

Please be advised that the Joint Committee's bank manager will be in attendance after the Statutory Meeting to view original identification for nominated signatories in order to complete the new Bank Mandate. The forms of identification required are listed below:

- 1. Passport or Driving Licence**
- 2. Utility Bill (not mobile phone bill), received within the last 3 months**

Would all members who are prepared to act as signatories please bring identification with them. Those who already bank with Barclays are excluded from this requirement.

Christine Hurley
Finance Officer

28th May 2013

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) Agenda Item 5 from Statutory Meeting on 29th July 2009
- 2) Email from Norfolk Audit Services dated 23rd March 2011

Vision

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Action Item 17

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Report by: Nichola Freer, Head of HR

Purpose of report

The purpose of this paper is to detail the policies proposed to be introduced to EIFCA employees and members.

Recommendations

It is recommended that members:

- **Note the contents of the report**
- **Review and agree the Authority's Anti-Fraud & Corruption Policy**
- **Review and agree the Authority's Staff Code of Conduct Policy**
- **Review and agree the Authority's Whistleblowing Policy**
- **Review and agree the Authority's Members Complaint Procedure**

Report

Background

When carrying out the constitutional review, the Clerk to the Authority highlighted that the following documents should be reviewed:

- Anti-Fraud & Corruption Policy (Appendix 1)
- Staff Code of Conduct (Appendix 2)
- Whistleblowing Policy (Appendix 3)
- Members Complaint Procedure (Appendix 4)

The requirement to review these documents directly supports high level objective 1 of the Annual Plan in terms of having sound governance.

Progress

These documents have been reviewed and updated to ensure their relevance to the Authority and believe that they are fit for purpose and reflect current legislation.

All documents for review are attached to this paper as appendices 1 – 4.

Appendix 1



Anti – Fraud and Corruption Policy

April 2013

Contents

1. Introduction
2. What is fraud and corruption
3. The Bribery Act
4. Culture
5. Responsibility for the Authority's internal control systems
6. Reporting concerns
7. Assessing allegations of fraud or corruption
8. Investigating allegations of fraud or corruption
9. Publicity and training

Appendices

Appendix 1 Table of adequate procedures

1. Introduction

In order to achieve the Authority's objectives, protect its integrity, enhance its reputation and maximise its resources, the Eastern IFCA will not tolerate any level of fraud or corruption in the organisation. This policy demonstrates that the Authority has effective governance arrangements in place to prevent fraud and corruption as far as it is possible to do so, and to detect, investigate and deal effectively with any incidents that might occur.

The policy applies to all Members of the Authority, and to all Authority staff whether permanent, temporary, fixed term, full- or part-time, casual employees or volunteers, as well as to any consultants, contractors, agents or intermediaries engaged to work for the Authority or on its behalf.

It is the responsibility of the Chief Executive Officer (CEO) and all managers within the Eastern IFCA to make sure that all staff are aware of the Anti-Fraud and Corruption policy and comply with it.

The CEO and the Chair of the Authority are responsible for ensuring that all Members are aware of the policy and comply with it and that the public are aware of the policy.

The Authority will follow its disciplinary procedure up to and including dismissal and where appropriate, will seek to prosecute anyone who engages in corrupt practices against, steals from, or defrauds the Authority and will seek to recover the proceeds of any such actions from identified offenders.

2. What is fraud and corruption?

The following definitions, as well as those contained in relevant legislation, illustrate the Authority's approach to fraud and corruption:

- Fraud includes any dishonest act or intention which involves the misuse of any assets or information held by, or on behalf of, the Authority with the aim of achieving gain or advantage for any person, or causing loss or disadvantage to any person.
- Theft includes intentional, dishonest and unlawful borrowing, misappropriation or misuse of the Authority's assets or facilities.
- Corruption includes:
 - the offering, giving, soliciting or acceptance of an inducement or reward intended to influence the action of any Member;
 - situations where any Member, employee, volunteer, contractor, agent or intermediary of the Authority intentionally makes or promotes a decision which is contrary to the Authority's decision-making policy and/or procedures, and is based on no sound reasoning, with the intention of giving any person an unfair advantage or disadvantage.

3. The Bribery Act 2010

Bribery can be defined as offering, promising or providing an inducement or reward in order to obtain personal, commercial, regulatory or contractual advantage. As a public organisation, the Eastern IFCA is subject to the Bribery Act 2010 which creates the following offences:

- to offer, promise or give a bribe (Section 1);
- to request, agree to receive, or accept a bribe (Section 2);
- to bribe a foreign public official (Section 6).

Failure by a commercial organisation to prevent bribery that is intended to obtain advantage for the organisation in the conduct of business is an offence under Section 7 of the Act. An unincorporated public body can be a commercial organisation for the purposes of Section 7 if it engages in commercial activity, regardless of the use of any profits made.

On 27 July 2011, the Authority agreed a table of 'adequate procedures' intended to demonstrate the measures it had taken to prevent bribery as required under the Act. This is attached as Appendix 1.

Culture

The Authority is determined that the culture and tone of the organisation is one of honesty and opposition to fraud and corruption.

There is both an expectation and requirement that Authority members and staff, at all levels, will lead by example in these matters and that all individuals and organisations associated in whatever way with the Authority, will act with integrity.

To support this culture, the Authority has in place the following corporate governance arrangements relevant to the prevention and detection of fraud:

- Sound and effective internal systems of financial, management and ethical control.
- A Constitution including Standing Orders (Chapter 1), a Code of Conduct for Non-elected Members (Chapter 2), Marine Management Organisation terms of appointment (Chapter 3), a Scheme of Delegations (Chapter 4), Financial Regulations (Chapter 5), and this Anti-Fraud and Corruption Policy (Chapter 6).
- Codes of conduct for elected and non-elected Authority Members and a procedure for dealing with complaints against Members together with registers of interests and of gifts/hospitality.
- Up-to-date staff and management procedures and policies including expense claims, disciplinary and grievance, Whistleblowing and staff code of conduct.
- A risk register which includes the risk of fraud, corruption and bribery.
- An Enforcement and Compliance procedure

All Eastern IFCA Members and employees must comply with the code of conduct relevant to them:

- for Members: the Non-elected Members' Code of Conduct or the Codes of Members' Conduct of Lincolnshire, Norfolk and Suffolk County Councils, as appropriate;
- for employees: the Staff Code of Conduct and Behaviour

5. Responsibility for the Authority's internal control systems

Chief Executive Officer

The CEO has overall responsibility for establishing and maintaining Authority's systems of financial, management and ethical control and ensuring compliance with those systems, The CEO is also the Eastern IFCA's Responsible Financial Officer for the purposes of the Authority's Financial Regulations.

The CEO is responsible for:

- the Authority's anti-fraud and corruption culture;
- ensuring appropriate and effective risk management, including the risks related to fraud, corruption and bribery;
- ensuring effective fraud prevention, detection and investigation systems and procedures.

Heads of Service

The Heads of Marine Protection, Marine Environment & Research, Finance and HR are responsible for:

- identifying the fraud, corruption and bribery risks involved in each operational area;
- ensuring an adequate assessment of each risk;
- devising appropriate anti-fraud, corruption and bribery controls and incorporating them in all systems and processes for each operational area;
- regularly reviewing and testing the control systems in each area;
- should incidents of fraud, corruption or bribery take place, devising and implementing new controls to improve prevention and detection in order reduce the risk of further incidents occurring.

Line managers and supervisors

Line managers and supervisors are responsible for:

- ensuring that their staff comply with the Anti-Fraud and Corruption Policy, and the Authority's other policies, procedures and codes of conduct;

- Reviewing responsibilities with their employees and ensuring refresher training is arranged as appropriate [[HP4]
- promptly reporting suspicions, concerns or allegations about fraud, corruption or bribery to the appropriate of Service or the CEO.

6. Reporting concerns

Staff should report any suspicions of, or concerns about, fraud, corruption or bribery to their line manager, Head of Service or directly to the CEO. A line manager or Head of Service who receives a report from a member of staff will refer it to the CEO without delay. (Where the report concerns the CEO, the referral will be to the Chair of the Authority, or the Vice-Chair in the Chair's absence.)

The Authority has a Whistleblowing procedure for staff who wish particular confidentiality in reporting genuine concerns about wrongdoing at work, and feel they need to go outside the usual management structure.

Members should report suspicions or concerns about fraud, corruption or bribery to the CEO. [[FN5]

Members of the public can report concerns to the CEO, or to any Authority member, employee, volunteer, consultant, contractor or agent/intermediary. Anyone who receives such a report must refer it to the CEO without delay.

7. Assessing allegations of fraud or corruption

All allegations will be dealt with in confidence and promptly assessed by the CEO to establish whether further investigation is required. The CEO will report the outcome of the assessment to the Chair and Vice-Chair of the Authority and the Chair of the Finance & Personnel Sub-Committee, and will state whether further action is required, such as further investigation, referral to the police and/or implementation of the Authority's disciplinary procedures.

Where the matter concerns the CEO, it will be for the Chair of the Authority or, in their absence, the Vice-Chair, to arrange an assessment in line with the advice of the Authority's contracted legal adviser. The legal adviser will report the outcome of the assessment to the Chair and Vice-Chair and the Chair of the Finance & Personnel Sub-Committee, and will recommend further action as required by the Chair of the Authority (or in their absence, the Vice-Chair).

Where the matter concerns any of the office-holders indicated above, they will be excluded from this process.

8. Investigating allegations of fraud or corruption

The Chief Executive Officer will ensure that:

- either an internal or external investigator, as appropriate, is promptly appointed to investigate, taking advice from the Authority's contracted legal adviser as necessary;
- the method of investigation will comply with the standards necessary to support criminal or disciplinary action, should this be outcome, and will avoid prejudicing any such outcome;

Decisions on suspending an officer or member concerned in an allegation of fraud or corruption will be taken according to the Authority's staff disciplinary procedures and codes of employee and Member conduct.

The CEO will report to the Chair and Vice-Chair of the Authority and the Chair of the Finance & Personnel Sub-Committee the outcome of investigations and the remedial actions that have been, or will be, taken. A report will also be made to the next appropriate Finance & Personnel Sub-Committee and quarterly Authority meeting.

Where the allegation concerns the CEO, the Chair of the Authority will take all necessary actions in line with the advice of the Authority's contracted legal adviser and in consultation with the Vice-Chair of the Authority and the Chair of the Finance & Personnel Sub-Committee. Where the allegation concerns any of the office-holders named above, they will be excluded from the process.

9. Publicity and Training

The Authority recognises that the continuing success of its Anti-Fraud and Corruption Policy and its general credibility will depend largely on the effectiveness of publicity, programmed training and responsiveness of staff throughout the Authority.

To facilitate this, the Authority supports the concept of induction and re-training, particularly for staff involved with internal control systems, to ensure that their responsibilities and duties are regularly highlighted and reinforced.

The CEO will ensure that this policy is available to members of the public as part of the Authority's Constitution.

Appendix 1

Agreed by the Authority on 27/7/11 as Agenda Item 11
 'Adequate procedures' under the Bribery Act

Bribery Act 2010 - - - - - Risk & Mitigation

Type of Activity	Agents	Mitigation
Purchasing and Procurement	Administrative staff, Executive staff	<ul style="list-style-type: none"> • Financial regulations for operating • Whistle blowing policy • Annual Internal Audit by Norfolk County Council • Annual External Audit
Personnel and Management	Administrative staff, Executive staff and Authority Members	<ul style="list-style-type: none"> • Use of a "Recruitment Protocol" to confirm need and appropriateness • Competitive advertising and recruitment process including use of interview panel • Restricted and recorded access to personal information
Allocation and management of Wash Fishery Order 1984 Eddington/Lessons	Administrative staff, Executive staff and Authority Members	<ul style="list-style-type: none"> • Decisions made by the Marine Protected Areas Sub-Committee • Authority meetings open to public scrutiny, including minutes of decisions • Authority Members subject to Code of Conduct and Standing Orders
Allocation and management of Wash Fishery Order 1992 Lays	Administrative staff, Executive staff and Authority Members	<ul style="list-style-type: none"> • Decisions made by the Marine Protected Areas Sub-Committee • Authority meetings open to public scrutiny, including minutes of decisions • Authority Members subject to Code of Conduct and Standing Orders
Quota management	Research staff, Executive staff and Authority Members	<ul style="list-style-type: none"> • Agreed sampling regime and peer review of results • Appropriate Assessment submitted to Natural England • Checking of landings both at quayside, through the Marine Management Organisation and processors
Compliance (including inspection of catch, catched monitoring and enforcement notices)	Warranted Officers, Executive staff,	<ul style="list-style-type: none"> • Warranted Officers undergo pre employment drugs testing and Police vetting • Local worker arrangements, including follow up and vehicle search • Reporting requirements for Warranted Officers • Fixed Administrative Penalties submitted to the Marine Management Organisation for consideration
Fisheries Prosecutions	Warranted Officers, Executive staff, Authority Chair and Vice-Chair	<ul style="list-style-type: none"> • Warranted Officers undergo pre employment drugs testing and Police vetting • Independent assessment completed with multiple officers with peer review • Review of decisions by 'Developing Policy' and 'Fisheries Review' • Inclusion of legal advice in the process and at review • Decision to prosecute taken by Chair and Vice-Chair of the Authority • Fixed Administrative Penalties submitted to the Marine Management Organisation for consideration

<p>Policy setting and review</p>	<p>Executive and Authority Members</p>	<ul style="list-style-type: none"> ▪ Authority meetings open to public scrutiny, including minutes of meetings ▪ Signed by Members subject to Code of conduct and overarching marine Policy ▪ Policy papers are prepared and peer reviewed
<p>Development of marine conservation management measures (e.g. Codes of practice, voluntary agreements, byelaws, etc)</p>	<p>Research/Environment staff, Executive and Authority Members</p>	<ul style="list-style-type: none"> ▪ Objectives of Marine Conservation Zones set out by Defra and the Marine Management Organisation ▪ Implementation agreed in meetings representative of the community, and subject to public scrutiny

Appendix 2



**Employees Code of
Conduct and Behaviour**

April 2013

Contents

1. Introduction
2. Core values
3. The way we do things
4. Trust and security
5. Gifts and hospitality
6. Sponsorship
7. Outside commitments
8. Conflict of interest
9. Confidentiality
10. Political neutrality
11. Relationship with members
12. Appointment and other employment Matters

1. INTRODUCTION

The Eastern IFCA (The Authority) provides a public service responsible for conservation of the marine environment in conjunction with fisheries management and enforcement duties. It is important to remember this because it means that we each have a responsibility to behave in a way that recognises that the public pay for the services we provide and are our customers. As such the public is entitled to demand of us conduct and integrity of the highest standard.

The Authority expects all staff to conduct themselves in a manner consistent with its policies and procedures. Therefore this code has been drawn up to guide you on how you should conduct yourself when carrying out your duties and responsibilities on behalf of the Eastern IFCA. It is not possible to establish requirements which cover all situations and circumstances and so the contents of this Code should be considered as the basic principles you should follow. Some particular types of work also have special rules applying to them, for example Inshore Fisheries and Conservation Officers must follow the PACE Guidelines when conducting interviews etc., and so these standards may be supplemented.

Any employee found contravening this code will be subject to disciplinary action in line with the Authority's disciplinary procedure up to and including dismissal.

2. CORE VALUES

In carrying out your duties you must follow and uphold the standards and core values of the Eastern

IFCA to ensure a quality service is provided at all times. This includes:-

CONDUCT AT WORK

You are expected to perform the duties of your post diligently and to the best of your ability. In doing so you must comply with Authority policies, procedures and practices.

EQUALITY OF OPPORTUNITY

You must ensure that the dignity and rights of members of the local community, customers and other employees are recognised and protected at all times. They must be treated with fairness and equity in accordance with both Authority policies and the law. You must not allow prejudice or bias to influence you in carrying out your work.

CUSTOMER CARE

You must always remember your responsibility to the communities we serve and ensure courteous, efficient and impartial service delivery to all groups and individuals. You must also ensure that your personal appearance is consistent with the work that you do.

EFFICIENT USE OF AUTHORITY RESOURCES

You must ensure you use Authority time, resources, property and benefits honestly, responsibly and efficiently at all times to ensure value for money to the local community.

Similarly, if you become aware of impropriety, dishonesty or maladministration by another employee you are expected to follow the provisions in the Anti-Fraud and Corruption Policy and draw this to the attention of your line manager, Head of Service or the Chief Executive Officer (CEO). The source of such information will be treated in the strictest confidence. You may use the Authority's Whistleblowing Policy if you feel this is necessary.

3. THE WAY WE DO THINGS

The Authority expects its staff to aim for the highest possible standards by conducting themselves in line with its policies and procedures and being aware of how we conduct ourselves reflect on the Authority.

The authority expects its staff to:

- Understand Eastern IFCA's purpose and act in an open, honest and socially responsible manner
- Be open, honest and courteous to colleagues
- Never participate in any form of harassment of colleagues
- Operate efficiently and effectively
- Abide by the requirements of this code and other policies and procedures set out in the staff handbook
- Take every reasonable precaution to avoid injury to themselves, their colleagues and member of the public
- Never bring the Authority into disrepute by being openly critical of our standards policies or procedures to stakeholders, members of the public or media

4. TRUST AND SECURITY

The Authority expects its staff to:

- Devote their working time to the interests of the Authority and do not use work time to pursue personal interests or activities
- Observe and abide by all Authority policies and procedures
- Safeguard the Authority's cash, property and vehicles from theft abuse or damage
- Use information systems in accordance with Authority guidelines and understand that limited personal use of telephones, internet and email is a privilege, not a right. The Authority may use surveillance of such systems to ensure legitimate use
- Claim only those expenses incurred in the course of legitimate business and that do not result in personal gain
- Report any request to become involved in or keep quiet about any criminal activity against the Authority to the CEO

5. GIFTS AND HOSPITALITY

The Authority recognises that the receipt of gifts, favours, hospitality or entertainment by its staff can give rise to embarrassing situations. These may be seen as improper inducement to influence your actions or decisions and you should take care to avoid such situations.

The Authority expects its staff to:

- Not solicit gifts, favours, hospitality or entertainment
- Never accept gifts of money
- Report immediately any offer of gifts, favours, or hospitality or unusual or questionable purpose to the CEO
- Recognise that they are not permitted to give any gift of significant value – no gift or service may be given that could be construed as being a bribe

If, in the course of your work, you (or a member of your family) are offered a gift, concession or some other benefit by an organisation, a client or member of the public, you must tactfully decline it.

Minor items of a promotional nature such as diaries, calendars, mugs and other objects of a token value may be accepted.

Invitations to hospitality events should be politely declined unless you have received prior authorisation to attend from your Head of Service or the CEO. In considering such invitations, your senior officer will have in mind whether there is a genuine need to impart information or represent the Authority in the community.

Under no circumstances should any gifts or hospitality be accepted from contractors who are potentially tenderers in the period leading up to the tendering and awarding of a contract by the Authority.

When offers of gifts or hospitality are made, this may be construed as an action taken to gain advantage or favour. Any act of acceptance could be a criminal as well as a disciplinary offence. Furthermore any gift, hospitality or other benefit received by an employee in public service from a person or organisation holding or seeking to obtain a contract will be deemed by the courts to have been received corruptly unless the employee proves the contrary.

6. SPONSORSHIP

If you are involved in the seeking or receiving of sponsorship for Authority activities, you must ensure that sponsorship is not accepted in circumstances where the integrity of the Authority may be seen to be compromised.

Also if you are involved in awarding sponsorship or grant aid on behalf of the Authority you should ensure that you give impartial advice and that there is no conflict of interest involved.

7. OUTSIDE COMMITMENTS

Your off duty hours are your own concern but your conduct at all times must not in anyway bring your post or the Authority into disrepute.

You must not undertake any outside work if your official duties overlap in some way with your proposed work, if it causes a conflict of interest, or if it makes use of materials, facilities or contacts to which you have access to by virtue of your position.

Some employees cannot undertake outside work or take up any additional appointment without the express consent of the Authority. If this applies to you, it will be shown in either your Statement of Particulars or in the Conditions of Service. If you are in any doubt about your contractual obligations, then you should seek advice of the Head of HR.

You are expected to notify the CEO of any convictions incurred while employed by the Authority irrespective of whether the offence occurred on or off duty.

8. CONFLICT OF INTEREST

The Authority expects its staff to:

- Never do anything that conflicts with the Authority's interests
- Never receive any payment that could influence the relationship between the Authority and any organisation
- Disclose any personal interest or that of a member of their immediate family, in relation to the Authority's business¹
- Inform their manager in writing of any potential conflicts of interest and must seek clarification in cases of doubt

¹Example of personal interests

The situation may also arise whereby you may find yourself in a position where a conflict of interest may arise by virtue of a personal commitment resulting from, for example:

A trusteeship of a voluntary body; or private work undertaken by a relative, friend or associate in their own capacity

In these cases, you must declare the interest to the CEO for inclusion in the Staff Register of Interests and ensure that you avoid any activity that could give rise to a conflict.

PECUNIARY INTERESTS

Staff must operate under Section 117 of the Local Government Act 1972 regarding the disclosure of pecuniary interests in contracts relating to the Authority. Failure to declare an interest in a contract (other than a contract of employment) which the Authority has, or proposes to, enter into is a criminal offence. This includes contracts between your husband/wife, partner, or civil partner or other close family member and the Authority, and also contracts between any legal partnership, company or other body in which you have an interest and the Authority. As soon as you know that you have such an interest, you must declare it in writing to the CEO.

Under Section 117, it is also an offence to accept of any fees or rewards for your work whatsoever, other than your proper remuneration.

Orders and contracts must be awarded on merit and by fair competition against other tenders. Scrupulous care must be taken to ensure that the selection process is conducted impartially and in strict accordance with the Authority's Financial Regulations. Employees who have both a client and contractor responsibility must remember the need for accountability and openness in the tendering process. Employees who know they have a relevant personal interest must play no part in the selection.

9. CONFIDENTIALITY

You have an obligation to respect the confidentiality of information acquired in the course of your work and must not use such information for your personal advantage or gain or pass it to others who may use it for their advantage or gain. This includes information on the Authority's affairs and the users of its services.

10. POLITICAL NEUTRALITY

As an employee of the Authority your personal political opinions should not interfere with your work or bring the Authority into disrepute.

11. RELATIONSHIP WITH MEMBERS

Mutual respect between employees and Members of the Authority is essential to good local government. Undue close personal familiarity between employees and individual Members can damage the relationship and prove embarrassing to other employees and Members and should therefore be avoided.

12. APPOINTMENT AND OTHER EMPLOYMENT MATTERS

Appointments to posts with the Authority are made on the basis of merit and the ability of the candidate to undertake the duties of the post. This is not only recognised good practice, but a requirement of the law. To avoid any accusation of bias you should ensure that you are not involved in an appointment procedure where you are related to an applicant or have a close personal relationship with him or her outside work.

Similarly, you should ensure that you are not involved in any decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner etc.

Appendix 3



Whistleblowing Policy

Contents

1. Introduction
2. Policy statement
3. Other policies and procedures to support
4. Role of Trade Unions
5. Designated Officers
6. Role of the most senior person in the organisation
7. Complaints about the most senior person in the organisation
8. The investigation
9. Following the investigation

1. Introduction

The word 'whistleblowing' in this policy refers to the disclosure internally or externally by employees and Members of malpractice, as well as illegal acts or omissions at work.

This policy has been written to take account of the Public Interest Disclosure Act 1998, which protects employees making disclosures about certain matters of concern, where those disclosures are made in accordance with the Act's provisions.

The Eastern IFCA (Authority) will not tolerate any harassment or victimisation of a whistleblower and will treat this as a serious disciplinary offence.

2. Policy statement

The Authority is committed to achieving the highest possible standards of service and ethics in public life and in all of its practices. To achieve these ends, it encourages employees and Members to use internal mechanisms for reporting any malpractice or illegal acts or omissions by other Members, employees or ex-employees.

3. Other policies and procedures

The Authority has a range of policies and procedures which deal with standards of behaviour at work, including Discipline, Grievance, Harassment, Anti-Fraud and Corruption and codes of conduct for Members and employees. Employees and Members are encouraged to use the provisions within these procedures for raising concerns about conduct.

However, some concerns arising from the actions of colleagues may need to be handled differently if the employee or Member finds it difficult to raise them under other procedures and feels that they have to take the role of a whistleblower. Examples of such concerns may be:

- a criminal offence has been committed, is being committed or is likely to be committed
- there is a suspicion that fraud is taking place
- legislation has been disregarded, particularly in relation to health and safety at work, or enforcement action
- the environment has been, or is likely to be, damaged
- there has been a breach of financial or other regulations, policies or codes of conduct
- undue favour has been shown in relation to a contractual matter or a job applicant
- Information, facts or data are being misrepresented or concealed.

This list is not exhaustive.

4. Role of Trade Unions

The Authority recognises employees may wish to seek advice and be represented by their trade union when using the provisions of this policy, and acknowledges and endorses the role of trade unions in this area.

5. Designated officers

Where an employee does not feel able to raise concerns with their line manager or Head of Function through other policies and procedures, they can initiate this Whistleblowing procedure by contacting the Designated Officer who will arrange a prompt initial

interview with them to establish the areas of concern. This interview will be confidential if the whistleblower requests this.

The following person has been nominated and agreed by the Authority as designated officer for concerns under this procedure. They will have direct access to the CEO and Chair of the Authority:

- Head of HR

At this stage, the Designated Officer will ask the whistleblower whether they wish their identity to be disclosed and will reassure them about protection from possible reprisals or victimisation. The whistleblower will also be asked whether or not they wish to make a written or verbal statement. In either case, the Designated Officer will write a brief summary of the interview, which will be agreed with the whistleblower as an accurate and comprehensive note of the discussion.

6. Role of the most senior person in the organisation

The Designated Officer will report the concerns raised, including the agreed summary, to the CEO who will be responsible for further investigation as required.

7. Complaints about the most senior person in the organisation

If, exceptionally, the concern is about the CEO, the Designated Officer will report to the Chair of the Authority (or the Vice-Chair, in the Chair's absence) who will consult with the Authority's legal adviser on how the investigation should proceed.

8. The investigation

8.1 The matter will be thoroughly investigated. The period over which any investigation will take place will be dependent on the nature of the disclosure

8.2 The Designated Officer will offer to keep the whistleblower informed about the investigation and its outcome, as far as this is possible without prejudicing the outcome

8.3 During the investigation all employees involved are expected to respect the need for confidentiality and failure to do so may be considered a disciplinary offence

8.4 If the result of the investigation is that there is a case to be answered by any individual, the Disciplinary Procedure will be used

8.5 If the investigation finds that there is no case to answer, but the whistleblower's concern was genuine and was not malicious, the Designated Officer will ensure that the whistleblower suffers no reprisals.

8.6 Where the investigation finds evidence that the whistleblower made false allegations with malicious intent, action will be taken against them under the Authority's Disciplinary Procedure

9. Following the investigation

The CEO / Chair of the Authority will brief the Designated Officer on the outcome of the investigation. The Designated Officer will then arrange a meeting with the whistleblower (normally within two weeks of the outcome being known) to give feedback on any action taken to deal with the concern they raised. This will exclude details of any disciplinary action which will remain confidential to the individual concerned.

If the whistleblower is not satisfied with the way in which their disclosure has been dealt with, they should raise the issue in accordance with the Authority's Grievance Procedure.

If the whistleblower is still not satisfied, the Authority recognises the lawful right of the whistleblower to make disclosures to external sources (such as DEFRA - IFCA.contact@defra.gsi.gov.uk); the Marine Management Organisation - ifcas@marinemanagement.org.uk; the Environment Agency, the Authority's auditors, the Health and Safety Executive - www.hse.gov.uk/contact/workplace-complaints.htm, or Public Concern At Work – the Whistleblowing Charity - www.pcaw.org.uk/)

Appendix 4



Member Complaints Procedure

Eastern Inshore Fisheries and Conservation Authority

Procedure For Handling Complaints About Non-elected Eastern IFCA Members

Introduction

From time to time, staff or members of the public may express concern or make a complaint, either orally or in writing, that a Member of the Eastern IFCA has breached the Authority's Code of Conduct. The Authority will ensure that complaints are dealt with effectively and with fairness to all parties.

Complaints against elected Members of the Authority, representing Lincolnshire, Norfolk or Suffolk County Councils, will be dealt with according to the relevant county council's statutory arrangements for complaints against councillors. The Chief Executive Officer (CEO) will promptly refer all such complaints to the relevant county council Monitoring Officer. Complaints against non-elected members will be dealt with as indicated in this procedure.

Complaints

Complaints may be in written or oral form and may be made to another Eastern IFCA Member or an employee. All complaints received must be referred promptly to the CEO.

A record of complaints, how they are dealt with and the outcome, will be maintained by the CEO during the Member's term of office (a maximum of 10 years), and for a minimum period of six years from the date of the resolution of the complaint if the Member's term of office is less than six years. The record will include decisions by complainants not to pursue, or to withdraw, complaints.

Procedure

1. On receiving a written complaint, the CEO will acknowledge it and will let the complainant know whether it has been referred to a Monitoring Officer (if it is a complaint against an elected Member) or whether the CEO is investigating it under the Authority's Non-elected Members' Code of Conduct. The complainant will also be advised that the complaint will be copied to the member concerned who will be invited to comment on it. If the complaint has been referred to a Monitoring Officer, the CEO will give the complainant the relevant contact details. The CEO will also invite the complainant to provide any additional information or evidence in support of their complaint.
2. If the complaint has been made orally, the complainant will be sent a written summary and asked to confirm that it is correct before further steps are taken.
4. The CEO will write to the Member concerned enclosing a copy of the complaint and explaining how it will be dealt with – either by referral to the Monitoring officer or under the Non-elected Members' Code of Conduct.
5. The CEO will notify the Chair and Vice-Chair of the Authority and the Chair of the Finance & Personnel Sub-Committee that a complaint has been received and is under consideration. If the complaint involves any of these Members, they will be excluded from the notification. No details of the complaint will be provided to the Chair and Vice-Chair of the Authority in order to avoid prejudicing any future consideration of the matter by the Appeals and Complaints Board.

6. If the complaint contains serious allegations of potentially criminal behaviour, the CEO will seek the advice of the Authority's legal adviser on referring the matter directly to the police and/or other regulatory organisations. In this case, the complainant and the appointing agency will be notified of this action as soon as possible.

The rest of this procedure applies to complaints against non-elected Members only.

5. Where the complaint is against a non-elected Member, the CEO will invite the member to respond to the complaint in writing. The member will be advised that he/she may seek independent advice before responding.
6. When the CEO has received all the information the complainant and the Member wish to provide, he/she will assess it against the requirements of the Non-elected Members' Code of Conduct and will decide whether there is evidence of a breach of the Code requiring further investigation. The CEO may wish to seek the advice of the Authority's legal adviser before reaching a decision.
7. If the CEO considers there is evidence of a breach, he/she will initiate an investigation using internal or external resources, as appropriate. The method of investigation should ensure impartiality and be credible to both the complainant and the Member. For example, it may be limited to the written evidence submitted or require further correspondence and/or interviews.
8. When the CEO receives the results of the investigation, he/she will make a provisional decision as to whether a breach of the Code has occurred and, if there has been a breach, what the sanction should be. In reaching this decision, the CEO will seek the advice of the Authority's legal adviser.
9. The CEO will then notify the Chair of the Finance & Personnel Sub-Committee of the provisional decision. (If the complaint involves this Member, another Sub-Committee Chair will be substituted). Following consultation with the Chair of the Finance & Personnel Sub-Committee (or the substitute), the CEO will reach a final decision.
10. If the decision is that the complaint is unfounded, the CEO will ensure that the complainant and the Member receive a clear explanation of the decision. If the complainant is dissatisfied with this outcome, they will be advised to complain further to the Marine Management Organisation (MMO), Natural England or the Environment Agency (according to which agency appointed the Member), or to the Local Government Ombudsman.
11. If the decision is that the complaint is justified, the Member will be given the opportunity to appeal to the Appeals and Complaints Board, normally made up of the Chair and Vice-Chair of the Authority, a general member and an additional member. The Chair will identify suitable general and additional members and invite them to participate. Appeals and Complaints Board members must have had no involvement in the complaint and must not have taken any part in the consideration of it so far.
12. The Appeals and Complaints Board will meet to consider the matter in private. If the matter is complex or likely to have significant consequences, the Board can ask the Authority's legal adviser to provide an adviser who has not previously been involved in the complaint. The Board may determine the matter by reviewing the existing evidence or may request additional evidence, including interviewing those involved in the complaint or its investigation and relevant experts. The Board's proceedings will be recorded by a clerk/minute-taker and none of those involved in the complaint or its investigation will be present in the room when the Board deliberates and reaches its decision. Standing orders for meetings of the Board are attached as Appendix 1.
13. Where the Board rejects the Member's appeal, it will recommend a suitable remedy. This can be, for example, an apology to the complainant and/or the Authority where the consequences of the complaint are not deemed to be so significant as to undermine the Member's ability to continue as a member of the Authority. However,

where the consequences are significant and the Board considers it is not in the Eastern IFCA's interest for the Member to remain with the Authority, the CEO will write to the appointing organisation (the Marine Management Organisation, Natural England or the Environment Agency) requesting that the Member is withdrawn and replaced. The CEO will also inform the complainant in writing of this outcome.

14. The matter may then be reconsidered under those agencies' own complaints procedures. If the Board considers that the continuing presence of the Member at the Authority's meetings while the agency considers further is likely to have a negative impact on the credibility and reputation of the Eastern IFCA, it can request the agency to suspend the Member for this period.
14. Where the Board upholds the appeal, the Chair of the Board will write to the complainant explaining the decision. If the complainant is not satisfied, they will be advised that they can complain further to the relevant appointing agency or to the Local Government Ombudsman.

Anonymous complaints

Anonymous complaints will not be dealt with under this procedure unless the complaint contains enough evidence to support an investigation into the alleged breach of the Code.

Timescales

The Authority will aim to complete the all investigations under this procedure within six weeks of receiving the complaint. It will aim to deal with appeals within six weeks of the appeal being lodged. If the process is likely to take longer, the complainant and Member will be informed at each stage.

Vision

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Action Item 18

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Progress towards a Staff Appraisal System

Report by: Phil Haslam, CEO & Nichola Freer, Head of HR

Purpose of report

An update report to the Authority with regard to the progression of a staff appraisal (performance review) system

Recommendations

It is recommended that members:

- **Note the contents of the report**

Report

Background

During the work carried out with regard to the salary structure review at the end of 2012, it was identified that the development of a robust employee performance review system should take place during 2013. This piece of work directly supports high level objectives 1 & 7 of the Annual Plan.

The current situation is that very few people have received any formal appraisal during their time with the Authority or have had performance objectives set that they have been measured against. There has been no formal process for Officers to follow, so no consistency in either expectations or outputs.

Progress

A basic performance review structure has been developed to introduce throughout this year. We have taken a 'top down' approach with regard to rolling this out to ensure that the process is correctly embedded and lead from our senior managers who are also 'living the experience'.

By the end of this year we will have a structured performance review system, with fit for purpose working documentation to support objective setting & reviewing and personal development. All Officers will have experienced the process first hand and have agreed objectives which have been reviewed on a 1-1 basis with their line manager.

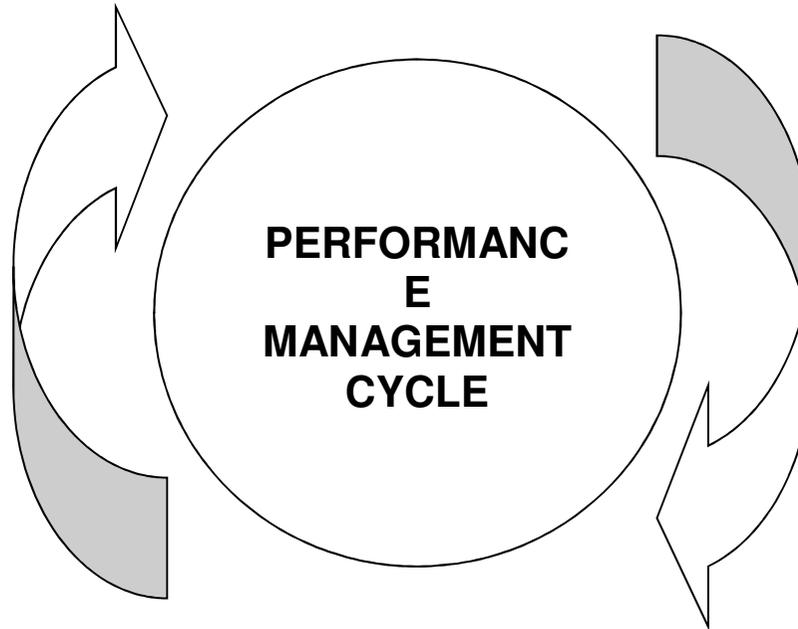
The remainder of this year will be very much about the introduction and trial of this process, which is a large cultural change for all Officers within the Authority. A review will take place at the end of the year to measure success and to help shape the development and vigour of the performance review process going forward.

- Appendix 1 Performance review cycle
Appendix 2 Performance review document

APPENDIX 1

- Agree content of annual plan and expectations of delivery for the

- Second quarterly review against objectives set
- Actions agreed and incorporated into review document and PDP



MARCH

- End of year review - Review and agree achievement against last year's objectives with individual
- Set new business objectives in line with the annual plan for the forthcoming year using SMART, including PDP

- First quarterly review against objectives set
- Actions agreed and incorporated into review document and PDP

Appendix 2



Performance Review Document

Employee:	Signed: - (setting and review)	
Manager:	Signed: - (setting and review)	Review period from:

Objective setting and review

Objectives	Measures			Actual Performance Achieved Circle level achieved & add supporting comments below
	Threshold	On Target	Stretch	
Objective 1				
Objective 2				

Objective 3	Threshold	On Target	Stretch	Actual Performance Achieved Circle level achieved & add supporting comments below

Objective 4	Threshold	On Target	Stretch	Actual Performance Achieved Circle level achieved & add supporting comments below

Overview of Performance

This should include a review of the performance against the Management Behaviours, and show areas of strength and areas for development.

Management Behaviours

The Management Behaviours are very much about the 'delivery method' of objectives and core job performance measures, i.e. 'the how'. To help assess your performance against the management behaviours and where any personal development needs lay in terms of these, please complete the below table with your line manager by discussing and agreeing a 'rating' for each behaviour based on the scale below. This information should be used to support the development of your PDP.

Behaviour	Rating	Comments

Rating Scale

- 1 – Not yet meeting / Below expected level
- 3 – Effective in the area
- 5 – Outstanding in this area

Behaviour	Description
Leading	<ul style="list-style-type: none"> • Takes clear responsibility for leadership and sets standards of behaviour. • Projects personality and character to motivate staff to do what is required of them. • Promotes a positive sense of purpose and direction • Pro-actively ensures others buy into the agreed agenda and aligns the interests of team members. • Engages at a personal level and gives carefully judged feedback in relation to specific challenges/issues. • Creates a climate that encourages individuals to pursue development opportunities and builds the strength of the team as a whole. • Trusts team members, gives them space to decide how they approach their work and demonstrates responsibility for them • Inspires, influences, directs and supports others in both routine activities and under stress. • Instils self-esteem, team spirit and unity of effort • Creates early momentum and success • Leads with fairness • Sets an example consistent with public service values and standards • Motivates other to embrace change when change is required • Committed to preventing and dealing effectively with discrimination, harassment and bullying. • Displays appropriate behaviour towards others.
Achieving	<ul style="list-style-type: none"> • Exhibits drive to get things done in an appropriate manner. • Shows clear understanding of professional environment. • Carries out the full range of tasks effectively • Demonstrable desire to achieve and/or surpass standards of excellence and deliver business goals, initiating action and making timely decisions. • Drives the pace, completion and delivery. • Seeks to enhance professional knowledge and understanding of new developments. • Demonstrates knowledge of fisheries and conservation matters. • Displays an interest in fisheries and environment policy and wider current affairs (where appropriate). • Creates and grasps opportunities for improvements. • Displays enterprise and is willing to take appropriate action. • Anticipates and resolves problems.

<p>Communication & Influencing</p>	<ul style="list-style-type: none"> • Works effectively with others. • Able to communicate effectively using different methods and understanding the impact of our communications. • Uses a variety of influencing approaches tailored to the audience or situation. • Plans influencing interactions e.g. considers desired nature of interaction, timing, context, outcome and anticipates and prepares for the views and agendas of others. • Understands others' verbal and non-verbal cues. • Adapts approach in changing situations to achieve positive outcomes. • Produces logical, fluent, convincing and accurate written work. • Issues direction to staff in a confident, succinct and competent manner.
<p>Managing</p>	<ul style="list-style-type: none"> • Plans, organises and designates priorities effectively. • Focuses on looking ahead, having a clear plan for achieving objectives and checking progress of the plan. • Allocates resources efficiently and optimises capability within constraints. • Delegates appropriately. • Sets sensible and realistic targets and supports through to successful completion. • Manages change effectively. • Generates enthusiasm and high morale, recognising and rewarding achievement. • Builds and supports successful teams
<p>Analysis & judgement</p>	<ul style="list-style-type: none"> • Able to make sense of data/situations and understand what needs to be done. • Able to make sound, timely decisions to promote business success. • Takes acceptable risks to achieve objectives.
<p>Managing Self & Confidence</p>	<ul style="list-style-type: none"> • Willing to constructively and confidently give or receive challenge (relating to ideas, actions and behaviours) in the interests of the right outcome, even if it is uncomfortable for themselves and/or others. • Confident in own capability and not threatened by others' challenge. • Remains determined and optimistic even in the face of significant difficulty / • Understands the impact of own emotions on performance and has short-term strategies for overcoming these. • Has strategies for addressing personal development gaps. • Demonstrates a sense of duty and commitment. • Displays loyalty, trustworthiness, conscientiousness and commitment. • Demonstrates physical and moral courage appropriate to the task. • Displays courage to make unpopular and difficult decisions and admit mistakes. • Shows commitment to upholding the values and ethos of public service and Eastern IFCA. • Upholds equality and diversity values. • Displays honesty and integrity.

	<ul style="list-style-type: none">• Exercises self-discipline.• Displays physical stamina and resilience to cope with occasional physical strain and discomfort.• Willing to act as a mentor to others.
Teamwork & collaboration	<ul style="list-style-type: none">• Able to work collaboratively and supportively with peers, colleagues, co-team members over whom one has no hierarchical authority – underpinned by the belief that this will help the organisation achieve results

Personal development plan

Personal Development needs – what do I want to achieve? (skills, knowledge & management behaviours)	How will others know I've improved? (What is the output required / what does good look like?)	Required steps & actions with target completion dates (milestones / dates, resources)	Achievements to date (How am I doing?)
Career Interests Short Term (to 2 years) Medium Term (to 5 years)			

Vision

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Action Item 19

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Eligibility to be appointed as Chairman of Eastern IFCA

Report by: P J Haslam, CEO

Purpose of report

The purpose of this report is to inform the debate concerning the eligibility of any member of the Eastern Inshore Fisheries and Conservation Authority to assume the duties of Chairman.

Recommendations

It is recommended that members:

- **Resolve to adopt one of the following options:**
 - **Option 1: Maintain the status quo to permit only elected members to be eligible to Chair the Authority.**
 - **Option 2: Change the Authority's constitution to enable for any member to be eligible to be appointed as Chair of the Authority.**

Background

At the First Transition meeting of Eastern IFCA on 11 Oct 2010 it was resolved adopt a set of standing orders based on the orders that had been in place for ESFJC¹⁰. As part of the resolution it was agreed that the Standing Orders could be reviewed. The Standing Orders were reviewed again at a meeting of the Regulating and Compliance Sub Committee on 26 Sep 12 following receipt of a third party review by the Monitoring Officer of Lincolnshire CC. One issue that had yet to be determined was the eligibility of any member to chair the Authority. At the 8th Eastern Inshore Fisheries and Conservation Authority meeting of 30 Jan 2013 an action was placed with the CEO to present a paper to prompt a review of the current restrictions on MMO appointees to the Authority being eligible for appointment to the offices of Chair and/or Vice-Chair.

Paragraph 7(1) of the Eastern Inshore Fisheries and Conservation Order 2010¹¹ states that 'the Authority must appoint from among its members a person to be chair of the Authority' but makes no distinction of eligibility between 'council members'¹², 'general members'¹³ or 'additional members'¹⁴. By contrast, the Eastern Inshore Fisheries and Conservation

¹⁰ Minutes 1st EIFCA Transition meeting 11 Oct 2010 (EIFCA10/6 Report on the adoption of Standing Orders for the Authority).

¹¹ Statutory Instrument (SI) 2010 No 2189.

¹² Council members must be members of relevant councils; Lincolnshire, Norfolk and Suffolk SI 2010 No 2189 Para 5(2)a.

¹³ General members must be persons appointed by the MMO SI2010 No 2189 Para 5(2)b.

¹⁴ Additional members from EA and NE appointed in accordance with SI 2010 No 2189 Para 5(2)c/ (4).

Authority Constitution and Standing Orders states that 'the Chair must be a council member from one of the three county councils'¹⁵

As the 2010 Order establishing the Authority does not mandate that a councillor shall be appointed as Chair, it can be assumed that the reason for the stipulation in the Authority's constitution is to cause the Authority to be able to operate in the most efficient and effective manner to deliver its mandated outputs.

Whilst there is some anecdotal evidence of the reasons for this judgement to be made, there is little formal analysis to support it. To allow reasoned analysis and to provide an auditable trail of the debate and subsequent decisions, Table 1 below has been developed to provide for comparison between maintain the status quo and widening eligibility to include all Authority members.

Of the ten IFCA established in 2011 only Eastern IFCA constitutionally stipulates who is eligible to chair. All other IFCA operate a 'best candidate' mechanism and several are chaired by MMO appointees with either an MMO appointee or elected member as vice Chair.

Options

Option 1 – Maintain the status quo. Drawing the Chairperson from amongst elected members has worked to date and has delivered the transition from Sea Fisheries committee to IFCA successfully. The majority of the elected members have made the time and demonstrated the commitment to provide the requisite focus on Eastern IFCA business. Other than a sense of injustice, there appears to be little momentum for a review the current position and hence it is difficult to identify a cogent business reason to prompt a change of policy. For any review to be enacted there needs to be a clear driver for change with an associated thorough understanding of the ramifications of that change. To move forward without this understanding would introduce both reputational and financial risk to the Authority at a time when stability is key to the successful delivery of Eastern IFCA outputs. For the reasons detailed in Table 1 below, on balance, it is assessed that the Authority gains distinct benefit by electing the Chair from the councillors appointed to the Authority.

Option 2 – Change. The only other option that can be reasonably considered is to review the eligibility policy with a view to enabling all Authority members to be elected as Chair. This departure from current policy would certainly provide for equality of members and could potentially be to the overall benefit of the Authority. If this option is the preferred way ahead, it is recommended that the transition be made incrementally by electing an MMO appointee as Vice Chair at the next opportunity. This would enable the Chair person to introduce the Vice Chair across the stakeholder community to mitigate any risk introduced by the MMO appointee not being routinely connected to County Council business and/or personalities. Following this period of induction, the Vice Chair could be delegated responsibility for certain functions in order to provide a litmus test to gauge whether the proposed change has any potential to hazard Authority business and outputs. Noting the outputs and expectations placed upon Eastern IFCA and the parliamentary review scheduled for 2015, it is recommended that any additional burdens that this option may introduce upon the Officers of the Authority be managed closely so as to not distract them from core IFCA business.

Risk

Reputational - The reputation of Eastern IFCA is central to the delivery of our outcomes. Given that the Authority has to routinely deal with issues that are often contentious,

¹⁵ Eastern IFCA Constitution Version 1 Para 3.2 adopted by the Authority 31 October 2012.

contradictory across the breadth of the business and difficult to present to a vocal and demanding stakeholder base, the Chairman has to be well informed, authoritative and robust in the management of meetings and other fora. While the specific skill to chair a meeting, drive a debate concerning difficult subjects with often diametrically opposed points of view and derive purposeful outcomes is particular to individuals, it is considered that the experience gained as a Councillor at County Council meetings and events is of distinct benefit. That said, it is fully recognised that MMO appointees are likely to have similar skillsets. In the round, the appointment of the right individual is the key requirement and will have a direct correlation with the reputation of the Authority.

Financial - The primary strategic risk of Eastern IFCA is sustained funding at an appropriate level at a time when austerity measures are causing Council Financial Directors to scrutinise all expenditure through the lens of value for money. Having routine access to the Financial Directors is central to ensuring that the Authorities business is understood, acknowledged and valued. While it is entirely feasible to book bespoke appointments with the various financial directors to discuss IFCA outputs in isolation, there is distinct added value gained through IFCA work being actively and routinely discussed amongst other Council business both in terms of securing continued funding and making sure IFCA is recognised and valued. For the Chairperson of Eastern IFCA to be relatively anonymous at County Council level would introduce financial risk.

Implications

Legal – selecting option 1 or 2 will incur no immediate legal risk. It should be noted that as a public body Eastern IFCA's business is expected to be transparent, wholly accountable and able to withstand scrutiny by third parties including legal entities which would suggest that Option 2 should be preferred to mitigate any risk of legal challenge.

Financial - selecting Option 2 may cause a limited increase in financial burden associated with any costs and expenses claimed by the member selected as Chair. As the decision to award costs and expenses is entirely within the gift of the Authority¹⁶ and voted upon annually, it is considered that appropriate management can overcome any emergent financial pressure.

Conclusion

Options 1 and 2 outlined above and Table 1 below provide for a reasoned analysis of the opportunities and risks associated with a revision of policy for the eligibility to chair Eastern IFCA. In deciding the appropriate course of action, the best interests of Eastern IFCA and our stakeholders as well as setting the conditions for the Authority to succeed in maintaining its status as a leading IFCA on the national and international stage must be central to any resolution.

Background documents:

Minutes 8th Eastern IFCA meeting 30 Jan 13

Appendix

1. Option Comparison table.

¹⁶ SI 2010 No 2189 Para 15

Option Comparison Table

Maintain status quo - Councillors only as Chair		Eligibility for all Authority members	
Advantages	Disadvantages	Advantages	Disadvantages
Authority and influence with constituent council to ensure IFCA is recognised and heard.	Small pool from which to select appropriate Chair.	Larger pool of appointees from which to select appropriate Chair	Loss of routine connectivity within constituent councils
Authority and influence within constituent councils to ensure equality of treatment for IFCA in budgetary debates.	No requirement to have knowledge or understanding of local fishing industry and/or environmental and conservation issues.	Specialist knowledge within sphere of interest	Risk of undue bias to favour minority activities and/or marginal business.
Practical experience of local authority democratic processes to ensure IFCA operates to public service standards and practices.	Risk of IFCA becoming politicised.	Corporate communications opportunities through Chair's professional network	Loss of influence within constituent councils.
Stature and influence within the wider community provides public relations and corporate communication opportunities	Other council commitments demand precedence introducing reputational and financial risk to IFCA	Different leadership and management experiences present opportunities for IFCA	Risk of loss of reputation within constituent councils driving reluctance to be appointed as a member by councillors
	Local elections introduce risk of wholesale change of elected members including Chair and Vice Chair	Potentially greater focus on IFCA business by way of no competing requirements.	Potential for tension between MMO appointee Chair and elected members to result in financial and reputational risk for IFCA
		All other IFCAs operate with MMO appointees in senior Executive positions	Loss of public/media interest through relative anonymity of Chair

Vision

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Action Item 20

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

Corporate Communication Plan progress

Report by: Lucy Ritchie – Community Development Officer

Purpose of report

To inform and update the Authority on recent stakeholder engagement activities.

Recommendations

Members are asked to:

- **Note the dates of forthcoming information gathering/community engagement meetings.**
- **Note the date of the naming ceremony for FPV John Allen.**
- **Note the outreach events planned for 2013.**

Background

Eastern IFCA has, in the form of Defra mandated success criteria, a requirement to be recognised and heard and to routinely engage with stakeholders. The strategy to achieve these requirements has been agreed and translated into outputs in the approved Communication & Engagement Plan 2013-14. This paper gives a summary of recent activities to fulfil this plan.

Information Gathering/Community Engagement Meetings

As part of the process to introduce fishery management measures to regulate activities to achieve protection of features and species identified in the EU Habitats and Birds directives there is a requirement to hold information gathering meetings. To this end, six meetings will be held this quarter. The dates, times and locations of the meetings for 2013 are as follows:

Area	Officer	Location	Date & Time	Type of Meeting
1 (tbc)	Ian Dye/Ady Woods	Wells Maltings Project Staithe Street Wells-Next-the-Sea NR23 1AU	06/06/13 1700-1900	Information Gathering /Community Engagement

2	Ian Dye	Thoresby College Queen Street King's Lynn PE30 1HX	11/06/13 1700-1900	Information Gathering /Community Engagement
1	Jason Byrne	Cromwell Banqueting Suite 1 King's Rd Cleethorpes, DN35 0AJ	12/06/13 1700-1900	Information Gathering /Community Engagement
1	Jason Byrne	Black Sluice Centre 1 South Forty Foot Bank London Road Boston, PE21 7RA	17/06/13 1800-2000	Information Gathering /Community Engagement
3	Adrian Woods	The Cottage 8 Louden Road Cromer, NR27 9EF	06/08/13 1900-2100	Community Engagement
4 (tbc)	Alan Garnham	Royal Norfolk & Suffolk Yacht Club Royal Plain Lowestoft, NR33 0AQ	19/08/13 1700-1900	Community Engagement

Promotional film

In order to be able to demonstrate the work and value of Eastern IFCA a local film maker has been commissioned to produce a short informational video and a longer presentational video for use at stakeholder engagement events. Filming is being guided by the results of the benchmarking survey and will include an overview of our area and our work. The Authority will own all rights to the footage allowing it to be re-edited in future to make short films for careers advice and educational purposes.

District competition

As part of our effort to engage with wider stakeholders, a competition has been launched with the title 'What your coast means to you'. The competition is aimed primarily at schools but is open to all entrants. The closing date for the competition is 14 July 2013. More details of the competition can be found on the website.

Naming ceremony for FPV John Allen

To commemorate the centenary of the deaths in the service of Eastern Sea Fisheries Committee of John Allen and Sebastian Terelinck, FPV John Allen will be named in a ceremony at Levington Marina in Suffolk on 19 September 2013. The intention is to use the event to maximise publicity for Eastern IFCA. Invitations will be despatched to the Fisheries Minister, MPs for district coastal constituencies, Council leaders, District and Borough Council leaders, Eastern IFCA staff and other key individuals including representatives of the Allen family. In addition representatives of the Terelinck family will be present along with those involved in the purchase of the vessel and local media. This list is not exhaustive and further suggestions of individuals the committee judges should be present are welcomed.

Outreach Events

A key activity in the corporate communication plan was for Eastern IFCA to be represented at regional events to promote our work. Following a thorough investigation of district wide opportunities the following have been selected for representation this year. Members should note that the events are predominantly taking place in Norfolk with limited marine themed events in Suffolk and very few at all in coastal Lincolnshire. That said, having

attended 4 events so far, it is clear that people attend the shows from the neighbouring counties so in all likelihood Eastern IFCA is being recognised and heard throughout our area.

This is the first year the Eastern IFCA has attempted such activities and many lessons are being captured. A full review of the cost, utility and benefit of each event will be conducted later this year to ensure that those events that deliver the greatest publicity effect are prioritised.

Event	Dates	Venue	County
Carp & Angling Show	16-17 March	Norwich	Norfolk
Deepdale Outdoor Festival	20-21 April (Sat/Sun)	Dalegate Market, Burnham Deepdale	Norfolk
East Anglian Game & Country Fair	27-28 (Sat/Sun) April	Norfolk Showground	Norfolk
Cromer & Sheringham Crab & Lobster Festival	17-19 May (Sat/Sun)	Cromer & Sheringham	Norfolk
Suffolk County Show	29-30 (Wed/Thurs) May	Suffolk Showground	Suffolk
Lincs County Show	19-20 June (Wed/Thurs)	Lincs Showground	Lincolnshire
Royal Norfolk Show	26-27 June (Wed/Thurs)	Norfolk Showground	Norfolk
Holkham Country Fair	27-28 July (Sat/Sun)	Holkham Hall	Norfolk
Wells Carnival	3 August (Sat)	Wells Next the Sea	Norfolk
Great Yarmouth Maritime Festival	7-8 September (Sat/Sun)	Great Yarmouth	Suffolk
Wild About Norfolk	13 October	Norwich	Norfolk
Suffolk Herring Festival	26-27 October (Sat/Sun)	Middleton	Suffolk

Financial Implications

Procuring requisite display infrastructure and publicity items along with attendance fees for each event has driven extra costs. The communications budget for 2012-13 was set at £50,000 but was significantly underspent. It was adjusted in 2013-14 and was agreed at £20,400. To date, £6,100 has been committed.

Background documents

Communication & Engagement Plan and Overarching Strategy 2012 -2015

Vision

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Information Item 22

9th Eastern Inshore Fisheries and Conservation Authority meeting

5th June 2013

New Staff & Member Benefit

Report by: Nichola Freer, Head of HR

Purpose of report

Information to the Authority with regard to a new benefit available to EIFCA staff and members

Recommendations

It is recommended that members:

- **Note the contents of the report**

Report

In support of delivering high level objective 1 of the Annual Plan in terms of motivating and engaging the workforce, the Head of HR has sourced a new benefit for staff and members with one of the UK's leading accommodation websites – iknow-UK.

Employees can save up to 25% off the best internet prices by using the website. As well as discounted rates, some deals also have cash back incentives which go direct to the individual.

The website has been sourced without any cost to the Authority and is EIFCA branded so has a more personal touch when individuals access the system.

The Head of HR will continue to look at sourcing further suitable external staff benefits.

Attached is information about the benefit and our unique password to access the EIFCA site.



Save up to 25% off your UK breaks

Eastern Inshore Fisheries & Conservation Authority
have negotiated great savings on UK accommodation for
all employees!

iKnow-UK compare prices from the leading booking sites,
choose the lowest price then add on extra discounts!



Whether you're looking for family hotels, bargain B&Bs, cottages that accept dogs, cheap romantic breaks or a last minute self-catering holiday in the UK, they've got it all!

Use this Link: www.eifca.iknowrewards.com
and Password: eifca14

Vision

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**9th EIFCA Meeting****Information Item 23****5th June 2013****Marine Protection Quarterly Reports****Report by:** Julian Gregory – Head of Marine Protection**Purpose of report**

To provide members with an overview of the work carried out by the Area IFCOs.

Area/Vessel	Officer
Area 1	Jason Byrne
Area 2	Ian Dye
Area 3	Adrian Woods
Area 4	Alan Garnham

Recommendations**Members are asked to note the content of the quarterly reports from the Area Officers.****Background documents**

Area Officers quarterly reports for January to March 2013

Eastern Inshore Fisheries & Conservation Authority

From: Jason Byrne Fishery Officer (Area 1)
To:
Date: 19th April 2013
Ref: Quarterly Report Area 1
Monthly Report: Jan, Feb, March 2013

Area 1: Donna Nook – Sutton Bridge

General

Fishing activities throughout this quarter has been dredging for Mussels off private lays within the wash, twin beaming for Brown Shrimp, longlining & gill netting for Cod & Whiting, potting for Crab, Lobster & Whelks. Throughout this quarter a new commercial vessel in Saltfleet Haven arrived, *Boy Harry GY1*, this vessel will be potting for Crab & Lobster, owner of the vessel Creelers Shellfish Ltd has also taken the time and their own money to put two floating moorings into the Haven and also navigation lights within the channel. Vessel based anglers had been making trips up to the Humber for Whiting & Cod. Shore based anglers had still been trying their luck fishing for Whiting but it seems as though the Whiting have moved on. A few of the Boston fishermen had been looking on the Wrangle sand for some cockles for the live market, reports back were that the Cockles are in small patches scattered all over the sand and were about three inches deep.

Port Summary

Saltfleet - Chapel point

At the start of this quarter shore based anglers reported back of catches of Whiting being caught and the odd Skate. Vessel based anglers also launched off the Huttoft area catching some nice sized Whiting. One new vessel has been potting for Crab & Lobster from Saltfleet Haven, talks have been made about another new vessel coming to the haven but no sightings as of yet.

Skegness – Gibraltar Point

Two commercial fishing vessels from this area have been fishing for Crab, Lobster, Cod, Whiting, Skate & Whelks. Three anglers have been fishing off the beach for any fish have made nine trips catching a few Whiting. Vessel based angler activity has been longlining for Whiting & Cod.

Boston

Six vessels had been twin beaming for Brown Shrimp throughout this quarter, areas fished along the Lincs coast have been Boston Deepes, Gat Channel, Parlour Channel & up to Mablethorpe. Four vessels dredged mussels of their lays for the Holland and German markets, some of those mussels were also put in purified tanks for local markets as there is more money to be made from purified mussels. Meat counts have been as high as 28% which is good for Wash Mussels previously these have been low. Other fishermen from this Port are waiting on the Cockle fishery to open.

Fosdyke

One commercial fishing vessel visited the Marina this quarter to have an onboard fridge room fitted, another for a general clean up, & Kings Lynn pilots was lifted out for a general re-fit. Plenty of pleasure vessels have been lifted out and are filling the yard.

Sutton Bridge

No fishing activity has been seen by any vessels, only a lot of Windfarm vessels in & out of the Port. Wisbech Tug has been using one of our moorings at Sutton Bridge.

Species Summary

All landing figures detailed within this monthly report are derived from estimates of catches based on observations made by Fishery Officers and reports made by fishermen to Fishery Officers.

Saltfleet - Chapel Point

Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Crab	4,793	4,972.00
Lobster	605	9,377.00

Skegness – Gibraltar Point

Number of vessel inspections:		3
Species	Landings (kg)	Value of catch (£)
Crab	1,263	1,418.00
Lobster	199	3,061.00
Whelks	2,560	1,637.00
Cod	1,005	1,748.00
Whiting	400	440.00
Skate	28	70.00

Boston

Number of vessel inspections:		12
Species	Landings (kg)	Value of catch (£)
Brown Shrimp	4,087.5	8,134.00
Lay Mussels	889,000	488,950.00

Fosdyke

Number of vessel inspections:		1
Species	Landings (kg)	Value of catch (£)
0	0	0

Sutton Bridge

Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
0	0	0

Potting

Crab and lobster

Number of pots inside 6nm fished by vessels from within area:	950
Number of pots outside 6nm fished by vessels from within area:	950

Bio-sampling of brown crab and lobster

Number of brown crab measured during the month:	0
Number of lobsters measured during the month:	0

Whelk

Number of pots inside 6nm fished by vessels from within area:	400
Number of pots outside 6nm fished by vessels from within area:	400

Non Commercial Activities

Recreational Sea Anglers (shore based):

Number of anglers inspected:		8
Locations fished:	Species targeted:	Average catch (kg):
Huttoft	Whiting	8
	Skate	6
Chapel Point	Whiting	7

Recreational Sea Anglers (vessel based):

Number of vessels inspected:	2		
Locations fished:		Species targeted:	Average catch (kg):
Skegness		Whiting	20
Fosdyke		Whiting	0

Charter Angling Vessels:

Number of charter vessels inspected:			
Number of vessels in area:	0	Number of trips:	0
		Number of anglers:	0
Species targeted:	0	Total Landings (kg):	0

Locations fished throughout the month: 0

Fishery Officer Duties

Training:

In house electronic time sheets.

In house net measuring.

Other duties carried out:

Returning TC from K/L dock back to moorings in S/B.

A2013 Lincs coast.

Wells EHO Mussel samples.

On board TC collecting Mussel samples.

Collecting shellfish samples from Tabs Head for EHO.

Attended meetings in office.

Looking for new uniform with JG.

Attended enforcement meeting.

Sorted out new PAT tester.

Attended Wisbech Statutory Meeting.

Away on RIB.

Walked off Wrangle Sand to collect Cockle samples.

Attended Community Engagement Meeting in Boston.

Took RIB out of water at Wisbech, general repairs.

Two days Cockle surveys at Horseshoe Point.

PAT testing office equipment.

Attended meeting at Town Hall.

Removed IFCA stickers from some vehicles.

Collected water samples from Area 2.

Assisted with new Fish Tank.

Sorted out access/key to marsh.

Assisted with office clean up.

1st sale value of different species within this area (£/kg)

Crab	1.00 - 1.20
Lobster	15.00 - 15.50
Whelks	63p - 65p
Cod	1.70 - 1.90
Whiting	1.10
Skate	2.50
Brown Shrimp	1.99
Lay Mussels	55p

Eastern Inshore Fisheries And Conservation Authority

From: Ian Dye Fishery Officer (Area 2)
To:
Date: 7/5/13
Ref: 4/12
Monthly Report: Jan Feb March

Area 2: King's Lynn - Blakeney

General

Kings Lynn has seen a good first quarter with the brown shrimp fishery being the best for some while and as the shrimp declined the price increased with has taken a lot of pressure off the fishermen.

Brancaster finished the mussel season off well with the orders remaining steady throughout the season however the pressure is now on to find some seed for relaying as of yet none has materialised .

Wells again a good start to the season with good returns of whelks helping the fishermen out. Not many figure were received from this port something that will be sorted soon I hope.

Blakeney and morston finished the season off early due to the build-up of sand in the harbour which has left the fishermen in to minds weather to continue harvesting mussel there.

Port Summary

King's Lynn

Kings Lynn saw 18 vessels make 317 landings into kings Lynn totalling 199,161kg valued at £550,310

Brancaster

One vessel made 5 landings of brown shrimp into Brancaster totalling 1812kg valued at 3,915 also 2 mussel processors reported sales of 4,000kg of market mussel valued at £4,000

Wells

4 vessels made 41 landings into wells totalling 1,460kg of brown crab valued at £2,706 and 1066kg of lobster valued at £16,324 there was also 11,840kg of whelk landed valued at £7,932 and one processor reported sales of 4000kg market mussel valued at £4,000

Blakeney

One vessel made five landings into morston totalling 505kg of brown crab valued at £555 and 53kg of lobster with a value of £742

Also two mussel processors sold 3,000kg of market mussel valued at £3,000

Species Summary

All landing figures detailed within this monthly report are derived from estimates of catches based on observations made by Fishery Officers and reports made by fishermen to Fishery Officers.

King's Lynn

Number of vessel inspections:

Species	Landings (kg)	6 Value of catch (£)
Cockles hand worked	0	0
Cockles dredged	0	0
Mussel hand worked (Regulated)	0	0
Mussels W. Wall (Regulated)	0	0
Mussel dredged (Several)	0	0
Mussel dredged (Regulated)	0	0
Mussel dredged seed (Regulated)	0	0
Mussel dredged (not WFO)	0	0
Mussel dredged seed (not WFO)	0	0
Brown shrimp	199,161	550,310

Pink shrimp	0	0
Sole	0	0
Brill	0	0
Cod	0	0
Lemon sole	0	0
Skate	0	0

Brancaster

Number of vessel inspections:		4
Species	Landings (kg)	Value of catch (£)
Mussels (Regulated)	0	0
Mussels (Several)	4,000	4,000
Mussel dredged (not WFO)	0	0
Mussel dredged seed (not WFO)	0	0
Oysters	0	0
Brown shrimp	1,812	3,915
Brown crab	0	0
Lobster	0	0
Whelks	0	0

Wells

Number of vessel inspections:		4
Species	Landings (kg)	Value of catch (£)
Brown crab	1,460	2,706
Lobster	1,066	16,324
Whelks	11,840	7,932
Velvet crabs	0	0
Brown shrimp	0	0
Mussel	4,000	4,000

Blakeney

Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Brown crab	505	555
Lobster	53	742
Mussels (Several)	3,000	3,000
Mussel dredged (not WFO)	0	0
Mussel dredged seed (not WFO)	0	0

Potting

Crab and lobster

Number of pots inside 6nm fished by vessels from within area:	7500
Number of pots outside 6nm fished by vessels from within area:	6000

Bio-sampling of brown crab and lobster

Number of brown crab measured during the month:	0
Number of lobsters measured during the month:	0

Whelk

Number of pots inside 6nm fished by vessels from within area:	1500
Number of pots outside 6nm fished by vessels from within area:	1000

Non Commercial Activities

Recreational Sea Anglers (shore based):

Number of anglers inspected:	0
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Locations fished:	Species targeted:	Average catch (kg):
Cley		0
Hunstanton		0

Recreational Sea Anglers (vessel based):

Number of vessels inspected:	0	
Locations fished:	Species targeted:	Average catch (kg):
North Norfolk		

Charter Angling Vessels:

Number of charter vessels inspected:	0	
Number of vessels in area:	Number of trips:	Number of anglers:
Species targeted:	Total Landings (kg):	
Tope		
cod		
Locations fished throughout the month:		

Fishery Officer Duties

Training:

Other duties carried out:

IFCA meeting at wisbech
 In house training
 Environmental health sampling wells x2
 Lift rib out of the water at wisbech

1st sale value of different species within this area (£/kg)

Brown shrimp	4.80
Pink shrimp	1.35
Brown crab	1.10
Lobster	15.00
Mussel	1.00
Whelks	0.67
Pacific oysters	0.38
Cod	0
Sole	0
Brill	0
Skate	0

Eastern Inshore Fisheries and Conservation Authority

From: Ady Woods I.F.C.O (Area 3)
To: H of E Julian Gregory
Date: 02 April 2013
Ref:
Quarterly Report: Jan – Feb – Mar - 2013

Area 3: Cley to Lowestoft

General

For much of this quarter vessels have remained relatively quiet, with only a few vessels working on selected days fishing for whelks.

The remainder of vessels, as expected at the time of year, have remained high and dry, undertaking repair work and preparing pots for the coming season, which was hoped wouldn't be too far away. However, currently the sea temperature is only around 3.5°C at the same time last year it was some 6°C warmer than this. It is thought that crabs don't come out of hibernation until the upper 7.5°C are reached.

The last time there was a late start to the fishery was following the winter of 1963 when the first crabs were not landed until around the 23rd of April.

Angling has also stayed quiet, January and February as March can be dull months, particularly if the cod don't run close inshore, which this year they haven't! Those brave enough to brave the elements have been catching mainly flat fish along with a few poor whiting and schooly bass, nothing worthy of keeping.

During the last month of the quarter, the Area has been hammered by winds from the East, this wind has carved a new beach along much of the coastline, and in some places mainly between Caister and Sea Palling some 5 – 8 feet of sand has been lost from beaches.

Port Summary

Cley-next-the-Sea

No activity

Weybourne

No activity

Sheringham

During February and March one vessel ventured to sea from this port, to work trammel nets when the weather permitted. Catches consisted of Bass and Cod, although no great numbers were had.

East & West Runton

A new vessel to East Runton beach, managed also to do around 4 days of netting catching a small amount of cod and bass. This vessel is to stay on the beach and be used solely for netting.

Another vessel is due to join the fleet at East Runton fishing for Crab and Lobster this year, this will push the fleet operating from here upto 5 vessels.

Cromer & Overstrand

One vessel has been operating from Cromer, working whelk grounds off Cromer; this vessel has landed in the region off 5,000kg whelks from 11days fishing.

One other vessel has been working few trammel nets for codling from Cromer although this has once again brought mixed results, with different factors making issues, e.g. lack of fish, too much tide, too much weed or too much wind!

Cromer is about to receive a new Crab Processing factory, although it's not due to open until after August.

One Cromer fisherman is currently counting his losses after watching fire rip through his premises. He lost everything from his boat down to the copper to which he cooked his crabs, along with his entire workshop, crab dressing facility and freezers.

Mundesley to Caister

The main vessels operating on this stretch of coast have been operating from Sea Palling, three vessels in all have made 30 landings, between them landing some 16,000kg of whelks. Although being hampered by wind and tide and disappearing beaches, nomadic vessels operating in this area last year has made fishing harder still, after hitting the ground heavily and leaving only small pockets of whelks to be harvested by the local boats.

Other vessels operating in this area would be those at Caister, who as normal have been drift netting for Herring, catches have been very patchy, on one day alone I witnessed three vessels land, the 1st had around 200kg, the 2nd was lucky if they scraped together 40kg and the 3rd had around 550kg!

Yarmouth/Gorleston

One vessel from Gorleston has been fishing for whelks on 10 days landing around 8,000kg. The remaining vessels within these ports have been more interested in taking angling parties instead of commercially fishing.

Species Summary

All landing figures detailed within this monthly report are derived from estimates of catches based on observations made by Fishery Officers and reports made by fishermen to Fishery Officers.

Cromer

Number of vessel inspections:		12
Species	Landings (kg)	Value of catch (£)
Crab	900	2,943
Lobster	22	319
Bass	30	294
Cod	100	400
Dogs	220	200
Whelk	18,500	5,250

Sheringham

Number of vessel inspections:		3
Species	Landings (kg)	Value of catch (£)
Bass	50	400
Cod	120	425

Cley, Weybourne, E Runton, W Runton, Overstrand, Mundesley & Bacton

Number of vessel inspections:		1
Species	Landings (kg)	Value of catch (£)
Bass	40	320
Cod	30	90

Sea Palling

Number of vessel inspections:		14
Species	Landings (kg)	Value of catch (£)
Cod	10	28
Crab	30	90
Lobster	5	72
Whelk	16,000	10,025

Caister & Gorleston

Number of vessel inspections:		5
Species	Landings (kg)	Value of catch (£)
Herring	7,780	6,573
Whelk	10,700	6,200
Spratt	300	600

Potting

Crab and lobster

Number of pots inside 6nm fished by vessels from within area:	950
Number of pots outside 6nm fished by vessels from within area:	500

Bio-sampling of brown crab and lobster

Number of brown crab measured during the month:	0
Number of lobsters measured during the month:	0

Whelk

Number of pots inside 6nm fished by vessels from within area:	1,850
Number of pots outside 6nm fished by vessels from within area:	1,500

Angling 2012

Number of days spent on angling 2012 :	4
Number of beaches visited within area :	28
Number of anglers spoken to within area :	0

Non Commercial Activities

Recreational Sea Anglers (shore based):

Number of anglers inspected: 4

Locations fished:	Species targeted:	Average catch (kg):
Cley	Various	0.5
Weybourne	Various	0.5

Recreational Sea Anglers (vessel based):

Number of vessels inspected:

Locations fished:	Species targeted:	Average catch (kg):
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Fishery Officer Duties**Training:****January**

17th Electronic timesheet training
22nd Skills refreshment, Fish ID, Omega gauge

February

None

March**Other duties carried out:****January**

14th NN FLAG meeting
17th MCZ update Kings Lynn office

February

8th Feb staff meeting attended
12th Feb EHO/DSP mussel collection from Welland Wall
14th Feb to Ipswich with JG & SL to view Windspeed as possible enforcement vessel
15th Feb to Gorleston to assist SH with putting Three Counties into Richardson's dry dock
20th Feb Community Engagement Meeting at Cromer
23rd Feb Angling 2013
27th Feb Community Engagement Meeting at Kessingland

March

4th - 8th annual leave called in to work on the 6th to attend a meeting and attend the Spring reception
5th North Norfolk Fisherman's society AGM attended
14th Angling 2013
15th To Norwich to help in setting up stall for carp and angling Weekend
17th promote EIFCA at Carp and Angling Show
22nd Angling 2013
27th Angling 2013
29th Good Friday

1st sale value of different species within this area (£/kg)

Bass	£9.80 - £8.00
Cod	£4.10 - £2.80
Crab	£3.27
Herring	£0.85
Lobster	£14.50
Whelks	£0.65

Eastern Inshore Fisheries Conservation Authority

From: Alan Garnham Fishery Officer (Area 4)
To: Phil Haslam - CEO
Date: 17th April 2013
Ref:
Quarterly Report: Jan – Mar 2013

Area 4: Pakefield – Felixstowe Ferry

General

The entire quarter seem to have prolonged easterly or northerly wind. There has been a window of opportunity to go to sea about as many times as you could count on one hand. Many commercial boats have been out of the water since before the new year whilst routine maintenance has taken place and now awaiting for the weather to change. During January the cod appear to have been there but were feeding mid water on the abundance of herring.

East Anglian Offshore One (EAOW) held meetings in Lowestoft and Felixstowe with commercial fishermen explaining where and methods being considered for burying the proposed cables. Fishermen's interests had to be registered by 9th March 2013.

The sea temperature averaged around 2 degrees.

The beaches have been empty with cold winds with no reports of fish anglers are still awaiting the arrival of the spring cod.

The community engagement meeting was held at Kessingland with 65 commercial fishermen and 8 recreational sea anglers.

I attended the MMO community meetings at various ports along the Suffolk coast hosted by Barrie Smart from the MMO. Barrie invited the MMO National Quota Allocator to give a talk of how the quota is divided and traded followed by a Q & A session which was well received and where I must admit I learnt so much more about quota.

Official reports seem to indicate it was probably the coldest March ever including an extremely cold Easter. Wind continued in the east making it not possible to go to sea. Snow and ice seem to be troubling us and not wanting to disappear even whilst writing this report during April there's not a leaf on a tree. Nature appears to be well behind. Many fishermen are struggling and have no income. The worry is by the time the weather is favourable the cod would have gone with no income from spawning cod. Decisions will have to be made whether to place cod or sole gear on the boat when the weather allows a break.

Potters are eagerly waiting for the temperature to rise and winds to die to begin placing out the pots timed to the first movement of lobster and crab.

The weather has also affected sea angling with no fishing on the beach or boats. In March I completed three Angling 2012/3 days with not a sniff of an angler. Bait diggers have reported a very poor month although reports have come in that diggers have not complied with the voluntary code of conduct in the rivers Stour and Orwell. Letters reminding professional diggers of the voluntary code are being sent out and leaflets circulated to Angling shops and clubs.

On 14th March I gave a presentation to many stakeholders at a National Trust workshop held on Orford Island this was well received by way of a thank you letter.

Incidentally it was reported that during one day in March due to the high winds offshore energy supplied the UK with 20% of its power.

Port Summary

Pakefield

During January on the odd day beach boats landed herring but no figures are available due to most being landed by RSA boats.

Southwold

Some commercial boats are out of the water for routine maintenance but on an odd day a few fishermen were finding shoals of bass out beyond the six mile limit and achieved good landing figures. A lifeline for some of the fishermen during the bleak weather

Fishermen placed this directly on the market but bass being a summer fish only made around £5 a kilo

During March only one trip was known to have been taken by a commercial fishermen amounting to a few cod and a few whiting.

Dunwich & Sizewell

Very quiet quarter for fishermen with a few varied species being landed with no fish placed on the markets. On the beach there was the occasional RSA but no known matches during the month

Thorpeness & Aldeburgh

With the adverse weather the public haven't ventured out in the below zero temperatures on the snow and ice so the fishing huts haven't opened in these conditions. The commercial beach boats haven't had the opportunity to launch or beach their boats in the biting easterly winds.

Once again no anglers seen on the beaches.

Orford

Mixed results here some boats haven't been out in the harsh conditions whereas the larger boats have occasionally ventured out and taken advantage of catching the bass in deeper water. RSA fishing on the island has been very quiet as the word is the cod are not biting whilst the herring are around.

At the quayside work was underway with an extension to the dingy park and sailing club with the work almost completed it has been realised no MMO licence was sought so the work has been stopped awaiting an urgent licence application.

During March one or two of the larger boats have made very short day trips and returned with the odd box of cod roker or whiting.

Felixstowe

Commercially a few boats were taken out of water before Christmas and remained so with little routine maintenance due to harsh weather conditions. A few boats made occasional trips and caught the odd box of cod roker or whiting. There is an abundance of herring but no saleable value at the moment.

On the beaches it has been dire with matches cancelled due to the weather or lack of fish. This has also been reflected on the charter boats.

In March One or two vessels managed to get out and stay in close sheltering under the cliffs. Landings were dire with the odd cod and roker. Blame was firmly put down with the local saying "It fishes least in the east"-referring to the easterly winds. I have noticed the changes to the beaches especially around Felixstowe and Shingle Street that the shingle and sand charging done on the beaches has been completely eroded away. The worst area appears to be these estuaries where thousands of tonnes of shingle have moved.

Species Summary

All landing figures detailed within this monthly report are derived from estimates of catches based on observations made by Fishery Officers and reports made by fishermen to Fishery Officers.

Number of vessel inspections:	<u>Pakefield</u>			
	Species	Landings (kg)	0	Value of catch (£)
0		0		0

<u>Southwold</u>		
Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Cod	1,008	2,772.80
Roker	1,065	2,946.50
Bass	2,455	12,275.00
Flounder	299	373.75
Dabs	54	27.00
Dogfish	110	242.00
Herring	150	75.00
Whiting	110	88.00

<u>Dunwich & Sizewell</u>		
Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Cod	150	411.00
Roker	35	93.25
Sole	20	159.00
Flounder	43	53.75

<u>Thorpeness & Aldeburgh</u>		
Number of vessel inspections:		1
Species	Landings (kg)	Value of catch (£)
Cod	407	1,022.70
Roker	233	584.10
Sole	20	159.00
Herring	564	282.00
Dogfish	72	158.40
Flounder	145	181.25
Whiting	55	44.00
Dabs	25	12.50

<u>Orford</u>		
Number of vessel inspections:		1
Species	Landings (kg)	Value of catch (£)
Cod	842	1,992.20
Roker	1,505	4,026.00
Sole	40	318.00
Herring	530	265.00
Dogfish	20	22.00
Flounder	105	131.25
Dabs	114	57.00
Whiting	240	192.00
Bass	3,050	15,250.00
Lobsters	45	720.00
Crab	121	423.50

<u>Felixstowe</u>		
Number of vessel inspections:		4
Species	Landings (kg)	Value of catch (£)
Cod	429	900.90
Roker	285	675.75
Sole	88	699.60
Herring	575	287.50
Dogfish	56	123.20
Flounder	20	25.00
Dabs	20	10.00

Potting

Crab and lobster

Number of pots inside 6nm fished by vessels from within area:	45
Number of pots outside 6nm fished by vessels from within area:	40

Bio-sampling of brown crab and lobster

Number of brown crab measured during the month:	0
Number of lobsters measured during the month:	0

Whelk

Number of pots inside 6nm fished by vessels from within area:	0
Number of pots outside 6nm fished by vessels from within area:	0

Non Commercial Activities

Recreational Sea Anglers (shore based):

Number of anglers inspected:	26		
Locations fished:	Species targeted:	Average catch (kg):	
Lowestoft	Any	0	
Aldeburgh	Any	0	
Felixstowe	Any	0	

Recreational Sea Anglers (vessel based):

Number of vessels inspected:	5		
Locations fished:	Species targeted:	Average catch (kg):	
Fludyers	Cod	200	
Orford	Cod	4	

Charter Angling Vessels:

Number of charter vessels inspected:	0				
Number of vessels in area:	19	Number of trips:	66	Number of anglers:	303
Species targeted:				Total Landings (kg):	
Cod				1,050	
Locations fished throughout the month:	Within 2 mile				

Fishery Officer Duties

Training:

Three days case file management

Other duties carried out:

January

2nd - Felixstowe Sea Anglers Society meeting
3rd - Suffolk Beach Anglers meeting
8th - Operation
9th - Operation
10th - EAOW meeting Lowestoft
11th - EAOW meeting Felixstowe
11th - Angling 2012/13?
17th - Kings Lynn Office meeting
22nd- Kings Lynn Office meeting
28th- Toil
31st- Annual Leave

February

1st - 10th Feb Annual leave
12th - Welland Wall Lincolnshire gathered water sample
16th - Angling 2012/3
20th - Community engagement meeting at Cromer
23rd - A2012/3

26th – Meeting with brown & May Windfarm consultants
27th– MMO meetings Felixstowe, Aldeburgh, Southwold, Kessingland.
27th – Community Meeting at Kessingland (IFCA)
28th – Two meetings of Rivers Stour and Orwell

March

1st – Angling 2012/3
6th – Enforcement meeting
6th – Stakeholder engagement meeting Kings Lynn Town hall
7th – Suffolk Beach anglers meeting
8th – Kings Lynn office meeting
9th – Angling 2012/3
13th – Kings Lynn office meeting
14th – Orford Island National Trust stakeholder meeting
15th – Norwich carp and angling show
16th – Norwich carp and angling show
18th – 21st Defra London – course
22nd – Orford engagement meeting with Defra and local fishermen
25th – Angling 2012/3
26th – Kings Lynn office
29th – Bank holiday leave

1st sale value of different species within this area (£/kg)

Cod	2.33
Roker	2.38
Bass	5.00
Sole	7.95
Dogfish	2.20
Herring	0.50
Dabs	0.50
Flounder	0.50
Whiting	0.80
Lobster	16.00
Crab	3.50

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



9th EIFCA Meeting

Information Item 24

5th June 2013

Vessels Quarterly Reports

Report by: Simon Lee – Skipper / IFCO

Purpose of report

To provide members with an overview of the work carried out by the research vessel *Three Counties* and *FPV Pisces III*.

Vessel	Officer
RV Three Counties	Simon Howard
FPV Pisces III	Simon Lee

Recommendations

Members are asked to note the content of the quarterly reports from the skippers of the research vessel *Three Counties* and fisheries protection vessel *Pisces III*.

Background documents

Quarterly reports for January to march 2013

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

TO: J Gregory
FROM: S P Howard
DATE: May 17th 2013

THREE COUNTIES

QUARTERLY MONTHLY REPORT – JANUARY TO MARCH 2013

January

January started with EHO/DSP samples from around the Wash. This was closely followed by the collection of the Sweep sample from the seven sites around the Wash. The galley/mess had some new creature comforts installed to help crew with the long surveys trips. A small davit winch was installed at the end of the catwalk at Sutton Bridge mooring. RSPB came aboard for trip around the Wash and help to collect the EHO/DSP samples. At the same time they took the opportunity to conduct some bird spotting. The Olex system was updated from the CD sent to us from C&T.

February

Three Counties had her refit dates changed from June/July to February to try and keep the best sea time in the summer months free for survey work or any other business. The standard MCA survey was conducted along with the workboat code survey. The old deck wash pumps were removed and new ones were fitted. The opportunity was taken to fit a new device to help to decrease the swing of the day grab when surveying.

March

Three Counties steamed back up to the Wash to be back in time for the interviews for the new research staff. The interviewees had to identify different fish species from the beam trawl tow in the Wash. After the tide dropped the interviewees were then shipped to the gat sand to see how they performed in the mud and sand while collecting the 1500 mussel samples for CEFAS. The Sweep samples were collected from around the Wash from the seven sites. Cockle survey started on the Inner West Mark Knock, Breast and Wrangle sands by foot because the main engine turbo had signs of wear and tear. Both of the turbos had oil leaks which could over time cause the engines to run away and burn the oil instead the fuel. This would totally destroy the main engines. The EHO/DSP sample was collected from the shore because the weather was blowing from the NE 6 to 7 and 8 at times.

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

TO: J Gregory
FROM: S T Lee
DATE: May 28th 2013

PISCES III

QUARTERLY MONTHLY REPORT – JANUARY TO MARCH 2013

During January and February Pisces was used to collect various samples from around The Wash.

Towards the end of February Pisces was lifted out for general maintenance at Wisbech. On closer inspection it was found that a lot of the wiring was old and unreliable so needed replacing. It was decided with the age of the vessel and the operational need it would be appropriate to replace all the wiring. This was undertaken by Alicat workboats in Great Yarmouth and has now been completed.

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



9th EIFCA Meeting

Information Item 25

5th June 2013

Senior Research Officer's Quarterly Report

Report by: Ron Jessop, Senior Research Officer

Purpose of report

The Authority runs a year-round programme of research projects and environmental work. This paper enables Members to be kept informed of key activities undertaken by the Authority's Research team during the previous quarters, January to May 2013, any issues that have arisen either through internal or external drivers, and an indication of up-coming developments that could require future actions.

Recommendations

Members are asked to note the report.

Background

Long-term retention of staff within the Authority's research team has proved difficult over the past ten years with a high turn-over of research officers. In March the Authority recruited two new research officers, Stephen Thompson and Peter Welby, to replace Evonne Maxwell and Lynsey Smith. Both Evonne and Lynsey had left the team to pursue careers closer to their respective partners. In order to provide cover to the research team during the interim period while the two new research officers are trained, Laura Rutland, who had assisted the team on a voluntary basis over the past two years, has been employed on a temporary contract. The senior research officer would like to thank Laura for the valuable service she has provided during the spring cockle surveys. Unfortunately, having just brought the research team back to full complement, Olle Åkesson has also tendered his resignation in order to pursue a career with the Sussex Wildlife Trust. The research team would like to give Olle our best wishes in his new career. Recruitment is currently being undertaken to replace Olle.

As usual, the research team concentrated a lot of time between January and March writing the annual research report. This report, which documents the team's monitoring and research during 2012, is available on the Authority's website at:

<http://www.eastern-ifca.gov.uk/documents/research%20report%202012.pdf>

In addition to writing this report, time has also been spent compiling the 2013/2014 research plan for the coming year. This proved to be a difficult task as the calculated 1,269 research officer/days required to conduct all of the proposed research tasks exceeded the 915 research officer/days available. In March the Planning and Communication Sub-Committee determined which research tasks would be conducted in preference to others.

Between March 25th and May 9th, 19 sea days were spent conducting the spring inter-tidal cockle surveys in the Wash. Usually the surveys are completed by the end of April, but problems with the research vessel's engine turbo and poor weather meant the early part of the surveys had to be conducted on foot from shore rather than utilising the vessel. Analysis of the survey data shows the cockle biomass is 20,932 tonnes, of which 11,159 have attained a size of 14mm width. Further details of the results are available in a paper prepared for the Marine Protected Area Sub-Committee.

This year the Authority will be conducting a new project to study the impact that cockle growth has on the stock biomass. The initial part of this project was conducted in conjunction with the cockle surveys, during which replicate samples were taken from 129 of the 1,295 usual sample stations. A second phase of sampling is planned to take place on these replicate stations prior to the opening of the cockle fishery.

In February the Authority conducted native oyster surveys at Holbrook Bay in the River Stour. These surveys have been conducted annually since 2004 during which time the stocks have been found to be steadily declining. A survey was also conducted in February on a small mussel bed situated at Titchwell. This survey found a total mussel biomass of 110 tonnes on this bed, a reduction from the 194 tonnes found when previously surveyed in October 2012. As this bed is situated on an out-cropping of peat on an exposed shore, it tends to be ephemeral in nature. The losses that have occurred over the winter are, therefore, believed to be due to erosion during storms.

A survey was conducted on three small cockle beds at Horseshoe Point in North Lincolnshire in February. Originally under the jurisdiction of North Eastern Sea Fisheries Committee, the Authority took responsibility for these beds when the border was extended north slightly when we became an IFCA. Previous surveys had identified high mortalities had occurred on these beds, with moribund cockles exhibiting similar symptoms to those in the Wash. As a result of these mortalities, few cockles were found on these beds during this survey. A further survey is planned for August.

As part of our on-going programme to monitor chlorophyll and nutrient levels in the Wash, the research team collects monthly water samples and data from the buoy YSI Sonde. Poor weather conditions and vessel breakdowns have interfered with this programme during the past five months, limiting sampling to two occasions. During one of the sampling occasions the portable YSI data sonde was irreparably damaged. The sonde was covered by the vessel's insurance and a replacement is currently being sought.

Each month the Authority collects shellfish and water on behalf of the EHO and Cefas, as part of their on-going water quality and bio-toxin monitoring programmes. Poor weather conditions have also interfered with our collection of these samples using the research vessel, but where possible samples have been collected from shore in order to maintain water classification.

In April 2012 Cefas began a four-year project (Practical Indicators of Exploitation for Crustaceans or PIECRUST) to study the effectiveness of four different methodologies that could potentially be used for assessing the growth and recruitment of edible crabs and lobsters. A member of the research team has assisted Cefas with this project, helping to conduct intertidal surveys each month. Following a winter break, sampling commenced again in March with the Authority taking responsibility for the sampling on one of the two beaches being studied. Unfortunately, a survey conducted in April found strong tides had caused a deep layer of sand to bury the rocky habitats favoured by the juvenile crabs on this beach.

During the last decade the research team has conducted regular surveys to identify and map *Sabellaria spinulosa* reefs within the Wash and North Norfolk Coast Special Area of Conservation. Following Defra's recent change in stance on the management of European Marine Sites, the Authority's requirement to map various habitats and features within these sites will increase. To facilitate the increased mapping commitments required of the IFCA's, Defra has provided funding to purchase new equipment. This has enabled us to buy an Edgetech 4200 side scan sonar, which will greatly improve the accuracy of our acoustic surveys compared to our current RoxAnn AGDS equipment. We plan to use this new equipment during the coming quarter.

In addition to other work, members of the research team have represented the Authority at several meetings. These include:

A steering group meeting for Cefas's PIECRUST project.

A meeting with Cefas to discuss the results being obtained from the SWEEP project.

A workshop to discuss the progress of the on-going Project Inshore project.

A workshop to discuss joint working between "Defra family" organisations.

A meeting of the East Anglian Water Quality Forum.

Members of the team have also represented the Authority at a number of outreach events at various local town and county shows.

Financial implications

No new proposal is contained in this report – it is an information paper.

Publicity

No publicity is planned relating to this paper, other than reference to the Authority's research and environment work on the Authority's website and newsletter.

Background documents

None

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



9th EIFCA Meeting

Information Item 26

5th June 2013

Marine Environment Quarterly Report

Reports by:

Judith Stoutt, Senior Marine Environment Officer

Purpose of report

The Authority runs a year-round programme of environmental work. This paper enables Members to be kept informed of key activities undertaken by the Authority's Environment team during the final quarter, January to March 2013, any issues that have arisen either through internal or external drivers, and an indication of up-coming developments that could require future actions. This paper also reports on activities and issues for April and May 2013, since the current Authority meeting has been postponed from April 2013.

Recommendations

Members are asked to note the report.

Background

The work of the Environment team has been dominated by actions towards implementation of the revised approach to management of fisheries in European Marine Sites. Although this work fits within the agreed project "Marine Protected Area Fisheries management measures" set out in our 2012/13 Research and Environment plan, the scale and pace of work required have increased since Defra's targets were agreed in autumn 2012. Eastern IFCA officers have participated in the national Implementation Group and the Habitats Regulations Assessment working group, and have undertaken regular liaison with Natural England's regional marine advisors whilst developing proposals for managing the "high-risk" activities.

Officers have continued to respond to consultations on a range of marine developments. The majority of these are applications for marine licences and include activities such as cable protection works, coastal defence works and maintenance dredging.

In March 2013, officers presented project proposals for the work of 2013/14 to the Planning & Communication Sub-Committee. Five core projects were agreed for the environment team, and a further project was selected from a list of "medium-priority" activities seen as beneficial to the work of the authority, should resources allow. This work was guided by the parallel development of the Research and Environment Strategy (Item 9), which provides the legislative context and local considerations relevant to the Authority's work.

Progress in relation to Research & Environment Plan 2012/13

Progress during January to March 2013 against actions that featured in the 2012/13 plan is summarised in the bullet points below.

- Habitats Regulations Assessment: An assessment was conducted for a small, hand-worked, relaying mussel fishery in The Wash, in March 2013. Natural England agreed with the conclusion that this fishery, when operated according to the conditions set by the Authority, would not have an adverse effect on the integrity of the European Marine Site. An assessment has been drafted for the proposed 2013 handworked cockle fishery – this will be discussed at the Authority’s Marine Protected Area sub-committee on 5th June 2013.
- In January 2013, Natural England provided their response to the Authority’s *Review of Wash Fishery Order consents* that had been submitted in December 2012. Natural England agreed with the majority of the Authority’s findings in the Review, but sought further information in relation to the food availability issue. Research Officers have been liaising with Cefas in relation to obtaining the phytoplankton information required in relation to this issue, but due to workload Cefas has been unable to provide this to date. Natural England has agreed to seek information from the Environment Agency, which should provide clarity on this issue. Authority officers will continue to press for this to be resolved, since until the food availability issue has been addressed, the Authority is unable to authorise mussel lays in the site.
- No progress has been made with a constraints study for the Wash, since the European Marine Site fisheries project has taken priority. The constraints study is considered to be desirable but not essential, and could only be progressed when the food availability issue (see bullet point above) has been resolved.
- Informal, in-house training of new team members has continued through on-going coaching and support. The research and environment officers attended a “Sea Use Law” seminar on 2nd May 2013, which provided useful background on marine spatial management, and marine environmental legislation. Natural England has organised training for IFCA officers on Habitats Regulations Assessment; this will take place in July 2013. A half day seminar on Impact Assessment has also been arranged by Defra for June 2013.
- The environment team has responded to a total of 19 external consultations during the quarter, and an additional 10 in April and May 2013. The most significant consultation for the Authority was our response to Defra’s consultation on the designation of the first tranche of marine conservation zones. Other cases have included marine licence applications relating to offshore wind energy and port activities, and biodiversity action plan reports. Several follow-up responses have been provided by officers in cases where regulators and/or applicants have provided responses to the issues we initially raised.
- The Senior Research and Environment officers attended a workshop with other IFCAs and the Project Inshore team on 10th April 2013, to discuss the stage two report on Marine Stewardship Council accreditation of inshore fisheries across English inshore fisheries. Subsequently, the Chief Executive Officer and Head of Research & Environment have submitted comments to Marine Stewardship Council on this report. The report will form the basis for development of IFCA-specific sustainability reviews that the project team will develop in tandem with IFCA officers. This work will be an important part of the environment team’s Fisheries Sustainability Project that has been agreed as a core project for 2013/14.
- The Fisheries in European Marine Sites project (Item 11) and the recent Marine Conservation Zone consultation are guiding the officers’ approach to developing

appropriate management of fisheries in marine protected areas. Officers responded to a site-specific issue that emerged in March 2013 on the Stour & Orwell Estuaries Special Protection Area: breach of the bait digging code, designed to limit disturbance to sensitive bird populations. This issue is ongoing and is presented in more detail at agenda Item 12.

- Officers have continued to support the new project manager for the Wash & North Norfolk Coast European Marine Site. The business plan for the project has been agreed, and officers have provided an update of Eastern IFCA actions in relation to the project for the latest annual report. The action plan has been revised and updated, with an emphasis on highlighting the value for statutory partners in delivery duties relating to the European Marine Site designation.
- A major output for the Authority, published in May 2013, was the information-gathering documentation that will be used to inform the impact assessment for new European Marine Site byelaws. The research and environment team have worked closely with the Head of Marine Protection to deliver this work. In addition to the written questionnaire, officers will gather further information during the community engagement meetings planned for June 2013.
- Each of the environment officers has participated in community events, including shows at Burnham Deepdale and the Royal Norfolk Showground. This work has been co-ordinated by the Community Development Officer, and has proved valuable in highlighting the existence and explaining the role of the Authority to new audiences. It has been noted that many members of the public were particularly interested in the subject of marine protected areas; others were concerned about overfishing and the discards issue.
- The marine protected area section of the Authority's website has been updated. The information gathering documents (including the background document, charts and questionnaire) have been placed on the website to encourage visibility and stakeholder input.
- The proposal to develop a corporate environment policy, although desirable, has not been taken forward due to conflicting priorities. It has been suggested that this work could be out-sourced if the Authority considers it worth progressing.
- The Research and Environment Strategy has been drafted and is discussed in agenda Item 9. This was drawn up in line with the Authority's Annual Plan and Strategic Plan. Additional work (not featured within the 2012/13 Research & Environment Plan) undertaken during the quarter has included:
 - Strengthening working relationship with the Environment Agency, through a further meeting with the regional coastal monitoring co-ordinator, and attendance at the "partnership working" workshop hosted by the Agency in May 2013. The workshop identified key actions to strengthen local and regional collaboration between Defra family bodies.
 - Refinement of the bespoke electronic timesheets by the MEO Data Officer for use by Authority officers, to replace existing paper timesheet system.
 - Continuing to lead on participation for all IFCA's in MEDIN (Marine Environmental Data & Information Network) to ensure compliance with the European INSPIRE Directive (MEO Data Officer).

Financial implications

No new proposal is contained in this report – it is an information paper.

Publicity

No publicity is planned relating to this paper, other than reference to the Authority's research and environment work on the Authority's website and newsletter.

Background documents

1. Eastern IFCA Research & Environment Plan 2012/13
2. Eastern IFCA Research & Environment Plan 2013/14
3. Eastern IFCA Annual Plan 2013/14
4. Eastern IFCA Research & Environment Strategy 2013/18