



13th EIFCA Meeting

To be held at:

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

**23rd April 2014
1030 hours**

Meeting: 13th Eastern IFCA Meeting
Date: 23 April 2014
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 Re-election of Chair - *Clerk*
- 2 To accept apologies for absence - *Chair*
- 3 Declaration of Members' interests - *Chair*

Action items

- 4 Re-election of Vice Chair - *Clerk*
- 5 To receive and approve as a true record, minutes of the 12th Eastern IFCA Meeting, held on 29 January 2014 - *Chair*
- 6 Matters arising (including actions from last meeting) - *Chair/CEO*
- 7 To receive a report to consider Health and Safety risks and mitigation - *CEO*
- 8 IFCA Parliamentary report - *Mr Richard Inman, Mr Rob Davies, Defra*
- 9 Wash Fishery development project - *Mr Tim Glover, Blue Marine Foundation*
- 10 To receive a report on a meeting of the Planning and Communications Sub-Committee held on 26 February 2014 - *CEO*
- 11 Review of the Eastern IFCA Constitution - *CEO*
- 12 Sub-committee output FY 2013-14 - *CEO*
- 13 To receive and approve the Finance Officer's report on payments made and monies received during the period 18th January 2014 - 31st March 2014 - *Hd Fin*
- 14 To receive and note the Finance Officer's Quarterly Management Accounts - *Hd Fin*
- 15 To receive and approve a report on the update of expenditure approval limits. - *Hd Fin*
- 16 To receive and approve a report on alternative banking and investment arrangements.- *Hd Fin*
- 17 Lay review and application process update - *MEO(Data)*
- 18 Research and Environment report 2013-14 - *Senior Research/Environment Officer - Presentation*
- 19 Research and Environment plan 2014-15 - *Senior Environment/Research Officer*

Information items

- 20 Quarterly progress against Annual Plans - *CEO*

- 21 HR update – *Hd HR*
- 22 Marine Protection Quarterly reports
- 23 Senior Research Officer quarterly report
- 24 Senior Marine Environment Officer quarterly report
- 25 *To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for items 26 and 27 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act*
- 26 Report on the six month probationary period of a Research Officer
- 27 Report on a complaint against Eastern IFCA
- 28 Report on payment of Expenses to MMO Appointees

Any other business

- 29 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
4 Apr 2014

12th 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 29th January 2014 at 1030 hours.

Members Present:

Cllr Hilary Cox	Chair	Norfolk County Council
Cllr Tony Turner MBE JP	Vice-Chair	Lincolnshire County Council
Cllr Tony Goldson		Suffolk County Council
Cllr Margaret Wilkinson		Norfolk County Council
Cllr Richard Fairman		Lincolnshire County Council
Stephen Worrall		MMO Appointee
Shane Bagley		MMO Appointee
Stephen Bolt		MMO Appointee
Roy Brewster		MMO Appointee
Paul Garnett		MMO Appointee
Neil Lake		MMO Appointee
Ceri Morgan		MMO Appointee
Tom Pinborough		MMO Appointee
Rob Spray		MMO Appointee
Conor Donnelly		Natural England
Roger Handford		Environment Agency
John Stipetic		MMO

Eastern IFCA (EIFCA) Officers Present:

Philip Haslam	Chief Executive Officer (CEO)
Andrew Bakewell	Head of Finance
Nichola Freer	Head of HR
Eden Hannam	Head of Marine Conservation
Julian Gregory	Head of Marine Protection
Alan Garnham	Area IFCO
Ady Woods	Area IFCO
Judith Stoutt	Senior Environment Officer
Ron Jessop	Senior Research Officer
Luke Godwin	Marine Environment Officer -
Data	
Sam Paling	Mate / IFCO
Lucy Ritchie	Community Development
Officer	
Dan Steadman	Temporary Data Input Officer

Other Bodies Represented:

Mike Armstrong	Cefas
Richard 'Gus' Caslake	Seafish
Delyth Dyne	Defra
Roger Mason	MMO
Emma Thorpe	Natural England

Minute Taker:

Jodi Hammond

EIFCA14/01 Item 1: Welcome by the Chairman

The Chair welcomed members to the meeting and introduced Andrew Bakewell, the new Head of Finance. At this point a message from the recently retired Head of Finance, Christine Hurley, was read out to members, thanking them for their gift.

EIFCA14/02 Item 2: Apologies for Absence

The Chair advised that from this meeting onwards apologies would not just be noted, members would be asked whether or not they 'accepted' them.

Apologies for absence were received from Messrs Barham and Vanstaen (MMO Appointees), and Cllrs Baker (Norfolk County Council) and Patience (Suffolk County Council). Members agreed to accept them, although Cllr Goldson felt there was concern about the number of meetings some members were not attending. The CEO advised that attendance of members was tracked and the number of meetings attended is captured in the Annual Report.

EIFCA14/03 Item 3: Declarations of Members Interest

Messrs Bagley, Brewster and Lake confirmed their already logged Declarations of Interest as Lay holders and WFO Entitlement Holders.

EIFCA14/04 Item 4: Minutes of the 11th EIFCA Meeting, held on 30th October 2013

Dr Bolt commented that the date at the top of the minutes was incorrect. On the proviso that the date was amended to reflect the correct date of the meeting, Members agreed to accept the minutes as a true record of proceedings.

EIFCA14/05 Item 5: Matters Arising

13/80: PROPAGATION OF PRODUCTIVE FISHING GROUNDS: The CEO advised there had been a productive meeting with members of the Wash fishing community and the matter was ongoing.

13/82: ANNUAL REPORT: Members were advised this had been forwarded and received by Defra.

13/85: DATA STRATEGY: The CEO had contacted NCC with regard to using their expertise to manage digital data, however the process had apparently stalled and he advised that if the timescale was likely to be too far in the future then officers would seek members approval to procure alternative delivery arrangements as the collation of data in an accessible format needed to be done.

13/86: NORTH NORFOLK FLAG: As agreed by members NNFLAG had been advised that EIFCA were able to offer some financial support to the iVMS project, however at the time of the meeting no money had been exchanged.

EIFCA14/06 Item 6: Health & Safety Risks and Mitigation

Members were advised that all basic H&S training required in 2013 had been completed.

The Moorings at Sutton Bridge continued to be a key operational risk. The risk was being actively managed with Officers establishing both safe systems of work and material safety measures to lessen this risk. The CEO was hopeful that further large scale work to improve the moorings would begin during 2014 thereby significantly improving the overall infrastructure. If improvements were to be delayed indefinitely then the continuing viability of the moorings may be in question if the overall decline of material state is allowed to continue unchecked.

Lone Working devices to provide for the protection of out-stationed officers had been sourced. These provided a tracking facility and also a button to press in case of emergency. It was hoped devices would be trialled in the next few weeks. Initially these would work with mobile phone signals, however, if the coverage was not suitable for all areas of the district it may be necessary to source a device working off satellite signals, which may cost a little more.

Members were provided with a draft policy for managing unacceptable behaviour by a 3rd party, it was explained that this was aimed at moving in line with other public authorities with regard to unacceptable behaviour. The policy was aimed at reflecting occasions when events become unruly and uncomfortable and would empower officers to deal with the situation in a firm constructive manner. It was emphasised that whilst robust constructive debate is quite acceptable there are occasions when emotions become involved and there needed to be a mechanism to deal with this.

Members agreed to note the report and approve the introduction of the Policy for Managing Unacceptable Behaviour by 3rd Parties.

Proposed: Councillor Goldson

Seconded: Mr Stipetic

All Agreed

EIFCA14/07 Item 7: Meeting of the Regulatory & Compliance sub-committee held on 28th November 2013

Members were advised that the key issue of the meeting had been the production of the EMS Byelaw. EIFCA had taken an innovative route when preparing the byelaw, the intention of which was to allow flexibility when managing features within the site.

Part of the process of preparing the Byelaw had been a consultation phase. As a result of this 25 submissions had been received, all of which had been considered. Following the consultation phase there had be continuing correspondence with Defra who had highlighted some minor technical changes which

needed to be made, whilst this dialogue was ongoing, reassurance had been received that the process was almost complete. The CEO advised that throughout the process both the MMO and Defra had been very supportive and constructive.

Mr Lake opined that the local fishing industry was not happy with the byelaw and felt that it provided the IFCA with an opportunity to close any area and the industry would not know it was coming. He was assured there would be a set process to be followed before any area was closed to fishing.

Mr Spray added that the Marine Conservation Society were concerned about the flexibility of the proposed byelaw, however the HoMC advised that the MCS had not participated at all in the process during which they would have been able to express their concerns.

Mr Donnelly felt it was worth remembering that the process was about bringing fishing into line with other sectors, ensuring protection of the features. EIFCA were taking an innovative evidence based approach.

Members Agreed to note the report.

EIFCA14/08 Item 8: Meeting of the Finance & Personnel sub-committee held on 15th January 2014

HR Matters: It was highlighted that agreement had been reached to introduce a Payback Policy with regard to developmental training. This would apply to training which was over and above the essential skills needed to be able to carry out a role.

Members were also advised that the Salary scale point review which had initially been scheduled to take place in April had been postponed until 2015 which would also allow time to review the staff structure and potentially revise salaries to reflect greater responsibilities.

FINANCE Matters: The paper had presented the provisional estimates of expenditure and set out the proposed levy for 2014/2015. The information provided included main variances to the original budget. It was noted the proposed levy was exactly the same as the previous year.

Members were also advised that during the meeting the CEO had received approval to purchase a mobile office trailer from the Environment Agency (EA) to conduct outreach events. Unfortunately at the last minute he was advised the trailer had to go to auction, the EA have been asked whether it was possible to review this decision and the CEO was waiting for their response.

Post Meeting Note: The EA has agreed to honour the sale.

Following full discussion of alternative accommodation options, it had been decided that noting the significant penalties to extract from the current lease, the most financially literate option was to

look to lease a nearby building to provide storage and maintenance facilities. Cllr Wilkinson had suggested contacting the fire service as they may be in a position to share some space. This had been explored and unfortunately there had been nothing available in the timeframe required, consequently the CEO was looking into a facility which was fit for purpose on a short term lease.

Members Agreed to note the report.

EIFCA14/09 Item 9: Provisional budget for 2014/2015 and to note the provisional forecast for 2015/2018

The Provisional Budget for 2014/2015 recommended by the Finance and Personnel sub-committee was presented for approval. In addition the provisional forecast for 2015/2018 was also presented, it was noted that from 2015/2016 it was anticipated there would be a slight increase to take account of higher National Insurance contributions.

The CEO advised that the forecast showed that up to its 7th year in existence the levy would still be less than the £1.32m anticipated at its inception, which proves EIFCA are cutting their cloth well and delivering a significant service at value for money.

Members Agreed to:

- **Approve the Provisional Estimates for the period 1st April 2014 to 31st March 2015**
- **Note the Provisional Forecast of Estimates for the period 1st April 2015 to 31st March 2018**

Proposed: Councillor Goldson

Seconded: Mr Morgan

All Agreed

EIFCA14/10 Item 10: Payments made and monies received during the period 19th October 2013 to 17th January 2014

The report provided a breakdown of the amounts expended and received during the period.

Members Resolved to accept the report on payments made amounting to £324,368.12 and monies received amounting to £93,607.18

Proposed: Cllr Tony Turner

Seconded: Stephen Worrall

All Agreed

EIFCA14/11 Item 11: Quarterly Management Accounts

The figures for the third quarter of the year were compared to the budget in real terms, whilst they appeared to be a little low this would be countered by large items due to be paid for in the fourth quarter such as the refit for RV Three Counties.

Members Agreed to note the Management Accounts

Proposed: Councillor Goldson

Seconded: Dr Bolt

All Agreed

EIFCA14/12 Item 12: Sea Angling 2012 survey

During 2012 EIFCA staff were involved in the collection of data relating to Sea Angling activities within the District. Mike Armstrong from Cefas gave a presentation on the findings of the survey. He explained the piece of work had been carried out to develop an evidence based policy and to ensure sea angling was properly represented. The number of anglers, what they catch, how much they invest and what the social benefits are, were addressed by the survey. In conclusion the survey found that sea angling was a major recreational activity with an economic value of £2bn, and important social benefits.

Having listened to the presentation members thanked Mr Armstrong and advised it was very informative and made them aware of the impact sea angling has in the district. There were questions asked which included whether the survey gave consideration to anglers who fall in the grey area between recreational and commercial, it was felt that anyone carrying out any illegal activity would be unlikely to admit this if they had taken part in the survey. It was also highlighted the survey did not take account of individuals setting nets from the shore, this would hopefully be addressed if EIFCA commence monitoring of monofilament netting.

Councillor Turner then questioned whether registration and licencing would be applied to anglers, whilst Mr Armstrong could see the pros and cons of such a scheme he advised there was divided opinion in the angling community.

The CEO stated that the report had thrust recreational sea angling (RSA) into the spotlight and there was a requirement to ensure that issues affecting sea anglers were receiving due scrutiny. He advised that at the strategic level decisions will ultimately have to be made to balance commercial and recreational fishing activities if the significant economic dividend from RSA activity is to be realised in the region.

Members Agreed to:

- **Acknowledge the social and economic benefits of recreational sea angling**
- **Direct the CEO to develop a regional sea angling strategy in concert with local sea anglers**
- **Direct the CEO to consider measures to support regional RSA as part of the byelaw review.**

Proposed: Councillor Goldson

Seconded: Dr Bolt

All Agreed

EIFCA14/13 Item 13: The Business of Fishing

Members were given a presentation by Gus Caslake from Seafish, which highlighted what happens outside the commercial catching element of fishing. The film shown emphasised the cost of 'quota' which raised the question of how much quota in the UK

has not been sold. The MMO have a website which indicates this which is widely used by those looking to source quota.

Mr Pinborough questioned how much of the Seafish levy is spent on Sea Angling, he was advised that generally Seafish aim to market fish consumption generically and to highlight good practice of seafishing regardless of the fishing sector.

Mr Stipetic advised that the quota was originally given free of charge. It is the individual fishermen who have subsequently added the value by selling on their quota. Mr Caslake advised that he envisaged the price of quota increasing with the discard ban coming into place in 2016. This raised the question of whether there was anything Seafish could do to facilitate quota management, however it was thought this would be done by a national PO.

Having answered all the members questions Mr Caslake was thanked for his presentation.

EIFCA14/14 Item 14: Mussel Fishery 2014

The Head of Research gave a resumé of the Mussel surveys which had been carried out. All the beds which had previously held mussels had been surveyed, which showed one small area of approximately 30t had died off.

The survey results indicated a total stock of 12,100 tonnes. Where beds showed signs of die off it was generally in the relatively young mussels of about 3 years old. It was felt that the reduction in biomass on some beds was due to the late mussel fishery, although there was indication that some beds were in decline, with densities too low to attract further settlement.

It was felt that with the general state of the beds the mussel fishery had become a limited opportunity for a seed fishery, even when a marketable fishery was opened the mussels were generally put back onto private lays to be cleaned prior to being marketed.

Members were advised by the Head of Research that there were two management options available which where to open the fishery or to take the opportunity to develop stock and keep the fishery closed.

It was also suggested that research be carried out into ways to attract seed. If this was successful in sample areas it may be possible to apply to larger beds which could improve the sustainability of the beds.

Mr Lake noted some of the difficulties in opening a harvestable fishery were due to the conservation measures being applied, one of which was having sufficient Dry Ash Weight, he questioned why the tonnage available in the le Strange fishery could not be included. Mr Donnelly advised that the figures for this fishery were held in commercial confidence and therefore could not be shared but were factored into Natural England considerations when assessing habitats regulations assessments related to any Wash mussel fishery.

Mr Lake then questioned whether the razor stocks could be taken into account when calculating the Dry Ash Weight, The HOMC

advised that the British Trust for Ornithology (BTO) had advised the majority of over wintering birds focused on cockle and mussel therefore the razor stock could not be included.

It was generally felt there was a need for research into mussel cultivation in an attempt to regenerate the fishery. It was noted that there had been a mussel regeneration project in the past which had been unsuccessful but part of the project had been to look into materials that may potentially attract seed. The Head of Research advised that the material would need to be relatively easy to acquire in bulk and as such he was hoping to try using cockle shell as he hoped there may be shells available at the end of the cockle fishery.

Mr Worrall then questioned whether closing the fishery for a year would be sufficient to produce more secure, sustainable stock levels. He was advised that realistically spat research would need monitoring over a couple of years, if the stock on the beds does thicken it would give a better mass of mussel byssus thread to attract more spat.

Mr Brewster questioned how much seed would potentially die this year having reached 3 yrs old, which is the age at which mussels seem to be dying. He advised they would not die off if they were moved to the lays, and if the fishery was kept closed and stock levels did not improve they would no longer be a fishery. Also if the stock was not available to fulfil orders the industry would lose the markets currently available to them.

It was then suggested that an additional option could be to open a small, restricted seed fishery with the co-operation of lay holders, however Mr Worrall remained concerned that by removing any stock from the public beds would slow down their recovery. He did however suggest that perhaps the closure of the fishery could be phased, by having a small fishery this year and complete closure the following year.

Mr Lake felt that the industry should perhaps realise that if they insist on fishing this year they could be held responsible for the decline of the fishery, therefore he would reluctantly agree to closing the fishery. The CEO advised that industry members would be fully within their right to exploit a fishery opened by EIFCA and the reputational risk of long term damage to the fishery resides with Authority members.

Mr Bagley questioned whether it would be possible to open the beds if it became evident the stock was beginning to die so that the resource was not totally lost.

The Chair felt it would not be possible to please everyone but a decision needed to be made for the future of the industry.

Members then considered the suggested options. There was widespread recognition that Wash mussel stocks were in overall decline and action is necessary to arrest the trend. To this end, members decided not to approve the first option which was to open the fishery in accordance with previous norms. There was

agreement that the second option (to temporarily close the fishery to allow natural regeneration) had merit but perhaps did not achieve the balance between sustainable stocks and a viable industry. A compromise was suggested whereby a third option for a reduced fishery be worked up to allow some exploitation to support local businesses while clearly signposting that an overall closure will be needed in the short term. However there was a need for more in depth discussion between the CEO, Research staff and commercial fishing members on the Authority.

Members Resolved to:

- **Discount Option 1.**
- **Approve Option 2 as presented as a viable and sensible approach.**
- **Direct the CEO, Research Staff and commercial fishing members on the Authority to generate a potential third option to explore the viability of a smaller fishery to support local business as a step towards a more complete closure.**
- **The Chair and Vice Chair would then be asked to review approval of option 2 in light of option 3 and decide accordingly. The outcome would be provided to the Authority Meeting in April 2014.**

Proposed: Councillor Goldson

Seconded: Mr Brewster

10 votes in favour

0 against

0 abstentions

EIFCA14/15 Item 15: Wash Fishery Individual Quotas

Members were reminded that the CEO had previously been approached and asked to explore the possibility of issuing individual quotas for Wash Fishery stocks. As a result consultation had taken place, the outcome of which was that there was no appetite for this to be explored further.

Mr Lake stated that in terms of numbers of entitlement held, the request had only been narrowly outvoted. It was explained that a significant numbers of individuals had responded to the consultation which indicated a clear desire from a cross section of Wash Entitlement holders. Mr Lake added that if the number of crew onboard vessels and the comparison of full-time and part-time vessels had been taken into account the result would have been different. It was stated that the direction provided to officers was to consult with Entitlement holders as individuals not to factor in crew or working practices. The HoMC advised the remit had been to consult the Entitlement Holders, which was what had been done, it would make more sense if the industry tried to work in unison and come up with a combined proposition which united the whole industry.

Mr Spray moved that members should acknowledge that officers had completed the task as directed and that members should agree that the piece of work had reached a conclusion.

It was Resolved that the Authority acknowledge the work had been done, unfortunately the result had not pleased everyone.

Proposed: Mr Spray

Seconded: Mr Pinborough

Agreed – by all those able to vote on the matter

EIFCA14/16 Item 16: Wash Lay applications update

Luke Godwin gave a brief background on the situation with lay leases and the food availability study. Expired leases had been reissued, although it was hoped a revised more modern lease would be developed shortly. A necessary part of the lay renewal process is to deliver a more robust biosecurity plan, which would provide better protection against disease and invasive species. This was provided for approval by members.

Members were advised the next steps in the process were modernising the lease and considering new lay applications to ensure they met Habitats Regulation assessments and were therefore sustainable and would not affect the EMS.

Members raised a variety of questions relating to the Biosecurity Plan including:

- what was covered by the 'Wash Production Area?', - *the whole of the Wash*
- would all vessels have to be disinfected when coming from outside the area, would it apply to shrimp vessels as well? – *the feasibility of this was being considered.*

The CEO advised that the plan was an essential part of the process to preserve the infection free status of the Wash and, as with other forms of agriculture, bio-security was a mandatory requirement and any new or revised management measures would represent a cost for doing business in the Wash.

Members Agreed to note the update on progress made towards processing outstanding lay applications and Resolved to endorse and publish the new Biosecurity Plan.

Proposed: Dr Bolt

Seconded: Mr Spray

All Agreed

EIFCA14/17 Item 17: Progress of 2013/2014 Marine Environment and Research Plan and outlining the 2014/2015 Plan

The HoMC presented members with an update of the projects undertaken by the Research & Environment Team to date and advised of what they need to achieve during 2014.

The Chair thanked him for an interesting presentation and also noting this would be his last meeting with EIFCA as he was leaving to work with WWF thanked him for the hard work he had put in during his employment with EIFCA.

EIFCA14/18 Item 18: Quarterly Progress against Annual Plans

This report was included for information only, Mr Worrall thanked Authority officers for their efforts in delivering much of the output in the annual plan against the backdrop of a very busy year.

EIFCA14/19 Item 19: Marine Protection Quarterly Reports

The Report was included for information only.

EIFCA14/20 Item 20: Marine Environment Quarterly Reports:

This report was included for information only.

EIFCA14/21 Item 25: Update of HR Activity

Mr Morgan questioned what the comment "we are on a journey" meant in relation to the IIP status. The Head of HR advised that following an assessment in November it was considered some areas needed to be worked on by the end of this year.

EIFCA14/22 Item 26: Any Other Business

It was noted that another staff member would be leaving shortly, Lucy Ritchie was thanked for the work she had carried out, particularly in relation to Community Engagement.

There being no other business the meeting closed at 1427 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 7

13th EIFCA Meeting

23 April 2014

Health and Safety risks and mitigation

Report by: P J Haslam, CEO

Purpose of report

The purpose of this report is to update members on health and safety risks and associated mitigation introduced to manage liabilities.

Recommendations

It is recommended that members:

- **Note the contents of this report**

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 employees¹.

The Authority has declared its intent to promote and nurture an appropriate health and safety culture throughout the organisation.

Incidents

During the last reporting period the following incidents have occurred:

- Trip and fall in to shallow water – a member of the Research team stumbled and fell in shallow water having disembarked from a small boat to walk onto a sandbank. The officer sustained no injuries but his automatic life jacket did not fully inflate and required to be re-packed. Correct protective clothing and equipment mitigated any significant issues and provided a useful demonstration of the value of well maintained equipment – incident logged and no further action required.
- Trip and fall down a ladder on RV Three Counties – an officer engaged in engineering duties lost his footing on a ladder owing to oily residue on the

¹ HSAW Act 1974 c. 37 Part I General duties Section 2

soles of his boots and fell approximately 1 metre into the engine space. He received minor abrasions that were duly treated. The incident was reported and logged in accordance with EIFCA policy. The lessons from the incident highlight the need for appropriate cleaning materials and processes when conducting in depth engine maintenance. – Safe system of work introduced.

Lone working update

The free trial offered by one provider, SkyGuard, delivered positive results and a contract for 12 devices has been signed. This provides for all members of the Enforcement team and two other devices that can be issued on a case by case basis

Risks

Members would wish to be aware of the H & S risks at Appendix 1

Conclusion

Members can be re-assured that the Health and Safety culture of Eastern IFCA is firmly embedded with support from Norfolk County Council H&S professionals. Those issues that require immediate action have been identified and are being actively managed.

Appendix:

1. Eastern IFCA Health and Safety risks April 2014

Eastern IFCA Health and Safety risks April 2014

Risk	Intervention	Residual Risk	Risk rating*
Material state of Sutton Bridge moorings	<ul style="list-style-type: none"> • Safe systems of work introduced to manage immediate risks including improved lighting. • Officers have driven an acceptance by agents that immediate repair is necessary to alleviate existing H&S issues. • Previous legal obstructions appear to have subsided and a firmer long term plan is being developed. 	<ul style="list-style-type: none"> • The material state of the moorings is in decline but firmer plans to address safety issues are being developed. • Risk of injury to personnel. 	Treat#
Unreported incidents/unilateral decisions with little regard for safe working practices.	<ul style="list-style-type: none"> • Leadership • Training • Equipment • Management systems to capture incidents • Routine agenda items at all meetings at all levels of Authority 	<ul style="list-style-type: none"> • Injury to personnel as a result of failure to acknowledge or adhere to H&S direction and guidance 	Treat
Whole Body Vibration	<ul style="list-style-type: none"> • Risk awareness training to manage impacts. • Health monitoring process to be developed. 	<ul style="list-style-type: none"> • Personal injury from boat movement owing to lower resilience as a result of individual physiology 	Treat
Lone working operations	<ul style="list-style-type: none"> • Management scrutiny of any proposal for lone working. • Introduction of electronic support means 	<ul style="list-style-type: none"> • Failure of devices to give requisite support. • Personnel interventions render devices unreliable or unworkable. 	Tolerate

Staff stress through exposure to unacceptable behaviour stakeholders	<ul style="list-style-type: none"> • Introduction of Unacceptable Behaviour policy 	<ul style="list-style-type: none"> • No change in behaviour of some stakeholders. • Long term sickness caused by stakeholder hostility 	Tolerate
Damage to vehicles, trailers and/or equipment through inappropriate operation.	<ul style="list-style-type: none"> • Formal trailer training for unqualified officer • Refreshers for those with previous experience 	<ul style="list-style-type: none"> • Failure to adhere to training • Mechanical failure of vehicle or trailer 	Tolerate

*Risk Rating

High
Medium
Low

#Risk treatment

Treat	-	take positive action to mitigate risk.
Tolerate	-	acknowledge and actively monitor risk.
Terminate	-	risk no longer considered to be material to Eastern IFCA business.
Transfer	-	risk is outwith Eastern IFCA ability to treat and is transferred to higher level.

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

13th EIFCA Meeting

23 April 2014

Report to Parliament about Inshore Fisheries and Conservation Authorities' (IFCAs) conduct and operation.

Report by: P J Haslam, CEO

Purpose of report

The purpose of this report is to inform members on the report to Parliament about Inshore Fisheries and Conservation Authorities' (IFCAs) conduct and operation which will be compiled this year by Defra and presented to Parliament by the Secretary of State for Environment, Food and Rural Affairs.

Recommendations

It is recommended that members:

- **Note the contents of this report**

Background

Every four years, the Secretary of State must prepare a report into the conduct and operation of IFCAs, which must be laid before Parliament. Each four-year period runs from the date the first Statutory Instruments were made that established the IFCAs. This first report will cover the period to the end of August 2014. It is anticipated that it will be presented to Parliament in December 2014.

Report

Mr Richard Inman and Mr Rob Davies from Defra Marine Sponsorship Team will present the process and mechanics of how the report will be compiled and what the report seeks to achieve. A call for evidence pack is being developed and will be distributed to all Stakeholders to draw their comments. The draft pack is at Appendix 1 for members' information.

Conclusion

The parliamentary report gives a useful opportunity for the successes of the IFCA construct to be acknowledged by central government and also will provide a chance for any adjustments to be made to ensure that the IFCA construct is fit for purpose in the future.

Appendix:

1. Defra Call for evidence pack (Draft)



Department
for Environment
Food & Rural Affairs

www.gov.uk/defra

**Report to Parliament about Inshore Fisheries
and Conservation Authorities' (IFCAs)
conduct and operation.**

DRAFT Call for evidence (awaiting final clearance)

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PART ONE

Introduction

1. There are ten Inshore Fisheries and Conservation Authorities (IFCAs) around the coast of England.
 - Cornwall IFCA¹
 - Devon and Severn IFCA²
 - Eastern IFCA³
 - Kent and Essex IFCA⁴
 - North Eastern IFCA⁵
 - North Western IFCA⁶
 - Northumberland IFCA⁷
 - Isles of Scilly IFCA⁸
 - Southern IFCA⁹
 - Sussex IFCA¹⁰
2. They were created by the Marine and Coastal Access Act 2009 as successors to Sea Fisheries Committees. Legally, each IFCA is either a committee or joint committee of principal local authorities. Members are drawn from local councillors, people who know the fishing community and people with expertise of marine environmental matters.
3. The IFCAs are statutory regulators and have been operational since 1 April 2011. They manage sea fisheries resources to six nautical miles from coastal baselines. They are funded by levy, charged to their member local authorities. Some local authorities receive supplementary support from Defra through the Local Services Support Grant (often referred to as "New Burdens Funding").
4. The IFCAs have byelaw-making and enforcement powers, drawing on local knowledge and expertise of members. An IFCA must base its decisions on evidence and take appropriate expert advice. It is for this reason that Natural England nominates a representative to each IFCA, as does the Environment Agency¹¹ and the Marine Management Organisation.

¹ <http://www.cornwall-ifca.gov.uk>

² <http://www.devonandsevernifca.gov.uk>

³ <http://www.eastern-ifca.gov.uk>

⁴ <http://www.kentandessex-ifca.gov.uk>

⁵ <http://www.ne-ifca.gov.uk>

⁶ <http://www.nw-ifca.gov.uk>

⁷ <http://www.nifca.gov.uk>

⁸ <http://www.scillyifca.gov.uk>

⁹ <http://www.southern-ifca.gov.uk>

¹⁰ <http://www.sussex-ifca.gov.uk>

¹¹ except on the Isles of Scilly, where the Environment Agency has no remit

Report to Parliament about the IFCA's conduct and operation

5. Every four years, the Secretary of State must prepare a report into the conduct and operation of IFCA's, which must be laid before Parliament.
6. Each four-year period runs from the date the first Statutory Instruments were made that established the IFCA's.
7. This first report will cover the period to the end of August 2014. We anticipate that it will be presented to Parliament in December 2014.

Your opportunity to contribute to the report

8. This call for evidence is part of the research process for the first report to Parliament. It is an opportunity for you to provide evidence that will help us understand how each individual IFCA has worked to meet its duties and/or demonstrated the local leadership that might be expected of a statutory regulator. It is a public document and has been placed on the Defra consultation website. A letter accompanies this document and has been sent to more than 3,000 stakeholders (including local authorities, fishermen, industry, conservation organisations, sea users and representative bodies) inviting them to contribute their evidence. Defra officials will make an open, public presentation about this call for evidence and the report-making process at scheduled quarterly meetings of each IFCA during April, May and June 2014. The process will be publicised, further, in *Fishing Focus* magazine.
9. This document invites contributions of evidence to a series of open questions, structured around the IFCA success criteria published in *Guidance to IFCA's on monitoring and evaluation, and measuring performance*¹². The final question in this pack invites 'anything else' contributions which might not fit easily under the seven success criteria headings.
10. Comments can be sent to us through Defra's consultation website (<https://consult.defra.gov.uk>) or by email to ifca.consultation@defra.gsi.gov.uk

Please let us have your comments by Friday 1 August 2014.

Background

11. IFCA's conduct business according to marine, European, national and local government legislation. IFCA members do not represent 'constituencies', but must develop an

¹² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/182347/2011-ifca-guide-memp.pdf

approach that manages local fisheries for wider social benefit. Local membership ensures that communities are engaged and involved in managing the inshore area.

12. The IFCA's legal duties are described in section 153 of the Marine and Coastal Access Act 2009¹³. They must manage the exploitation of sea fisheries resources in their district. They must balance the social and economic benefits of exploiting the resources of sea fisheries in their districts with the need to protect the marine environment, or help it recover from past exploitation.
13. Defra issued a suite of guidance notes¹⁴ to IFCA's in March 2011 describing how they should make a contribution to sustainable development and implement their statutory duties using evidence-based marine management and risk-based enforcement. Additionally, guidance was issued on the annual planning and reporting obligations so that IFCA's might demonstrate good governance.

Funding

14. Each IFCA publishes its annual budget. IFCA's charge a levy to their sponsoring (member) local authorities. Local authority members of IFCA's have a right to veto, by vote, the total budget but local authorities do have a legal duty to pay the levy.
15. Defra allocated £3,000,000 'New Burdens Funding' each year for four years (2011-2012; 2012-2013; 2013-2014; 2014-2015) to defray additional costs incurred by local authorities operating IFCA's. New Burdens Funding is paid to local authorities through the Department for Communities and Local Government's (DCLG) Local Services Support Grant. Of the forty-nine local authorities that are members of IFCA's, thirty-nine receive New Burdens Funding. There is no statutory obligation on local authorities to allocate all or any of the New Burdens Funding to IFCA's.
16. Defra will extend the original New Burdens Funding allocation by making an additional £3,000,000 available to the IFCA's sponsoring local authorities, during 2015 – 2016.

Table 1. Breakdown of New Burdens Funding, calculated by IFCA

North West	Devon & Severn	Scilly	Cornwall	Southern	Sussex	Kent & Essex	Eastern	North East	Northumberland	TOTAL
406,789	409,297	109,726	324,838	329,425	205,637	363,774	394,145	301,729	154,640	3,000,000

17. Each IFCA is required by the Marine and Coastal Access Act 2009 to prepare and publish an Annual Plan, before the beginning of the financial year. An Annual Report must be prepared following each financial year. The Annual Plan should include a budget and description of how resources will be used. IFCA's are able to supplement their income with commercial activity such as survey work or data management.

¹³ <http://www.legislation.gov.uk/ukpga/2009/23/contents>

¹⁴ <https://www.gov.uk/government/publications/ifca-byelaw-guidance>

IFCA obligations – duties and powers

18. Each IFCA must publish an Annual Plan and an Annual Report. These documents set out how an IFCA will meet or has met its duties. Under the Marine and Coastal Access Act 2009, the IFCA duties are:

- managing the exploitation of sea fisheries resources within their district
- ensuring that the exploitation is carried out in a sustainable way
- ensuring effective management of marine habitats in the district. This includes activities such as recreational sea angling; bait digging and gathering of seaweed, which were not previously regulated by Sea Fisheries Committees
- balancing the social and economic benefits of exploiting the sea fisheries resources of the district with the need to protect the marine environment from, or promote its recovery from, the effects of exploitation
- taking steps which are necessary or expedient to make a contribution to sustainable development
- balancing the different needs of persons engaged in the exploitation of sea fisheries resources
- seeking to ensure the conservation objectives of any Marine Conservation Zone in the district are furthered

IFCA byelaws

19. IFCAs have powers to make byelaws covering their district (which includes the entire area of member local authorities).

20. Byelaws made by an IFCA must be advertised for two weeks followed by a consultation period of 28 days. Byelaws must be accompanied by a regulatory impact assessment which documents the purpose of the byelaw and the costs and benefits to interested parties.

21. Byelaws, unless classified as 'Emergency byelaws', are sent to the Marine Management Organisation which carries out quality assurance checks. Once checked and confirmed by the Secretary of State, they come into force.

22. Emergency byelaws are time limited. They must be notified to the Secretary of State within 24 hours.

23. IFCAs inherited byelaws made by predecessor Sea Fisheries Committees. The Marine and Coastal Access Act 2009 (Transitional and Savings Provisions) Order 2011¹⁵ said that if any local fishery committee byelaws (i.e. SFC byelaws) were in force immediately before the transfer date; had effect in an area covering all or part of the IFCA district; and were within the remit of a byelaw that could be made by an IFCA, then it had effect as if it were an IFCA byelaw.

¹⁵ <http://www.legislation.gov.uk/ukSI/2011/803/made>

24. Each IFCA has an objective to review its suite of byelaws in the first years of operation, aiming to have completed the exercise by April 2015 and, where necessary, ensure that gaps are covered.

Enforcement

25. IFCAs appoint Inshore Fisheries and Conservation Officers (IFCOs). IFCOs have powers to enforce byelaws; remaining sections of the Sea Fish (Conservation) Act 1967 and the Sea Fisheries (Shellfish) Act 1967. The Marine and Coastal Access Act 2009 grants Common Enforcement and Fisheries Enforcement powers to IFCOs across England and Wales if they believe an offence has been committed within their district. Additionally, IFCOs enforce Marine Conservation Zones (MCZs).
26. IFCAs have power to enter into agreements and delegate some functions to other appropriate parties. In practice, this means they may cross-warrant with other regulators and enforcement agencies or delegate functions to adjacent IFCAs or the Environment Agency.

Supplemental powers

27. Section 179 of the Marine and Coastal Access Act 2009¹⁶ gave IFCAs the legal power to acquire or dispose of land or property, but excludes them from being able to borrow money.
28. Additionally, each IFCA has legal power to enter into arrangements with other IFCAs to establish a co-ordinating body. All ten IFCAs are members of the Association of IFCAs¹⁷. The Association is set-up as a Company Limited by Guarantee. It is wholly owned by the ten IFCAs and acts in a representation, communication and co-ordination role. Each IFCA contributes an agreed sum to fund the Association, which covers employment costs for its officers and logistics. The Association is not a public authority, has neither a statutory nor regulatory role and is not a subject of this report.

Next steps

29. The evidence you provide will help us draft the report. We expect to circulate an early draft to everybody who submits comments, in the autumn. We expect to complete the report so that Ministers may present it to Parliament in December 2014.

¹⁶ <http://www.legislation.gov.uk/ukpga/2009/23/contents>

¹⁷ <http://www.association-ifca.org.uk>

PART TWO – the questionnaire

We welcome your evidence about the IFCA's conduct and operation to date. The questions are structured around the success criteria set out in the *Guidance to Inshore Fisheries and Conservation Authorities on monitoring and evaluation and measuring performance*¹⁸. You may send your evidence to us through the Defra consultation website (<https://consult.defra.gov.uk>), by email to ifca_consultation@defra.gsi.gov.uk or by post to:

Defra Marine Sponsorship Team
Zone 8 A Millbank
17 Smith Square
London SW1P 3JR

Please let us have your comments by Friday 1 August 2014.

About you:

First name:	Last name:
Organisation (if applicable):	
Address:	
Email address:	
Telephone:	

Which IFCA you are providing comments about?			
<input type="checkbox"/> Cornwall	<input type="checkbox"/> Devon & Severn	<input type="checkbox"/> Eastern	<input type="checkbox"/> Kent & Essex
<input type="checkbox"/> North Eastern	<input type="checkbox"/> North Western	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Southern
<input type="checkbox"/> Sussex	<input type="checkbox"/> Isles of Scilly		

Are you providing personal views or responding on behalf of an organisation? If an organisation, please name it here.
Do you wish your name to be published alongside your response? We will not publish your name in our summary unless you ask for it to be included.

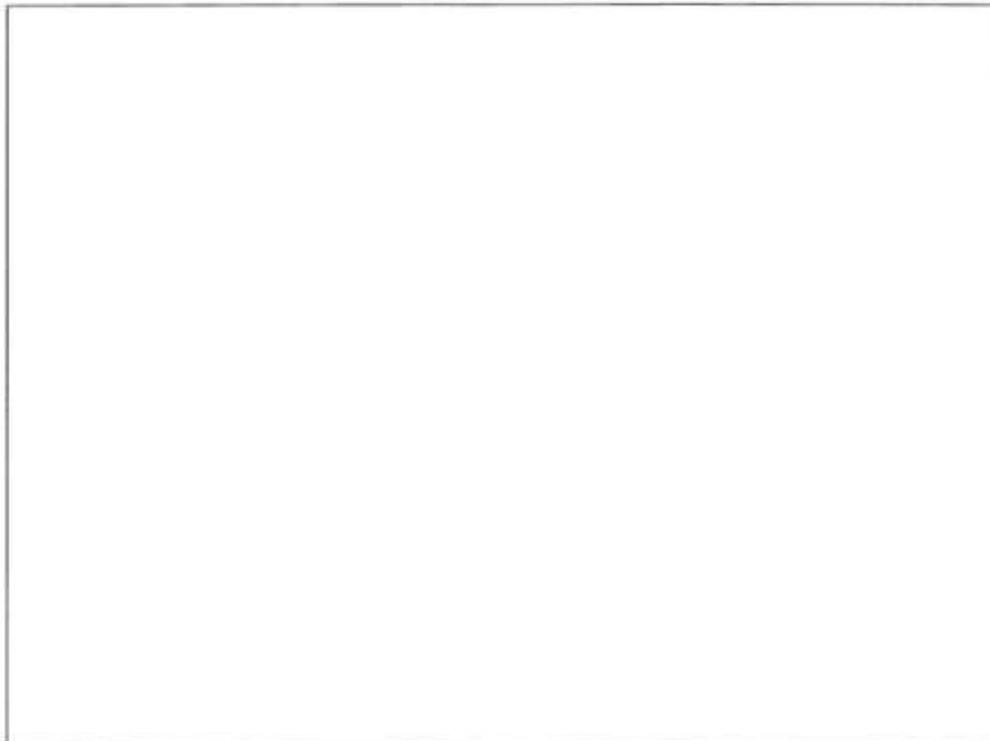
If you ask us to keep your contribution confidential, we will try to meet that wish provided there is good reason. You should be aware that information might be requested at a later date. Please explain why you want us to keep your response confidential.
--

¹⁸ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/182347/2011-ifca-guide-memp.pdf

IFCAs have sound governance and staff are motivated and respected

We welcome comments that demonstrate the extent to which the IFCA has shown a professional, fair and consistent approach to its work; the effectiveness of the Committee and the extent to which it is engaged with communities and stakeholder interests. We would like to know about the support given to the Committee by the IFCA's constituent local authorities. You might offer evidence of the quality of the IFCA's leadership and/or management and the effort that has been made to work with the Committee. In writing your evidence, you might consider (but don't feel you have to respond to all points):

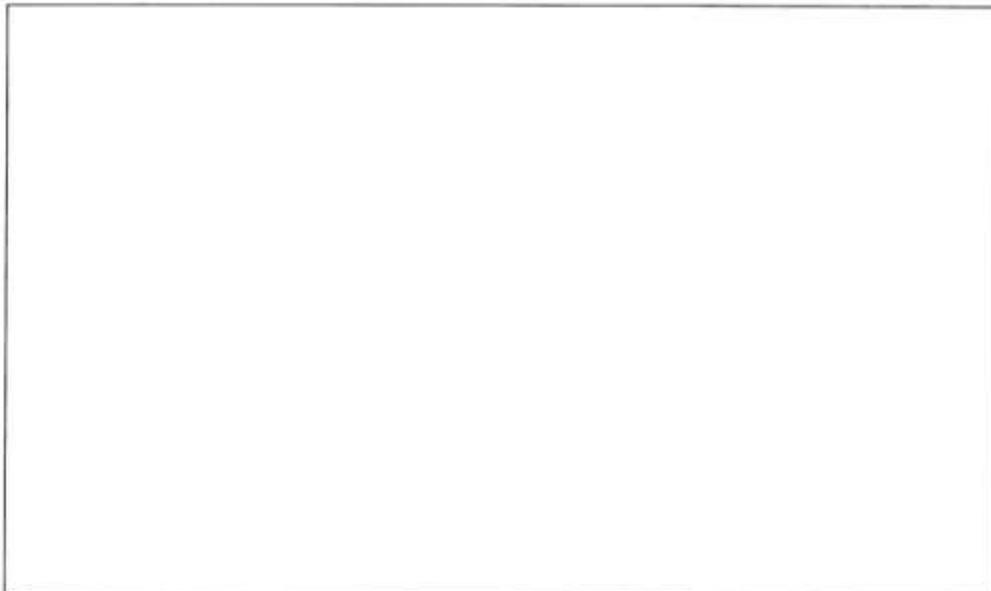
- Has the IFCA held public meetings?
- Can you tell what the IFCA does; what its objectives and priorities are and the work it has delivered over the previous year by reading its Annual Plan and Annual Report?
- Has the IFCA identified marine sustainability and/or fisheries management issues in the District? Do you know how the IFCA will address, or proposes to address, those issues?
- When you have met IFCA staff do they appear professional, fair, interested in their jobs and consistent?



Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries within the district

We welcome comments that demonstrate whether and/or how the IFCA uses byelaws to manage sea fisheries resources; its progress in reviewing 'legacy' byelaws inherited from predecessor Sea Fisheries Committees; and, its observance of byelaw-making guidance and engagement with stakeholders in the byelaw-making process. In writing your evidence, you might consider (but don't feel you have to respond to all points):

- Has the IFCA used byelaws to manage sea fisheries resources in the IFC District and followed statutory procedure described from s.155 of the Marine and Coastal Access Act 2009 to make new ones? Have public notices been issued for two consecutive weeks and have stakeholders had 28 days to respond, before new byelaws have been made?
- Do you know which byelaws apply in the IFC District and where you can obtain copies of them?
- Has the IFCA used other management options, e.g. voluntary local agreements to manage, protect and promote the recovery of sea fisheries resources from the effects of exploitation?
- Has the IFCA observed guidance given to it (s.153 Marine and Coastal Access Act 2009) by the Secretary of State with respect to managing sea fisheries resources in the IFC District?



A fair, effective and proportionate enforcement regime is in place

We welcome comments that demonstrate whether the IFCA complies with legislative requirements; manages the exploitation of sea fisheries resources and, when necessary, is an efficient and fair enforcement authority using a range of enforcement methods and sanctions, seeking to assess their impact and effectiveness and make improvements where necessary. In writing your evidence, you might consider (but don't feel you have to respond to all points):

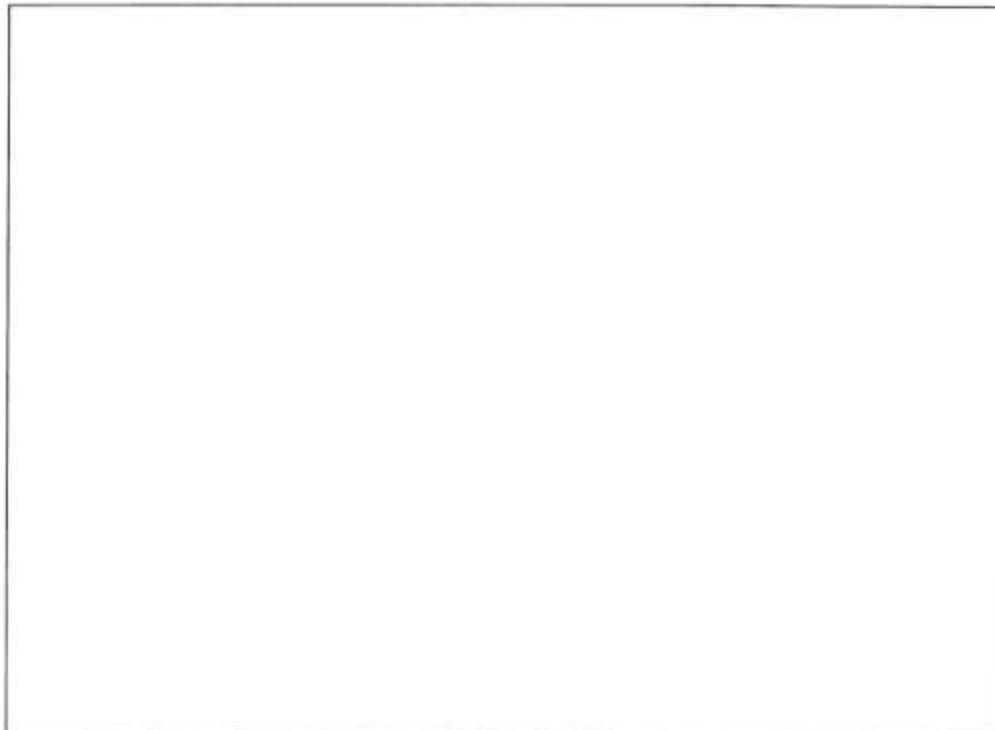
- Has the IFCA prepared an enforcement policy statement that is easy to understand; which outlines how IFCA members, the Chief Fisheries Officer or Chief Executive have been involved in its preparation and which describes how sanctioning decisions will be made and applied for breach of byelaws?
- Has the IFCA carried out inspections professionally and in accordance with its Code of Conduct?
- Has the IFCA applied an Administrative Penalty Scheme under s.294 of the Marine and Coastal Access Act 2009 and the Sea Fishing (Penalty Notices) (England) Order 2011?¹⁹ If so, are you satisfied the scheme is applied transparently?
- Does the IFCA provide advice and guidance to people who might carry out activities that are regulated and subject to the enforcement regime?
- Do you know how to make a complaint to the IFCA?

¹⁹ <http://www.legislation.gov.uk/uksi/2011/758/contents/made>

IFCAs work in partnership and are engaged with their stakeholders

We welcome comments that demonstrate the extent to which IFCAs have worked with others (e.g. in policy, regulatory, commercial, recreational or environmental sectors) to develop a 'partnership approach' that supports the socio-economic and environmental outcomes described in sections 153-154 of the Marine and Coastal Access Act 2009. In writing your evidence, you might consider (but don't feel you have to respond to all points):

- How has the IFCA engaged with local and central government and other bodies; industry; recreational users (e.g. anglers) and individuals? Have these methods been effective?
- Has the IFCA demonstrated a transparent, balanced approach to dealing with stakeholders that enables their views to be taken into consideration when making decisions?
- Have you used the IFCA's website to access current information and obtain copies of forms and documents?
- Has the IFCA developed a mechanism to engage with and seek feedback from its local stakeholders?



IFCAs make the best use of evidence to deliver their objectives

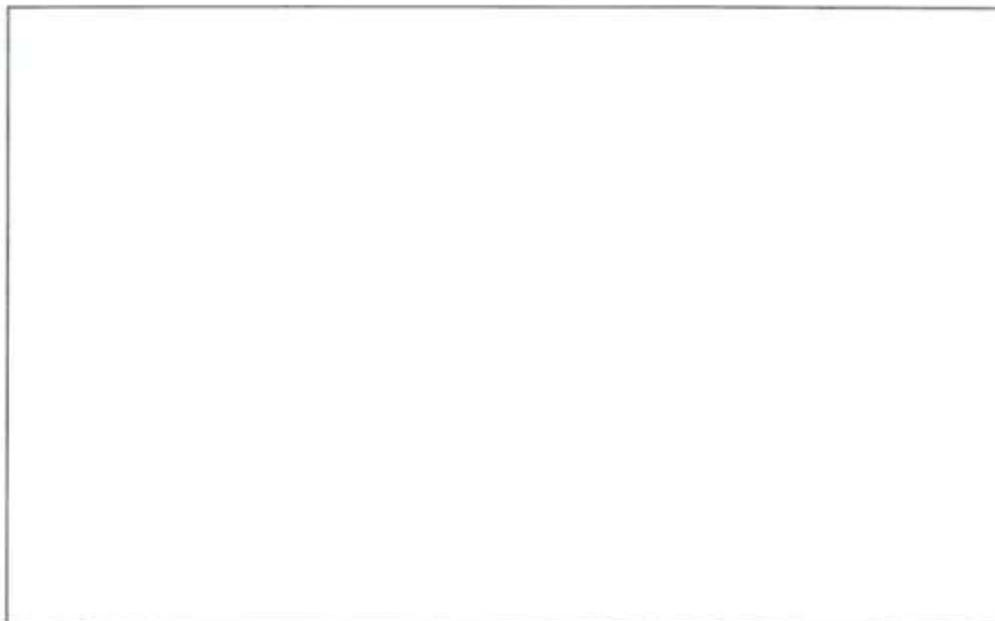
We welcome comments that demonstrate how the IFCA has acquired and applied its own data and/or shared data with others (e.g. other IFCAs, Natural England, Marine management Organisation, Environment Agency, Centre for Environment, Fisheries and Aquaculture Science (Cefas)) so that it has been able to meet its statutory duties. In writing your evidence, you might consider (but don't feel you have to respond to all points):

- Has the IFCA developed an in-house capability to collect, analyse and interpret evidence to inform its decision-making
- Has the IFCA demonstrated a risk-based prioritisation approach to protecting sea fisheries resources and marine protected areas?
- Has the IFCA consulted on, developed and published a strategic research plan?
- Has the IFCA demonstrated that it uses evidence in its decision making processes?

IFCAs support and promote the sustainable management of the marine environment

We welcome comments that demonstrate how the IFCA has delivered responsive and flexible management of sea fisheries resources to meet local needs, legislative requirements and guidance set by central government. Government accepted that an IFCA might need to prioritise work objectives within available resources to ensure that important policies, such as providing management measures for European Marine Sites, could be delivered. In writing your evidence, you might consider (but don't feel you have to respond to all points):

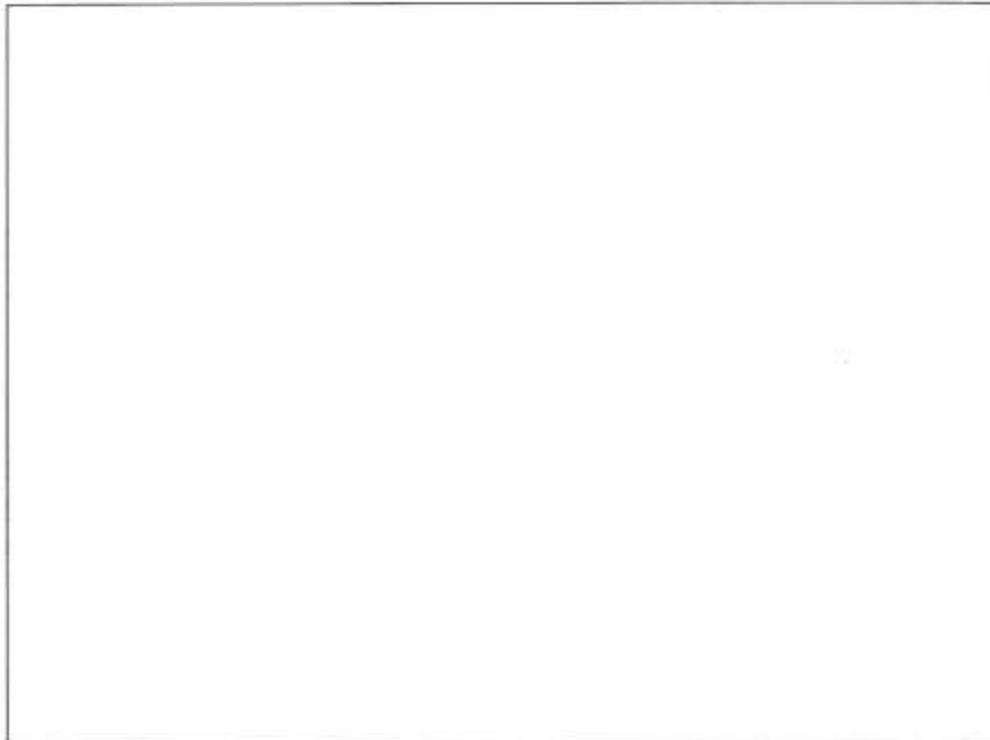
- Has the IFCA, working with other organisations (e.g. Marine Management Organisation, Natural England, Environment Agency, central and local government), demonstrated its responsibilities for marine conservation, including the management of marine protected areas?
- Has the IFCA demonstrated sustainable marine management best practice by using tools such as a Habitat Regulations Assessment?
- Has the IFCA identified those issues impacting sea fisheries resources within its District? Has it prioritised them and, if appropriate, developed a suitable management plan for them?
- How does, or how might the IFCA demonstrate it is having an effective, positive impact within the District? How does or how might it show that sea fisheries resources are being exploited sustainably? If new performance measures were to be developed, how might the IFCA demonstrate this in future?



IFCAs are recognised and heard

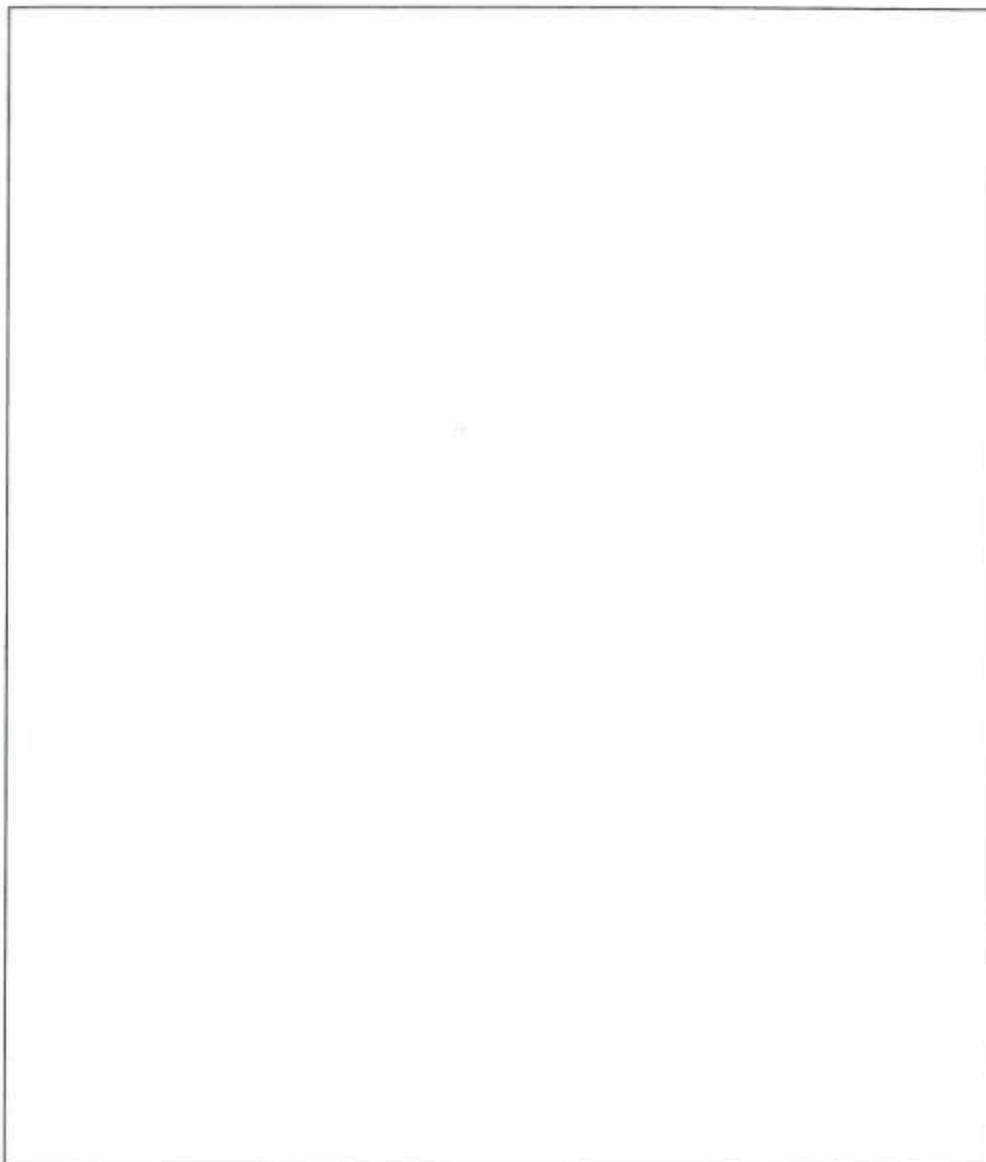
We welcome comments that demonstrate whether IFCAs have developed a visible presence, on land or water that projects a respected, authoritative, expert and trusted voice as a leading inshore regulator. Has the IFCA developed an accessible communications strategy and does it make use of different engagement or media approaches (e.g. newsletters, noticeboards, public meetings, face-to-face communications, website, social media (e.g. Twitter and/or Facebook etc.), workshops, collective communications, local press etc.). In writing your evidence, you might consider (but don't feel you have to respond to all points):

- Has the IFCA developed a 'brand' and profile which is recognised by stakeholders, enhances the IFCA's visibility and projects the leadership and accessibility expected of a respected, trusted statutory authority?
- Has the IFCA, individually and/or jointly with other IFCAs, engaged with local and central government and other partners to the benefit of all IFCAs?
- Has the IFCA, using the supplemental powers available to it at s.179 of the Marine and Coastal Access Act 2009, been involved in membership, good governance and running of the IFCA Association so that activities and communication between IFCAs is co-ordinated?



Any other comments you would like to make?

If you would like to submit evidence about the conduct and operation of the IFCA but you feel your comment doesn't fit within the seven success criteria, please use this box:

A large, empty rectangular box with a thin black border, intended for users to provide additional comments or evidence about the IFCA's conduct and operation that do not fit within the seven success criteria.

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

13th EIFCA Meeting

23 April 2014

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 26 February 2014.

Recommendations

It is recommended that members:

- **Note the contents of the report.**

Report

The P&C S-C met on 26 February 2014 to transact the following business:

- Agree the Annual plan 2014-15
- Approve the Communications report 2013-14
- Agree the Corporate communication plan 2014-15.

Outcomes

Annual Plan - The annual plan for 2014-15, which is a MaCAA requirement, was agreed. The plan has been developed through the same corporate planning process as used last year which has included all staff in its preparation to assure ownership of the plan throughout the organisation. All planned activity has been nested within the wider strategic plan that has been reviewed and endorsed as fit for purpose by Authority members. This will ensure that Defra mandated outputs are delivered and the most pressing local issues and concerns are addressed. The plan has been published on the Authority website and has been forwarded to Defra for their information. There are 9 priorities for the Authority in Eastern IFCA 2014-15:

- to continue investments in staff to preserve appropriate subject matter expertise;
- to complete the process of transition from Sea fisheries Committee to Inshore Fisheries and Conservation Authority;
- to ensure that the conservation objectives of Marine Protected Areas in the region are furthered by delivering fisheries management measures for 'Amber and Green' designated features within European Marine Sites (EMS) within the mandated timeframe and formulating potential management measures for Tranche 2 candidate Marine conservation zones (MCZ);

- to ensure that sea fisheries resources are exploited in a sustainable way by continuing the comprehensive byelaw review process comprising of three stages;
 1. exclusion of byelaws not applicable or relevant to the Eastern IFCA District
 2. like for like substitution of uncontested byelaws directly applicable to the Eastern IFCA District
 3. development of complex or contested or new byelaws.
- to promote sustainable development through a project to rejuvenate previously productive fishing grounds;
- to balance the needs of all within the fishery by developing RSA strategy in light of the Angling 2012 study report;
- to support the viability of industry by driving individual applications through the Wash Fishery Order shellfish lay allocation process;
- to discharge responsibilities under the Wash Fishery Order (1992) and consider a review of its provisions;
- to continue the Seagoing Assets Review and to procure the second enforcement vessel.

Subordinate priorities, which we aspire to deliver include:

- to influence and shape the national inshore marine management debate and narrative.
- to continue to advance the Authority's understanding of the species, habitats and activities occurring in the district.
- 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 marine licenses and developments and active participation in Commercial Fisheries Working Groups.
- to continue to promote the work of Eastern IFCA through outreach events.
- As a Directing body contribute to the activities and output of the Association of IFCAs.

Corporate Communication Plan – to enact the strategy previously agreed by Members and to build upon the successes of 2013-14, the plan was agreed to meet the need to continue to communicate with different groups including partners, opinion formers and stakeholders. In addition bespoke efforts would be made this year to find and establish a dialogue with the more remote and anonymous stakeholders who we have yet to meet. Attendance at outreach events throughout the district will be carried out again this year but at a more realistic tempo. The trailer based office procured from the EA will be rolled out to trial the concept to conduct community meetings in more of a 'clinic' style format as opposed to large group meetings which are not fully productive and do not represent best use of officers' time. Our digital 'footprint' will be reviewed and reinvigorated to

make sure it is fit for purpose and provides an appropriate 'shop window' for the Authority's activities.

Background documents

Eastern IFCA Annual Plan 2014-15
Eastern IFCA Communication plan 2014-15

Appendices:

1. Eastern IFCA annual plan 2014-15 (included as separate document)
2. Eastern IFCA communications plan 2014-15 (included as separate 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



Action Item 11

13th EIFCA Meeting

23 April 2014

Review of Eastern Inshore Fisheries and Conservation Authority (IFCA) Constitution and Standing Orders

Report by: P J Haslam, CEO;

Purpose of report

The purpose of this report is to report the outcome of the annual review of the Eastern IFCA constitution.

Recommendations

It is recommended that members:

- **Agree to the proposed changes to the Constitution and Standing Orders**
- **Note the pending legislation concerning The Openness of Local Government Bodies Regulations 2014 which may require changes to Section 10 of the Constitution and Standing Orders in due course.**
- **Direct the CEO to make changes to Section 10 if legislation changes before April 2015.**
- **Agree to delegate to the Finance and Personnel sub-committee the development of an MMO appointee review mechanism.**

Background

Eastern IFCA adopted the current Constitution and Standing Orders on 31 October 2012 with a requirement for it to be reviewed annually. The Constitution and Standing Orders represent the embodiment of the requirement for the Authority to ensure that it has sound governance.

Report

A full review of the Constitution has been carried out with support from NpLaw officers at Norfolk County Council. The following changes are recommended:

Existing text	Proposed text	Rationale
All references to the CEO and the Clerk inferring separate persons.	To amend text to reflect the combination of the CEO and Clerk roles.	Accuracy
The use of audio/visual recording devices by any person at a meeting of the full Authority or a sub-committee is not allowed	Any person may attend a public meeting of Eastern IFCA for the purposes of reporting. 'Reporting' is defined as:	Pending text that may be required if the The Openness of Local Government Bodies Regulations 2014 are

<p>unless the majority of members present agree to authorise their use.</p>	<ul style="list-style-type: none"> • Filming, photographing or audio recording of proceedings; • Using any other means for enabling persons not present to see or hear proceedings of a meeting as it takes place or later; and • Reporting or providing commentary on proceedings of a meeting, orally or in writing. <p>Any persons with the aim or reporting may use any communication methods, including the internet, to publish, post or otherwise share the results of their reporting activities, during or after the meeting. This article does not affect the current circumstances in which a private meeting may be held or a person may be excluded (for example, where exempt information would be disclosed or in the case of disorderly conduct).</p>	<p>passed for enactment</p> <p>The regulations, if enacted in the form in which they are currently drafted will have direct and immediate effect on EIFCA as MaCAA 2009 imports all of Section 100A of the Local Government Act 1972 into IFCA procedural rules. If Section 100A is amended it means that EIFCA becomes subject to the amended rules. There are no exemptions or derogations for IFCA's.</p> <p>As this will constitute a culture change for local authorities it is likely to be preceded by some guidance and explanation from the Department of Communities and Local Government.</p>
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MMO appointees

Members are recommended to note the provisions of Chapter 3 of the Constitution and Standing Orders which regard the terms and conditions of appointment of MMO appointees. From next year, 4 years from inception as an IFCA, there is a requirement for the Authority to provide written confirmation to the MMO, signed by the IFCA Chair, of the re-appointment of MMO appointees. MMO appointees can serve for up to a maximum period of 10 years with appointments being reviewed annually from Year 4. In order to formalise this process of review and to ensure it is objective and fully transparent, it is recommended that the Finance and Personnel sub-committee be tasked with developing an appropriate review mechanism.

Financial implications

There are no immediate financial implications to making the required amendments to the document and the activity will be accommodated within existing staff resource. There will be charges for the assistance and advice drawn from NpLaw which will be reflected in due course in the quarterly accounts. Failure to update the Constitution may introduce legal and thereby financial risk.

Legal implications

It is a legal requirement for the Authority to keep abreast of revised legislation for the operation and conduct of public business. Failure to do so will introduce legal risk.

Conclusion

The Constitution and Standing Orders as adopted remain fit for purpose and require only minor adjustments. The Clerk will continue to hold them under review and will bring any futures changes to the Authority meeting in April annually unless there is a pressing need to make changes more urgently.

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



13th EIFCA Meeting

Action Item 12

23 April 2014

Sub Committee review

Report by: P J Haslam, Chief Executive Officer

Purpose of report

The purpose of this paper is to report to Authority members the findings of a review of the sub committees structure to gauge relative workloads and assure members that those sub-committees charged with making executive decisions on behalf of the full Authority are enabled to do so. In compiling this report the input of the Chairs of the sub committees has been sought.

Recommendations

Members are recommended to:

- **Agree that the sub committee structure remains fit for purpose.**
- **Agree with the sub committee Chairs that the current structure is maintained for the forthcoming year.**
- **Direct the CEO to conduct a review of the sub committee structure to be presented at the Authority meeting of April 2015**

Background

Eastern Inshore Fisheries and Conservation Authority (IFCA) was vested in April 2011 with powers conferred upon it by the Marine and Coastal Access Act 2009 (MaCAA 2009). The Vesting Order states that *'if the Authority considers it necessary or expedient for the exercise of its functions, it may authorise a sub-committee or any member or employee of the Authority to exercise any of the Authority's functions'*²

Eastern IFCA has elected to appoint 4 sub-committees with delegated authority to carry out the functions described in the Scheme of Delegations³. Implicit in the delegation of functions is the requirement of sub-committee members, supported by the Officers of the Authority, to make decisions on behalf of the Authority in full recognition of the duties and responsibilities placed upon it by MaCAA (2009).

At the 10th Eastern IFCA meeting in July 2013, members acknowledged the significant empowerment of the four sub-committees and considered it essential that they are correctly configured and routinely engaged with appropriate business in order to deliver mandated outputs. To ensure that the sub-committee construct remains fit for purpose, as part of the annual review of the constitution, the Clerk was directed to review the sub-committee structure to enable the membership a chance to comment on the processes and workload and will also provide an opportunity for a review of delegations to ensure that any emergent demands on the IFCA, both national and international, are

² Statutory Instrument 2010 No 2189, Para 17(1)

³ Eastern Inshore Fisheries and Conservation Authority Constitution, 31 Oct 12, Chpt 4

acknowledged and suitably positioned within the sub-committee structure to assure delivery of the expected outputs.

Report

During the reporting period the following sub committees have convened to transact the business detailed below:

Sub committee	Meeting date(s)	Business transacted
Finance and Personnel (F&P)	17 Oct 13 15 Jan 14	<ol style="list-style-type: none"> 1. Preliminary provisional estimates of expenditure for the period 1 April 2014 to 31 March 2015. 2. Preliminary provisional forecasts of estimates of expenditure for the period 1 April 2015 to 31st March 2018. 3. External Audit for 2012/2013. 4. Recommendations on future accommodation requirements for the Authority. 5. Recommendations on proposed deployable office infrastructure. 6. Report on the six month probationary period of two Research Officers and one Engineer/IFCO. 7. Finalise arrangements for the new bank mandate. 8. Provisional Estimates of Expenditure for the period 1 April 2014 to 31 March 2015 9. Provisional Forecasts of Estimates of Expenditure for the period 1 April 2015 to 31 March 2018 10. Future accommodation options 11. Deployable office infrastructure 12. Introduction of a payback policy related to developmental training funded by EIFCA 13. Salary Scale Point Review 14. Report on the six month probationary period of Mate/IFCA
Planning and Communications (P&C)	26 Feb 14	<ol style="list-style-type: none"> 1. Annual plan 2014-15 2. Communications report 2013-14 3. Corporate communication plan 2014-15 4. Capital asset review update
Marine Protected Area (MPA)	Nil	

Regulatory and Compliance (R&C)	18 Sep 13 28 Nov 13	Byelaw for management of fishing activities in Wash and North Norfolk coast European Marine Site. Byelaw for management of fishing activities in Wash and North Norfolk coast European Marine Site <ul style="list-style-type: none"> i. Results of public consultation. ii. Recommended amendments to byelaw iii. Recommended amendments to regulatory notices
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Delegations

The delegations have been reviewed and are considered to be appropriate. It should be noted that decisions regarding the management of the Wash fishery order have been temporarily referred to the full Authority from the MPA sub committee to help the delivery of balanced debate and appropriate management decisions. It is envisaged that this will be delegated to the MPA sub committee again in due course.

Commitments

The table above gives detail of the output of the sub committees over the reporting period. It is considered that the level of workload is appropriate and has been proven to be achievable. It should be noted that the loading of the MPA and R&C sub committee is likely to increase given the significant amount of work that has to be achieved to regulate fishing activity in MPAs throughout the district.

Training

In order to establish a baseline of understanding and to empower members to execute their duties with confidence, a training package was delivered by legal officers from Norfolk county Council. There has been no demand for more or further training to date.

Legal implications

There are no legal implications with the report. There are distinct legal risks with the failure of the sub-committee structure to deliver IFCA duties and responsibilities in an auditable, transparent and rational manner.

Financial implications

There are no additional costs associated with this report.

Conclusion

The sub committee structure as revised in July 2013 has delivered the intent of advancing Authority business in an efficient manner in order to deliver the statutory requirements. The Chairs of the various sub committees have been engaged and recommend that as there are no immediate drivers for change, the current structure is maintained for the forthcoming year noting that it will be reviewed in advance of the Authority meeting in April 2015.

Background documents

Marine and Coastal Access Act 2009

Statutory Instrument 2010 No 2189 – The Eastern Inshore Fisheries and Conservation Order 2010

Eastern IFCA Constitution October 2012

Appendix 1

1. Eastern IFCA sub committee membership July 2013

Eastern Inshore Fisheries and Conservation Authority

23 April 2014

Eastern IFCA Sub Committee Membership July 2013

The matrix below sets out the sub-committees that have been established for Eastern Inshore Fisheries and Conservation Authority. The sub-committees have been established along functional lines rather than being sectorally based (e.g. Recreational Sea Angling). The stakeholders list is not exhaustive, nor is it meant to be.

Stakeholders	Sub-committee			
	Planning and communications	Finance and personnel	Marine Protected Areas	Regulatory and compliance
Authority	y	y		
EIFCA employees	y	y		
Commercial fishermen	y		y	y
Recreational fishermen	y		y	y
Commercial bait diggers	y		y	y
Wash Fishery Order 1992	y		y	y
Charter angling vessels	y		y	y
Taxpayers	y	y	y	y
Defra	y	y		
Government agencies	y		y	y
Developers	y		y	y
Nature conservationists	y		y	y

Finance & Personnel		
Cllr Goldson (Chair)	Cllr Wilkinson (Vice Chair)	Mr S Worrall
Cllr Cox*	Cllr Baker	Dr S Bolt
Cllr Turner*	Cllr Fairman	
Cllr Patience	Mr P Barham	

MATTERS WHICH IT IS THE RESPONSIBILITY OF THE FINANCE & PERSONNEL SUB-COMMITTEE TO DISCHARGE

Function

1. Decision making powers concerning strategic financial matters and approving 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.

1. Decision making powers in developing 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.

2. Decision making powers regarding policy on the recruitment, remuneration and retention of personnel.

3. Decision making powers to approve standing interview procedures and the appointment of interview panels for the recruitment of the Chief Executive Officer and Executive⁴ 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.

4. Decision making powers to conduct Disciplinary/Grievance appeals panels.

5. 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.

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.

Planning & Communication Sub-Committee		
Mr P Barham (Chair)	Mr S Bagley	Mr R Handford
Mr S Worrall	Mr T Pinborough	Mr K Vanstaen
Mr R Spray	Mr J Stipetic	Dr S Bolt (Vice Chair)
Mr P Garnett	Mr C Donnelly	

⁴ Executive posts deemed to be Head of Finance; Head of Human Resources; Head of Marine Conservation; Head of Marine Protection

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 Plans and Annual Report.
3.	Approving the Authority's Annual Plans to meet DEFRA deadlines.
4.	Developing the Authority's Engagement and Communication Strategy.
5.	Formulating the replacement strategy for Authority capital assets for recommendation to the full Authority.
6.	The Sub-Committee may delegate any of its powers to an individual member of the Sub-Committee or to the CEO.
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.

Marine Protected Areas		
Cllr Fairman	Mr N Lake	Mr J Stipetic
Cllr Wilkinson	Mr R Brewster	Mr C Donnelly
Dr S Bolt	Mr P Garnett	Mr R Handford
Mr R Spray (Vice Chair)	Mr K Vanstaen	Mr C Morgan
Mr S Bagley	Mr T Pinborough	<i>(Chair to be elected at next meeting)</i>

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. • 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.
2.	Decision making powers in relation to European Marine Site (EMS) responsibilities including: <ul style="list-style-type: none"> • Establishing the policy framework to enable accommodation of developing EMS initiatives material to Authority outputs.

- | |
|--|
| 3. Making recommendations to the full Authority in relation to the management and administration of all Marine Protected Areas in the district. |
| 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. |

Regulation & Compliance		
Cllr K Patience	Mr S Bagley	Mr J Stipetic
Cllr M Baker	Mr P Garnett	Mr C Donnelly
Mr C Morgan (Vice Chair)	Mr N Lake	R Handford
Mr T Pinborough (Chair)	Mr R Brewster	

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.

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****13th EIFCA Meeting****23rd April 2014****Payments made and monies received during the period 18th January 2014 to 9th April 2014****Report by:** Andrew Bakewell – 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 18th January to 9th April 2014 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
18th January 2014 to 9th April 2014**

Payments made during the period 18th January to 9th April 2014

	Month 10	Month 11	Month 12	TOTAL
	£	£	£	£
Transfers to EIFCA Salaries & Wages Acct.	75,000.00	73,500.00	65,000.00	213,500.00
Rent, Rates & Service Charges	1,213.00	7,581.23	2,133.75	10,927.98
General Establishment	4,381.84	8,509.33	13,778.37	26,669.54
Legal Fees		1,286.00	400.00	1,686.00
Staff Travelling & Subsistence	3,249.25	3,388.17	499.17	7,136.59
Members' Allowances	200.80	267.42		468.22
Training	1,961.47	10,214.75	4,422.71	16,598.93
Moorings/Harbour Dues	782.17	5,450.24	3,677.70	9,910.11
Pisces III Operating Costs	474.04	233.02	1,856.02	2,563.08
Three Counties Operating Costs	2,182.34	1,442.97	21,647.52	25,272.83
FPV John Allen -Operating Costs	2,131.55	674.48	991.43	3,797.46
Vehicle Operating Costs	1,233.05	1,602.34	1,307.61	4,143.00
Communication and Development	105.00	2,896.72	78.35	3,080.07
Research and Environment	10,191.18	29.74	38.48	10,259.40
Enforcement			367.38	
WNNC EMS Project Fund	117.47	163.33	568.00	848.80
Asset purchases			18,876.64	
VAT (Recoverable)	5,019.98	5,749.89	9,646.63	20,416.50
Petty Cash	50.00	50.00		100.00
TOTAL PAYMENTS MADE	108,293.14	123,039.63	145,289.76	357,378.51

Monies received during the period 18th January 2014 to 31st March 2014

	Month 10	Month 11	Month 12	TOTAL
	£	£	£	£
Treasury Deposit Interest		6,731.51		6,731.51
Lincolnshire CC Levy			452,724.00	452,724.00
Norfolk CC Levy			535,815.00	535,815.00
Wash Fishery Order - Licences				0.00
Wash Fishery Order - Licence Tolls				0.00
Lay rents	666.80	425.80	747.79	1,840.39
HMRC Mineral Oil Rebate				0.00
HMRC VAT			13,193.66	13,193.66
CEFAS Cobble & Boulder Surveys				0.00
WNNC EMS Project Fund		1,000.00	8,400.00	9,400.00
Sale of equipment	103.23			103.23
Miscellaneous Recharges and Credits	2,523.72	477.00	941.70	3,942.42
Insurance Claim (Sonde)				0.00
TOTAL MONIES RECEIVED	3,293.75	8,634.31	1,011,822.15	1,023,750.21

Vision

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13th EIFCA Meeting

Action Item 14

23rd April 2014

Report by: Andrew Bakewell – Head of Finance

Report on the Management Accounts for the period 1st April 2013 to 31st March 2014

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 (Provisional) Management Accounts for the year to 31st March 2014 are attached

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

Members will note that the provisional figures for the year show that there is a saving against budget of £88,639 (6.4% of budget). This is made up of an underspend of £58,131 and an increase in Miscellaneous Income of £30,508

The significant savings occurred in Salaries (£40,359) as a result of vacancy management, General Expenditure (£9,410) and Vessel Operating costs (£17,456), fuel and vessel hire, these savings were partly offset by an overspend in Research and Environment (£13,487), new survey equipment. Members should be aware that equipment purchases have enabled the authority to carry out more paid survey work and process data more efficiently.

The increase in Miscellaneous Income is derived from unbudgeted income from Licence Tolls and CEFAS Surveys.

Background documents

There are no background papers to this report.

Management Accounts

Financial Year 2013/2014

	Provisional Year	BUDGET Year
	£	£
<u>SALARIES & WAGES</u>		
Staff Remuneration	703,219	734,131
Pension	134,834	139,778
National Insurance	52,500	57,003
TOTAL	890,553	930,912
<u>GENERAL EXPENDITURE</u>		
Accommodation	69,294	68,305
General Establishment	76,305	80,588
Officers' Expenses	13,883	16,320
Members' Travel	2,223	6,120
Training	37,958	37,740
TOTAL	199,663	209,073
Development & Communication	22,009	20,400
Enforcement	20,648	25,500
Research & Environment	28,787	15,300
<u>VESSELS</u>		
Moorings & Harbour Dues	32,176	17,540
<u>Vessel Operating Costs</u>		
Three Counties	66,175	70,380
Enforcement Vessels incl John Allen	54,586	76,500
Pisces III	12,081	7,854
Vessel Hire	0	10,200
TOTAL	165,018	182,474
<u>VEHICLES</u>		
Operating Costs	22,261	23,411
TOTAL	22,261	23,411
TOTAL EXPENDITURE	1,348,939	1,407,070
<u>INCOME</u>		
Bank Interest	-20,933	-16,000
Legal Fees	0	0
WFO Licence Tolls	-12,075	0
CEFAS Surveys	-13,500	0
TOTAL INCOME	-46,508	-16,000
EXPENDITURE LESS INCOME	1,302,431	1,391,070

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



13th EIFCA Meeting

Action Item 15

23rd April 2014

Report on the update of expenditure approval limits

Report by: Andrew Bakewell – Head of Finance

Proposal: To provide a fit for purpose procedure for ensuring best value for the authority when procuring goods and services.

Problem/Issue Statement: Current methodology is cumbersome and resource hungry involving too many people/stages.

Back ground: The financial regulations currently in force have unrealistic limits and expectations for the 21st century. Each individual transaction is subject to the process therefore repetition is essential.

Comment and recommendations A new streamlined process will, whilst still ensuring that best value is achieved, substantially reduce the resource required to facilitate the procurement of goods and services required by the authority to efficiently perform its duties.

Outline of Process

Approved Suppliers

The authority will create and maintain a list of approved suppliers based on past experience of service, price, reliability, reputation etc,

The suppliers on the list will on a cyclical basis be tested against competition by seeking quotations or by other means of comparison to ensure they remain competitive.

Before a new supplier is added they will be benchmarked against comparable alternatives on the basis of service, price, reliability, reputation etc, or applicable combination of available factors.

Purchasing Organisations/Frameworks will be utilised wherever possible to secure best price and service.

Purchase Orders

In all cases complete a purchase order.

Send a copy of the order to the Finance department (including where required an instruction to place the order).

Purchases £0 - £250

No alternative quotes are required.

No additional approval required.

Supplier from the approved list should be used wherever possible.

Purchases £251 to £1000)

Order Process

Where goods or services are sourced from a supplier from the current approved list no alternative quotes are required.

For suppliers not on the approved list please seek one alternative quote.

(If it is likely that we will continue to use the supplier please indicate on the order for addition to approved list)

Orders to be countersigned by Line Manager.

Purchases £1001+

Process as above with countersignature by an Executive Officer.

Purchases over £5000

If ordering from approved supplier, provide one alternative quote.

If ordering from non-approved supplier 3 quotations are required.

All require CEO approval.

Consultation:

These changes have been debated and endorsed by the Executive Team.

Financial implications:

The revised process will reduce the resource required to complete the procurement cycle and better fulfil the authority's best value obligations.

Recommendations:

The committee are requested to approve the changes to the Authority's spending limits and procedures as described above.

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



13th EIFCA Meeting

Action Item 16

23rd April 2014

Report on the update of expenditure approval limits

Report by: Andrew Bakewell – Head of Finance

Alternative Banking and Investment arrangements

Proposal: To source potential opportunities for investing the reserves of the Authority.

Problem/Issue Statement: Due to the continuing low interest rates the range of products, available for fixed term (prudent) investment, has declined.

Back ground: The Authority has various deposits totalling £1.8 million currently earning interest rates from 0.4 to 0.9% per annum. The highest rate of 0.9% was achieved with Barclays investing in their fixed term bonds, this applied to £1.25 million of the total deposit, the remainder being deposited with Suffolk County Council at an annual interest rate of 0.55%. Barclays have discontinued the Fixed Term Bonds offering only very low interest alternatives.

Process

Alternative banks/institutions have been researched that provide fixed term investment products offering better interest rates.

Criteria

Recognised organisations appropriately regulated, registered and covered by the banking guarantee.

Potential Organisations identified

Cambridge and Counties Bank (backed by Cambridgeshire LGPF) are offering a 95 day access account at 1.70% interest up to a maximum balance of £1 million.

Hanley Building Society are offering 1.53% interest for an instant access account for balances up to £250,000.

Other organisations, many specialising in lending to individuals and SMEs are offering similar products.

Consultation:

These changes have been debated and endorsed by the Executive Team.

Financial implications:

The authority should be able to increase the interest on its deposits for the coming year by a minimum of £10,000.

Recommendations:

- The committee are requested to approve that the RFO and Head of Finance secure the best "low risk" interest rates for the Authority's deposits.
- The authority withdraws its deposits with Suffolk CC and places these in a higher yielding investment.

Vision

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Action Item 17

13th EIFCA meeting

23 April 2014

Lay Review and Application Process Update

Report by: L P Godwin, Marine Environment Officer

Purpose of the report

To update Authority members on progress made towards processing pending applications for Wash Fishery Order 1992 shellfish lays. In addition, Authority members are asked to consider a request for two lay holders to exchange lays.

Recommendations

It is recommended that members:

- **Note the progress made towards processing Wash Fishery Order Lay applications.**
- **Agree to choose between Option 1, 2 or 3 regarding a request for two WFO Shellfish Lay holders to exchange lays:**
 - **Option 1 – agree to lay exchange through the exchanging of leases and direct Officers to seek ministerial consent for exchange;**
 - **Option 2 – agree to lay exchange through subleasing mechanism and direct Officers to seek ministerial consent for sublease;**
 - **Option 3 – decline lay exchange**

Wash Fishery Order Lay Applications update

Updated Lease Agreement

At the 11th Eastern IFCA meeting the Authority resolved to renew expired leases under the existing lease agreement with an expiry date of October 2014 with a view to consider renewal of expired leases under an updated lease agreement.

As a legal document, the lease agreement uses legal terminology and is difficult to understand. Furthermore some of the legislation referenced is now out of date. An updated lease would enable the Authority to include in the lease agreement; conditions that are more pertinent to a contemporary several-fishery, up-to-date legislation and provide a document more easily interpretable by the lay person.

Examples of such amendments include an agreement within the lease for dealing with the ownership of a lay and its contents should a lessee pass away – this issue is not presently covered in either the lease agreement or the Wash Fishery Order 1992.

Eastern IFCA Officers have liaised with Crown Estate Agents to discuss a new WFO mussel lay lease agreement. Officers are now liaising with legal experts to produce a new lease agreement which will be presented for the Authority's consideration at the July Statutory meeting.

Habitats Regulation Assessment for Lay applications

At the 11th Eastern IFCA meeting the Authority resolved to process the applications of those lays that had been at least partially processed – those WFO shellfish lay applications that were consented by the Authority pending further advice from Natural England. A legal requirement of the lay application process is to complete a Habitats Regulations Assessment for Natural England's consideration⁵. In producing a Habitats Regulations Assessment the following aspects will be considered:

- Damage to intertidal mudflats and sandflats and associated biotopes
- Disturbance to harbour seals
- Disturbance to over-wintering birds
- Impacts on natural mussel and cockle stocks (including food availability)

In order to assess potential impacts on intertidal mudflats and sandflats and associated biotopes, Eastern IFCA Officers will need to conduct field surveys which are provisionally planned for mid-June. The surveys are likely to take upwards of 5 boat days. Write up of the evidence collected during these surveys will likely take a further 5 Officer days.

In addition, Officers will be using currently available datasets to assess impacts on bird and seal disturbance and impacts on natural mussel and cockle stocks. This will likely require upwards of 10 officer days.

There are 9 lay applications being taken forward, all of which require Habitat Regulations Assessment. It is likely that the first assessments will be submitted to Natural England for consideration from July onwards.

Eastern IFCA Officers have been working very closely with Natural England staff to ensure that the planned research will collect evidence sufficient to determine whether impacts to the European Marine Site will occur as a result of granting the lay applications. However there is no guarantee that the conclusion of this work will be favourable for lay applicants. Eastern IFCA has an obligation to ensure that the environment is not adversely affected by consented fishing activity⁶.

Request to exchange lays

Background

Eastern IFCA has received a request from two lay holders to exchange lays (letters received 11th February 2014). The two lay holders feel that an exchange of lays would

⁵ Wildlife and Countryside Act 1981 – section 28I and Conservation of Habitats and Species Regulations 2010 – regulation 61.

⁶ Wildlife and Countryside Act 1981 (as amended) – section 28G; Marine and Coastal Access Act 2009 – Section 154; COUNCIL DIRECTIVE 92/43/EEC on the conservation of natural habitats and of wild fauna and flora (Habitats Directive) – Article 6(3).

be better suited to their current situations including ease of access and the size of each lay. It should be noted that the lays are not the same size and so it would result in the net gain of 2.5 ha for one lay holder (see Appendix 1).

The Wash Fishery Order 1992 does not consider a process for 'exchanging' lays, as such to fulfil the request the lay holders would have to relinquish and reapply for the lays in question (**Option 1**). Given that there is currently a waiting list for new lay applications, with some applicants having waited upwards of five years this approach could be perceived as inappropriate.

An alternative solution is to grant permission for the two lay holders to sub-lease their lays to each other – section 6(3) of the Wash Fishery Order 1992 states that lease holders can sub-lease a WFO Shellfish lay with permission from the Authority⁷. Sub-leasing lays is a common practise at present and has a legislative framework set out in the Wash Fishery Order 1992 (**Option 2**).

There is however a perception from some members of the fishing industry (anecdotally reported by Eastern IFCA Officers) that the practise of sub-leasing is preventing any lays from re-entering the 'system' to the detriment those fishermen without lays. Through the mechanism of sub-leasing, a lay holder who has no intention of using a lay could retain possession of the lease whilst sub-leasing it out.

When the Wash Fishery Order 1992 was written, the number of lays that could potentially be granted within The Wash was not limited. Given the findings of the review of consents (2013) and the food availability study it is more likely that there are a finite number of lays and at present we may be close to the maximum number of lays The Wash can support. As such, sub-leasing as written in the Wash Fishery Order 1992 may not be appropriate to the current situation. The Authority may feel it is reasonable not to grant an exchange through any mechanism (**Option 3**).

The Wash Fishery Order 1992 does however state that the Authority must not '*unreasonably withhold consent*' to subleasing³. In considering option 3, the Authority should also consider whether it is *unreasonable* to do so.

Options

Option 1

Allow the lay holders to exchange lays by relinquishing and reapplying for the other lay. The effect of this would be that the lay holders would hold the lease for the exchanged lay. As per Section 6(2) of the Wash Fishery Order 1992, Officers would be required to seek ministerial consent for the exchanging of these lays.

Risks – This option could be perceived as being unfair given the waiting list for lay applications and given that there is likely to be a finite number of lays in The Wash. This would prevent these lays from re-entering the system to become available to applicants on the waiting list. This approach is not consistent with current practices and may not maintain a 'level playing field'.

⁷Section 6(3) of The Wash Fishery Order 1992 - "*Any lease shall forbid the making of an assignment thereof or the grant of, or assignment of, a sub-lease without the consent of the Committee and the Committee shall not unreasonably withhold such consent...*"

Option 2

Grant permission for the lay holders to sub-lease the lays to each other. The effect of this would be that each lay holder would retain possession of their lay but would grant permission for the other to use it for shellfish propagation. This option is in keeping with the current practices and the president which has been set up to this point. As per Section 6(4) of the Wash Fishery Order 1992, Officers would be required to seek ministerial consent for the sub-leasing of these lays.

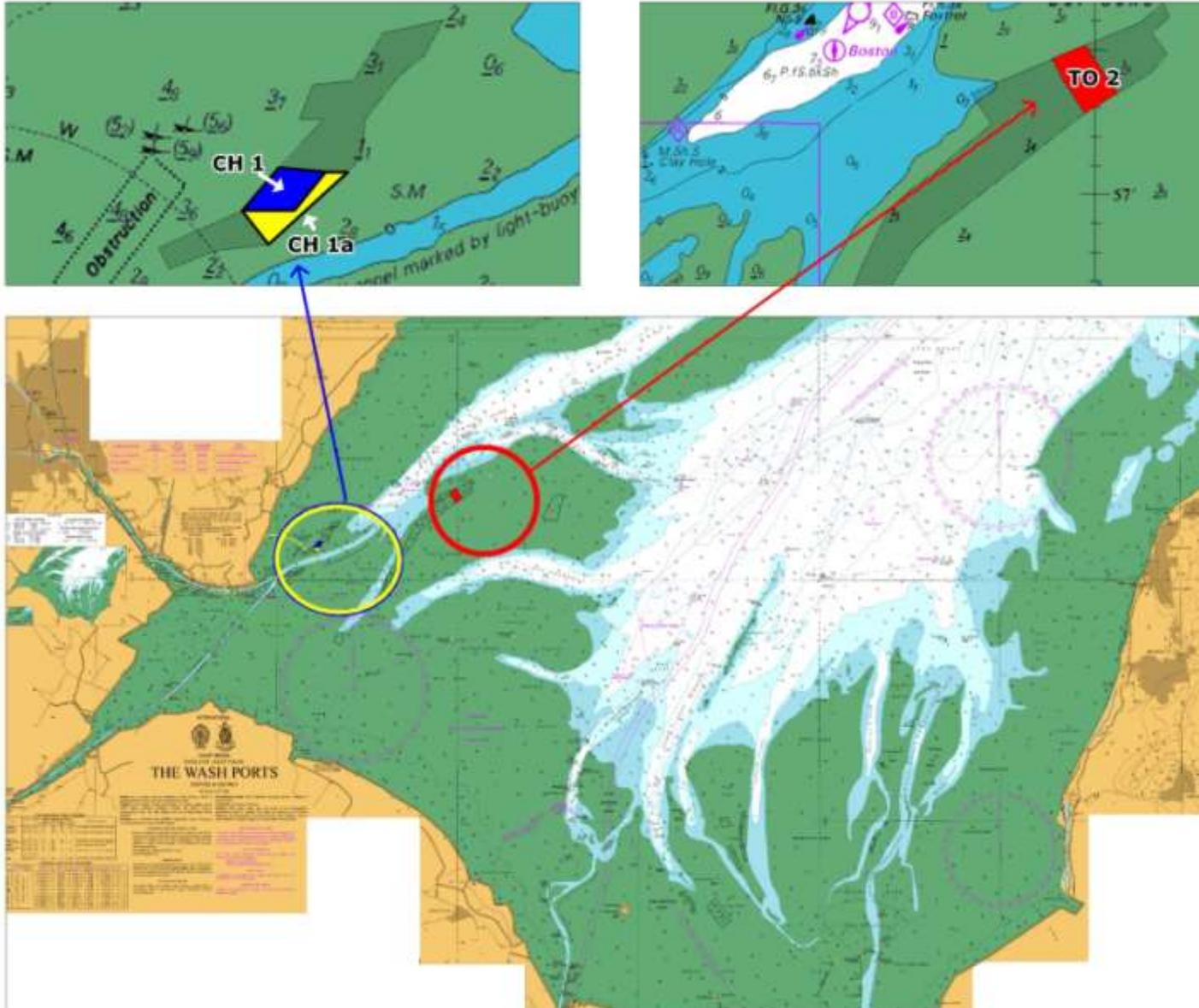
Risks - This option could be perceived as being unfair given that there is likely to be a finite number of lays in The Wash. This would prevent these lays from re-entering the system to become available to applicants on the waiting list. There are also uncertainties associated with subleasing for example, ownership of lays in the instance of the death of a lay holder – these issues are however currently being considered as part of the update to the lease agreement.

Option 3

Refuse the request for a lay exchange or sub-lease. The effect of this would be that both lay holders retain possession of their current lays.

Risks – Whilst this approach could be considered more appropriate to the current situation, it would be in contrast to the position taken in the past in similar situations. It would potentially be perceived as unfair given the president set in the past.

Appendix 1: Locations of mussel lays CH 1, CH 1a and TO 2





Eastern
IFCA
Inshore Fisheries and
Conservation Authority

Areas in hectares	
CH 1	= 3.868
CH 1a	= 3.094
TO 2	= 9.485

Ref: Lays CH1, 1a and TO2

Date: 04/04/2014

Not to be used for Navigation

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S:\3 Level\Layer Review\GIS\Lays CH1, 1a and TO2 Layout

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 19

13th EIFCA meeting

23 April 2014

Research & Environment Plan 2014-15

Report by: J C Stoutt, Senior Marine Environment Officer
R W Jessop, Senior Research Officer

Purpose of report

The purpose of this paper is to present the Research & Environment Plan for 2014-15.

Recommendations

It is recommended that members:

- **Note the contents of the report.**
- **Agree the Research & Environment projects for 2014-15.**

Background

As a Statutory public body Eastern Inshore Fisheries and Conservation Authority (Eastern IFCA) is mandated under the Marine and Coastal Access Act 2009 to prepare and publish annual plans and reports on their activities for Defra. The annual Research and Environment Plan sets out the key work areas undertaken by the scientific arm of the organisation, which enable the IFCA to act in an evidence-based decision making role. This plan complements both the full Annual Plan for Eastern IFCA, and the Research & Environment Strategy 2013-18 that was developed and agreed in 2013.

The Research & Environment Plan 2014-15 sets out the priorities for the Research and Environment teams during this period, which align with the Authority's priorities laid out in the Eastern IFCA Annual Plan 2014-15. It includes an outline of the fourteen Research and seven Environment projects or key work areas that are planned to be undertaken this year, detailing project objectives, key outputs, responsible officers and partnership organisations involved in the work.

Officer time has been allocated for each project, over each quarter, based on known and predicted requirements for the coming year. Recruitment of an additional Environment Officer during the first quarter will augment the available resource for this team, in order to help meet the expanding workload of the

European Marine Site fisheries assessment project and the consultations project in particular.

Background documents

3. Eastern IFCA Research & Environment Plan 2014-15
4. Eastern IFCA Annual Plan 2014-15
5. Eastern IFCA Research & Environment Strategy 2013-18

Appendices:

Eastern IFCA Research & Environment Plan 2014-15 (included separately)

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



Information Item 20

13th EIFCA Meeting

23 April 2014

Report by: P J Haslam, Chief Executive Officer

Quarterly progress against Annual Plans

Purpose of report

The purpose of this report is to update members on progress towards the objectives established in the Annual plan.

Recommendations

Members are recommended to:

- **Note the contents of this report**

Background

Eastern Inshore Fisheries and Conservation Authority is mandated to produce an annual plan each year to lay out the expected business outputs for the year ahead. The plan for financial year 2013-14 was agreed by the Planning and Communication Sub-Committee on 11 March 2013 and published thereafter.

The tables at the Appendix detail the priorities and objectives and the progress to date. An agreement between Defra and the Association of IFCAs (on behalf of all IFCAs) has been brokered in order to enable IFCAs to subordinate the delivery of less pressing higher level objectives in recognition of the extraordinary demands being made of IFCAs this year⁸.

Report

Progress against the priorities established by Authority members and the High level objectives set by Defra is captured in the Appendix.

Conclusion

Eastern IFCA has delivered success across the breadth of its remit in financial year 2013-14. From delivering Defra intent to manage the interaction of fishing activity with sensitive features in European Marine sites through statutory means;

⁸ Unreferenced letter Matthews (Defra)/Bolt (AIFCA) dated 12 Jun 13 - '*Statutory duties and requirements must be delivered. We also recognise that implementing important policies, such as providing management measures for EMS might reasonably require you to re-prioritise resources, staff and the delivery schedules for other outputs set-out in the Defra guidance¹ to IFCAs. Those other High Level Objectives remain important but in light of the current delivery environment outputs identified three years ago may need to take a lower priority.*'

enabling productive fisheries in the Wash; ensuring a balance is struck between marine development and preservation of existing activities and going out to meet with our stakeholders, staff have performed above and beyond the contractual requirement. Much more has been delivered and will continue to be delivered in 2014-15 with some judicious pruning of the less essential outputs to allow appropriate focus of the key deliverables.

Background documents

Eastern Inshore Fisheries and Conservation Authority Annual Plan 2013-14.

APPENDIX 1

Eastern Inshore Fisheries and Conservation Authority

23 April 2014

Quarterly Progress against Annual Plan

8 major priorities were established in 2013-14.

Major Priority	Progress
<p>To secure appropriate funding to deliver mandated outputs</p>	<p>Ongoing. At a meeting of the Association of IFCA on 8 Jan 14 the Fisheries Minister announced that the provision of New Burdens Funding will be rolled over for 1 year to align with the next general election.</p> <p>This means that the immediate problem has been resolved but the longer term issue of who pays the residual funding remains unresolved. The Association of IFCAs has accepted an action to draw up a strategy to continue the debate with both Defra and the Dept of Community and Local Government in order to secure commitment to funding. Councillors may wish to encourage their respective Finance Directors to engage in a similar debate to ensure that local authorities are well informed about any developing initiatives for future funding.</p> <p>The reality is that pre-election there is unlikely to be any firm commitment to funding.</p>
<p>To continue investments in staff to preserve appropriate subject matter expertise</p>	<p>Ongoing</p> <p>The appraisal system has been successfully introduced and is completing its first cycle with year end appraisals being conducted. The processes and routines of formal staff direction and guidance are becoming more intuitive garnering positive feedback from staff.</p>

	<p>The personal training and development package has resulted in the training budget has been fully utilised. All staff now have the appropriate training to carry out their roles.</p> <p>Staff movements earlier in the year have been capitalised upon and a review of the staff structure to shape it appropriately for the challenges of the next years has been completed. The outcome was a re-balancing of posts, while remaining with the current salary bill, to add another member to the Environment team and two more Enforcement personnel. The process of review engaged all staff and reflects where there are consistent demands for extra resource within the business.</p>
<p>To deliver fisheries management measures for designated 'Red' features (those at highest risk) with European Marine Sites within the mandated timeframe</p>	<p>Complete The byelaw process is complete and the product has been delivered to Defra for ministerial approval. It is expected to be signed by the end of April 2014.</p>
<p>To commence a comprehensive byelaw review process comprising of three stages:</p> <ol style="list-style-type: none"> 1. exclusion of byelaws not applicable or relevant to the Eastern IFCA District 2. like for like substitution of uncontested byelaws directly applicable to the Eastern IFCA District 3. development of complex or contested or new byelaws. 	<p>On hold Initial actions have been completed but this project has necessarily been shelved to make room for the more pressing EMS byelaw activity. The plan is to fully engage with this process in 2014-15.</p>
<p>To procure sea going enforcement assets</p>	<p>Ongoing <i>FPV John Allen</i>, an 11m cabin RHIB was procured in May 13 and fully operational thereafter. An assessment of the utility of the vessel has been conducted and used to inform the process to write the statement of requirement and specification for the next vessel which is underway. Investment are now being made to assure the resilience of sea going operations by procuring</p>

	replacement parts for the most vulnerable components in the drive train. Similarly, updates to the navigation and tracking device in the cockpit are being sourced.
To implement a district-wide risk based enforcement approach	On hold Initial actions complete but this project is on hold to allow national MMO/IFCA agreements to be developed.
To discharge responsibilities under the Wash Fishery Order (1992) and consider a review of its provisions	Complete Responsibilities have been discharged via the MPA sub committee. Successful and productive fisheries were conducted for both cockle and mussel in the Wash. The process to review the WFO will be subject to initial scoping in 2014. It is expected to indicate a sensitive, complex and time consuming task that will demand a good deal of resource and will have to feature as a key activity in subsequent years once emergent MPA regulation projects have subsided.
To introduce fisheries management measures in designated Marine Conservation Zones	Ongoing The first tranche of MCZs has been designated and does not include any sites in the eastern district. Consultation on the second tranche of sites which includes Cromer Chalk reef will begin in 2015.

Subordinate Priority	Progress
To advance the Authority's understanding of the species, habitats and activities occurring in the district	Ongoing Research projects as selected and directed by the Planning and Communication sub-committee have been scoped, planned and are underway. These district wide activities are: <ul style="list-style-type: none"> • Wash cockle growth study • Crab and lobster stock survey • Juvenile Fish survey • Mono filament net survey
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 (A2012) project	Complete the outcomes of A2012 have been deliberated upon at Authority level. Following direction from the 12 th EIFCA meeting, a Recreational Sea Angling (RSA) strategy has been drafted and is

	currently being reviewed by RSA stakeholders. It is expected to be implemented in 2014 to drive forward wider recognition of the value and benefit of RSA and to seek investments to reflect its importance.
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.	Complete Full contribution has been made to Project Inshore which is now at Phase 3. The initial regional Phase 3 report was disappointingly generic and did not move the local fisheries management debate forward. Discussion is taking place with Project Inshore to make sure that the significant investments made to date will deliver the 'roadmap' and/or 'blue print' for inshore fisheries management that was highlighted as the purpose of the Project. Once finalised, the findings of the report will be delivered to Authority members and management action shaped to take it into account.
To contribute to data requirements to meet Marine Strategy Framework Directive commitments (particularly crab and lobster)	Ongoing Part of the 'in house' Crab and lobster survey outlined above and the potential assistance of Project Inshore. Similarly, dialogue is in progress with Cefas to contribute to a proposed lobster survey.
To engage with marine planning issues, including consultations on developments.	Ongoing Responses have been provided for numerous marine planning and licensing activities including offshore renewable energy developments and maintenance activities; aggregates dredging; coastal defences and aquaculture projects throughout the district. In addition, EIFCA staff members are routinely contributing to public meetings and bespoke working groups to ensure that relations between stakeholders and developers are conducted appropriately and IFCA outputs safeguarded. The CEO is chairing the Commercial Fisheries Working Groups for both East Anglian Offshore One and Greater Gabbard offshore renewables development.
To promote the work of Eastern IFCA through outreach events.	Complete EIFCA has completed a very comprehensive suite of events throughout the district in order to promote engagement with stakeholders and to ensure that the Authority is recognised and heard. Feedback has been extremely positive.

Success Criterion 1: IFCA's have sound governance and staff members are motivated and respected

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(1.1) The development of an annual plan to meet the requirements of the Authority and Defra. To be prepared and published by 31 st March.	Delivery of Annual Plan for signature by Planning and Communication sub-committee with document published by 31 st March 2013. Delivered 11 Mar 13 Development of annual plan 2014-15 Complete 26 Feb 14.	●			●
(1.2) Annual reports meeting the requirements of the Authority and Defra are prepared and published	Publication of the Eastern IFCA Annual Report 2012-2013 Delivered 30 Oct 13			●	
(1.3) The issues impacting sea fisheries resources within the Eastern IFCA District have been identified, prioritised and, where appropriate, suitable management plans for them put in place by April 2015; management plans and progress against them are reflected in annual plans and reports	Deliver fisheries management measures for to protect designated 'Red' features within EMS – Delivered to meet deadline of 31 Dec 13, ministerial sign off expected by end Jan 14 Develop and publish the Authority's Environment and Research Strategy – Delivered 5 Jun 13 Scope the review of the Wash Shellfish policies – not achievable – carried forward to 2014 Scope the review of the administration of the WFO 1992 not achievable – carried forward to 2014 Support district fishermen in bid to achieve MSC accreditation for the brown/pink shrimp fisheries within the district. Ongoing – progress is stalling with significant issues to be resolved amongst the commercial fishing stakeholder base. Understand our commitments to meet MSFD requirements, particularly Crab and lobster stocks – Ongoing utilising surveys and potentially assistance from Project Inshore Strengthen internal process for identifying and prioritising issues impacting sea fisheries resources within the district. – Ongoing more accurate recording and interpretation of landings data conducted to highlight issues. Unregulated fisheries ranked by priority for subsequent action.	●	●	●	●
(1.4) A staff management system, including training and development plans, is in development and being tested during	Staff performance management system linking to individual training and development plans - developed and implemented – Ongoing end of year appraisals being carried out.	●	●	●	●

2013 for approval by staff and the authority and implementation in 2014					
(1.5) Staff resources and capability is assessed against IFCA objectives and duties with a gap analysis by April 2013; plans for addressing problems and progress against them are reflected in annual plans and reports	Staff resources and capability monitored against objectives and duties. Ongoing - Recent staff movements presented an opportunity to review the staff structure wholesale. Adjustments to the structure have been made to reflect where the pinch points are routinely felt.	●	●	●	●
(1.6a) Systems are developed and implemented that enable all staff and members to contribute to and comment on all IFCA policies and business by Sept 2012; systems follow best practice/principles in Investors In People	Human resources specialist has been recruited by the Authority. In 2012/13 the Authority completed a review of job descriptions and remuneration. The focus for 2013/14 will be: <ul style="list-style-type: none"> maintaining Investors In People status - not achieved. IIP assessment led to a status of 'working with the standard' maintain staff feedback questionnaire - complete as part of IIP review introduce processes to support appropriate ways of working - complete - all staff have received training required to enable them to carry out mandated duties 	● ● ●	● ● ●	● ● ●	● ● ●
(1.6b) Staff and members are content that they can influence the development of policy for the IFCA demonstrated through annual feedback	Identify and encourage the development of an appropriate culture for the Authority and its employees Regular line management and monthly staff meetings capture staff suggestions - achieved. 'Bright Ideas' proforma developed - achieved.	● ● ●	● ● ●	● ● ●	● ● ●

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

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(2.1a) The issues impacting sea fisheries resources within the IFCA District have been identified, prioritised and, where appropriate, suitable management plans for them put in place by April 2015; management plans and progress against them are reflected in annual plans and reports	<p>All fisheries operating within the district are identified spatially and temporally – Ongoing Research project planned and underway.</p> <p>Contribute to 'Project Inshore' to assess each major fish and shellfish stock in the District – See comment above.</p> <p>Consider including MSFD (Crab and Lobster stocks) projects in the 2013/14 research plan – Research project planned and underway.</p> <p>Link to HLO PI 1.3</p>	•	•	•	•
(2.1b) All byelaws made after April 2011 meet the requirements of Defra guidance	<p>Regulatory and Compliance Sub-Committee operational - Complete</p> <p>Training provided to the Regulatory and Compliance Sub-Committee prior to the committee considering any new byelaws - Complete</p> <p>Impact assessments undertaken to provide robust audit of social, economic and environmental effects of any new byelaws - Achieved. Flexible closed area byelaw to manage fishing activity in EMS acknowledged as innovative and produced in accordance with Defra protocols.</p>	•	•	•	•
(2.1c) IFCA's have necessary records and database systems in place to inform decision making	<p>Developed working partnership with Norfolk County council to:</p> <ul style="list-style-type: none"> • Review data holdings – Ongoing. Paper data holdings reviewed and new storage brokered. Electronic data holdings management solution sourced and project commences April 2014 • Develop appropriate file structure – aligned with above. • Establish linkages with other agencies' databases - A major task that has not yet started. • Develop management information products – electronic timesheet delivered in april 2013, 	•	•	•	•

	updated in April 2014 to reflect refined management information requirements.				
(2.2a) The byelaw review and changes are on schedule to meet the objective of reviewing and evaluating all legacy byelaws by 2015	<p>Byelaw review project scope established - Complete</p> <p>Byelaw review commenced with existing byelaws assessed and prioritised for revocation, like for like replacement or further research and development - Initial actions complete but on hold to enable delivery of EMS Byelaw</p> <p>Byelaws that are no longer relevant revoked- Initial actions complete but on hold to enable delivery of EMS Byelaw</p>	•	•	•	•

Success Criterion 3: A fair, effective and proportionate enforcement regime is in place

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(3.1a) Annual enforcement risk register published on each IFCA website and available for viewing at each IFCA office by 30 April each year	<p>Interim enforcement risk register developed and published – Initial actions complete</p> <p>Detailed enforcement Risk Register developed</p> <p>Detailed risk based enforcement framework developed and implemented</p>	•		•	•
(3.1b) The IFCA's enforcement risk register is peer reviewed. The peer review comments are forwarded to the CFO and Chairman of the IFCA	<p>Enforcement risk register peer reviewed by CEO of Kent and Essex IFCA and Sussex IFCA Awaiting national level processes to be established in order to achieve alignment.</p> <p>Peer review comments forwarded to the CEO, Chair of the Authority and Chair of Regulatory and Compliance Sub-Committee</p>			•	•
(3.1c) The enforcement risk register is compiled in a standard format approved by all IFCA's and provided to the national peer review panel by the 28 February each year	<p>Explore the opportunity for the development of a national IFCA standardised risk register As above</p> <p>Explore the opportunity for the development of a national IFCA standardised risk based enforcement framework Complete – in the absence of national level solution, local IFCA/MMO process established.</p>	•	•	•	•
(3.2a) A code of conduct for inspections both ashore and at sea is created by 30 th October 2011 and reviewed annually. The code of conduct is published on each IFCA's website and available from each IFCA's office by 30 April each year	<p>A code of conduct for inspections has been published and is available on website Complete</p> <p>Annual review of code of conduct</p>				•
(3.2b) Establish a national IFCA/MMO team by 30 th October 2011 to	<p>Support the development of an IFCA/MMO assessment team. <i>N.B. Dependent on national action for Performance Indicators to be met</i></p>	•	•	•	•

<p>independently assess the overall quality of enforcement inspections conducted by each IFCA on an annual basis with the results reported back to the CEO and Chairman of the inspected IFCA by the 30 April each year</p>	<p>Participate in national meetings and programmes</p> <p>MMO/IFCA training formal accreditation process established with EIFCA input.</p>	<p>•</p>	<p>•</p>	<p>•</p>	<p>•</p>
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(Continued) Success Criterion 3: A fair, effective and proportionate enforcement regime is in place

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(3.2c) Development of an SLA between IFCA, MMO, NE and EA regarding the provision of standardised enforcement training and the secondment process for officers of each signatory by 30 April 2012	<p>Complete Standardised national level accredited training package has been delivered by MMO and is available for all officers. Eastern IFCA management requirements will be established.</p> <p>Secondment of personnel is agreed and captured in individual MoUs (complete)</p>	●	●	●	●
(3.2d) Each IFCOs enforcement knowledge and performance is assessed (to nationally determined standards - to be developed by 30 April 2012) on a bi-annual basis whilst attending the national enforcement training course	<p><i>N.B.</i> Dependent on national action for Performance Indicators to be met</p> <p>Eastern IFCA IFCOs to be assessed and identified as competent prior to being issued with a Warrant</p> <p>Training courses identified in personal development plans - Achieved</p>	●	●	●	●

Success Criterion 4: IFCA work in partnership and are engaged with their stakeholders

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(4.1a) Initial MOUs are agreed and adopted by end of April 2011	Memoranda of Agreement/Understanding have been agreed with NE/EA/MMO/Cefas. have been developed with NE & MMO	●	●	●	●
(4.1b) Discussions have been held with partner organisations with regard to Service Level Agreement (SLAs); SLA (if required) are agreed and adopted by April 2012	MoUs/MOAs/SLAs with NCC, LCC, ACPO, WNNCEMS, KEIFCA, NEIFCA, AIFCA developed	●	●	●	●
(4.1c) Identify and discuss with lead local authority requirement for SLA by October 2011	Achieved	●	●	●	●
(4.1d) Each MOU and SLA is reviewed annually to ensure effective delivery of objectives as defined in the annual plan; progress against MoU action plans is reflected in annual reports	MOUs reviewed	●	●	●	●
(4.2a) Set-up database of stakeholders from current list by April 2011. Update list every 6 months. Review contacts list annually	Community Development Officer (CDO) recruited. Contacts management in hand – Database of stakeholders set up.	●	●		

(4.2b) Engagement strategy developed by April 2012	Communication and Engagement Strategy agreed by Planning and Communications Sub-Committee (PCSC). Annual output plans flow from this strategy.	•	•		
(4.2c) By April 2012 each IFCA to create a website to give access to current information; all regular forms and documents to be provided electronically by April 2013. Website is reviewed and updated monthly	Complete.	•	•	•	•
(4.2d) Develop interpretation boards and presentations to allow greater interaction with stakeholders	Interpretation boards designed and manufactured, to be installed at appropriate coastal locations within district - Complete. Eastern IFCA scheduled to attend community shows in 2013 - Display infrastructure procured and regional events attended in accordance with the Communications and Engagement plan.	•	•	•	•
(4.3a) Reviewed stakeholder and communication strategy/plans and stakeholder database completed by April 2014	Complete.	•	•	•	•

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

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(5.1a) By April 2012, committee to sign off strategic research plan, which has undergone consultation, covering the period until April 2015	Five year Environment and Research Strategy to be presented to the PC Sub-Committee by 31 March 2013 Complete	•			
(5.1b) Research plan is published each year	Annual (2013/2014) Environment and Research Plans developed by officers and presented to PC Sub-Committee Complete -Annual Environment and Research Plans published on Authority's website	•	•		
(5.1c) Previous year's research report published each year	The 2012/13 will be published at the end of April 2013. Complete		•		
(5.1d) IFCA annual report to demonstrate how evidence has been used in decision making processes	Annual Report illustrates how the Authority has incorporated evidence in its decision making - Annual report 2012-13 approved 30 Oct 13.	•	•		
(5.2a) By April 2012 develop and agree MoUs with delivery partners and review annually	Included in MoUs in HLO 4.1	•	•	•	•
(5.2b) IFCA representative to take part in annual IFCA scientific conference	In 2012/13 Authority Research and Environment staff participated in a variety of scientific fora. This included World Fisheries Congress, Rare Fish (IFM) Conference, and Coast MS discussions. All Authority Research and Environment Staff participated in the IFCA Technical Advisory Group	•	•	•	•

	conference. Similar participation will continue (links to HLO 1.4). Ongoing – E&R team represented at TAG, Leadership in Science seminar, KEIFCA Biosecurity conference, IFM conference amongst others.				
(5.2c) IFCA representative to proactively be involved in relevant evidence networks to share best practice, e.g. Technical Advisory Group.	Eastern IFCA Senior Research Officer leading role in Technical Advisory Group. Eastern IFCA Research & Environment Officers provide information and training in specialist fields to others to forward the development of best practice. Ongoing	•	•	•	•
(5.3a) IFCA annual plan and report demonstrate use of evidence, resources and capability as per strategic research plan	2013-2014 Annual Plan developed incorporating 5.3a Complete	•			
(5.3b) Seek appropriate peer review of research reports	Peer review process established through regular cross pollination of information and best practice between South Eastern IFCA ⁹ .	•	•	•	•
(5.3c) IFCA annual plans and reports, including research plans and reports, are published online on the IFCA and Technical Advisory Group websites	2013-2014 Annual Plan published on Eastern IFCA website Complete 2011/2012 and 2012/13 Annual Report published on Eastern IFCA website – Complete 2013/2014 Environment and Research Plans published on Eastern IFCA website and circulated with TAG – Complete.	•	•		•
(5.4a) Develop knowledge sharing plans and procedures by April 2014.	Development of knowledge sharing plans explored with Kent and Essex IFCA and Sussex IFCA /TAG – On hold pending national initiatives.	•	•	•	•
(5.4b) Knowledge sharing plans are reviewed and amended annually	Link to 2.1c		•		

⁹ Eastern, Kent and Essex and Sussex IFCA

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

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(6.1a) Identify where there are shared objectives in managing the marine environment with partner organisations by April 2012 and identify how these impact on IFCA's objectives	MoU developed with Kent and Essex IFCA regarding management of the River Stour - Complete MoU developed with North Eastern IFCA regarding respective roles in the Humber EMS - Complete Local Annex to MMO MoU established with Eastern district - Complete	●	●		
(6.1b) Shared objectives are set out in annual plans	EIFCA/MMO Shared objectives reflected in MoU and reviewed at monthly tactical control group meetings - Complete	●	●	●	●
(6.1c) Progress of shared objectives reported on in annual reports	Included in Annual Report	●			
(6.2a) Plans and processes for raising awareness of IFCA's work in place by April 2013	Communications and Engagement Strategy completed by CDO. - Complete Outreach and education events scheduled	●	●	●	●
(6.2b) Examples of engagement set out in annual reports	Included for the 2012/13 Annual Report			●	
(6.2c) Feedback from relevant stakeholders regarding the effectiveness of engagement is routinely sought	Feedback included as part of the Development of a Communications and Engagement Strategy (links to HLO 6.2a) Quarterly community meetings scheduled	●	●	●	●
(6.3a) The issues impacting sea fisheries resources within the IFCA District have been identified, prioritised and, where appropriate, suitable management plans for them put in place by April 2015; management plans and progress against them are reflected in annual plans and reports	1.Environment and Research Strategy delivered to PC Sub Committee by April 2013 (links to HLO 5.1 a&b) 2. Gather information to deliver fisheries management measures for designated 'Red' features in European Marine Sites within the mandated timeframe; - Complete 3. Project Inshore – as for HLO 2.1a - Complete 4. Wash cockle and mussel management policies reviewed (links to HLO 1.3) - on hold pending WFO review 5 Start to assess amber and green fishery/feature interactions in EMS - Ongoing	●	●	●	●
(6.3b) Examples of proactive involvement in relevant networks to share best practice are reported in annual reports	Included in Annual Report (links to 6.2b)	●			

(6.3c) 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	Eastern IFCA officers liaison with, and comment to the MMO marine planning team during consultation on the East coast marine plans to be launched mid 2013 – Draft East Coast Inshore Marine Plan received for comment 16 Jul 13 – response developed in concert with constituent councils forwarded 3 Oct 13.	●	●	●	●
(6.4a) Assessment of the condition of Marine Protected Areas by statutory bodies, where available, have been taken into account when developing suitable management plans	<p>Liaison with Natural England for up-to-date information on condition of MPA features - Ongoing</p> <p>MPA feature condition considered against conservation objectives as Eastern IFCA develops fisheries management within MPAs - Complete</p> <p>Habitats Regulations assessment undertaken by Eastern IFCA for Wash Fishery Order fisheries - Complete</p> <p>Information gaps identified and joint planning undertaken with statutory bodies to obtain EMS condition data for amber and green fishery/feature interactions - Ongoing</p>	●	●	●	●
(6.4b) IFCA's can demonstrate effective representation on relevant management boards/steering groups for Marine Protected Areas, where appropriate	<p>Maintain active role as lead authority for the WNNCEMS and employs the WNNCEMS Project Manager Complete</p> <p>Maintain active role as member of the Stour & Orwell Estuaries Management Group - Complete</p> <p>Maintain active role as member of the Humber Estuary Relevant Authorities Group - delegated to NE IFCA</p>	●	●	●	●
(6.4c) IFCA's can demonstrate delivery of the principles outlined in Government guidance on sustainable development	<p>IFCA developing ISO 14001 compliant Environment Management System, including training staff for auditor roles.</p> <p>Utilise and apply Defra guidance for IFCA's on sustainable development (Q1 Q2)</p>	●	●	●	●

Success Criterion 7: IFCA's are recognised and heard

High Level Objective Performance Indicator	Action:	Q1	Q2	Q3	Q4
(7.1a) By April 2012, each IFCA is actively involved, through membership, in the direction, good governance and running of the AIFCA	AIFCA enabled EIFCA CEO Director of AIFCA	●	●	●	●
(7.1b) Initial MOUs are agreed and adopted by end of April 2011; SLAs (if required) are agreed and adopted by April 2012. Each MOU and SLA to be reviewed annually to ensure effective delivery of objectives as defined in the annual plan	Agree MOAs with EA/NE/Cefas (links to HLO 4.1) – on hold pending re-organisations Develop SLAs Review MOUs/SLAs	●	●	●	●
(7.1c) By April 2012 partnership working is embedded in each IFCA (and partner organisation), evidenced on an annual basis by regular liaison meetings and joint or collaborative activities as defined in the annual plan	Host and attend regular Eastern Regional Liaison Group meetings (Police/EA/MMO/KEIFCA) – Complete Continued participation of a South East IFCA (KEIFCA/SIFCA) working group to carry forward items of mutual benefit Employment of the WNNCEMS Project Manager – Complete Close working with partner organisations is encouraged when dealing with case studies	●	●	●	●
(7.2a) By April 2013 a strategy for the promotion of IFCA's work is developed, including the development of promotional / communication plans which are to be reviewed annually	Communication and Engagement Strategy re-aligned to deliver against outcomes of Mackman Group benchmarking study Engagement opportunities identified Community meetings held Feb/Jun/Jul/Aug/Nov. Development of Area IFCO roles to adopt a higher profile in relevant communities – ongoing Appropriate display infrastructure identified and resourced – Complete	●	●	●	●
(7.2b) By April 2013 annual reports by IFCA's to include a specific element which has data on 'compliments, comments and complaints' from stakeholders and general public and significant events which have demonstrated the IFCA's PR strategy is operational	Include a public engagement section within the 2013-2014 Annual Report – complete.		●		
(7.2c) By April 2013, as a minimum, each IFCA to hold proactive biennial stakeholder	Area Community engagement meeting conducted after quarterly IFCA meetings – Complete	●	●	●	●

meetings and events to inform and consult with all interested parties in the IFCA District	Other engagement opportunities identified, resourced and attended	•	•	•	
(7.2d) By April 2012 each IFCA to create a website to give access to current information; all regular forms and documents to be provided electronically by April 2013. Website is reviewed and updated monthly	Eastern IFCA website data managed as required - Complete	•	•	•	•
(7.2e) By April 2011 all IFCA staff to be badged so as to be recognised as IFCA officers who following internal training, can speak with authority on the IFCA aims and objectives	Uniform reviewed and improved where necessary - complete.	•	•	•	•
	Staff meeting scheduled monthly - complete	•	•	•	•
	Key messages/Lines to take provided as required - Complete	•	•	•	•
	Development of Area IFCO role	•	•	•	•
(7.2f) By December 2013 annual staff appraisals will be undertaken to measure the standards of behaviour toward, and interaction with, stakeholders, general public and officers/staff of partner organisations	Links to 1.6a Training in staff appraisals to be conducted - Complete	•	•	•	•
	December 2012 Finance and Personal Sub-Committee agreed approach for a staff performance appraisal system incorporating 360 degree external feedback mechanism – See 1.4 above.	•	•		

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



Information Item 21

13th EIFCA meeting

23 April 2014

Report by: Nichola Freer, Head of HR

Purpose of report

To inform members of the progress of the HR plan to 2015 and specifically an update of the HR activity planned to be completed during this financial year.

Recommendations

It is recommended that members:

- **Note the contents of the report**

Report

Background

The HR plan to 2015 was developed in 2012 and provides a strategic overview of the key HR activity required to support the achievement of Defra's high level objectives. The key activity planned for 2013-14 has been completed and the focus now turns to the activity required for 2014-15.

Plan

The HR activity plan for 2014 has been developed and is attached at Appendix 1. The key themes within the plan include:

- The development of a competency framework for managers
- Employee engagement
- The development of a framework for succession planning
- Review and update of current people policies
- The development of Line Management capability

Update of specific activity

Current recruitment activity:

The current structure has 3 vacant posts, following the departure of 3 members of staff. The Executive Team have taken this opportunity to review the balance of staff against 3 years' experience as an IFCA. The intention is to make

adjustments to the existing staff structure while remaining within the current salary bill and without an extensive redesign of the organisation.

We have analysed where we experience repeated pinch points and also where we have functions that were not foreseen in the transition from SFJC to IFCA. The result of this analysis is that we have concluded that we require 3 posts as follows:

- IFCO & Crewmember
- IFCO & Project Officer
- Environment Officer – Consultation Lead

This gives us 2 roles to strengthen the Protection function (1 replacement and 1 new post) and 1 (new post) to give increased support to the Environment team. The functions previously conducted by Head of Environment and Research and Community Development that we wish to preserve are being absorbed amongst existing staff.

These 3 positions are all accommodated within the existing salary budget leaving some headroom to allow for the engagement of temporary staff should the need arise.

Given that the adjustments are within the current structure and salary bill, the CEO's is empowered under the scheme of delegations to make such adjustment, however approval was sought from the Authority Chair and Chair of the F&P sub committee before exercising the delegated powers.

We are currently recruiting for these roles.

Core Values:

Following the IIP assessment a recommendation was to develop and embed a set of core values (a set of truly held beliefs) that characterise the approach and intent of Eastern IFCA. They are designed to assist staff to understand why we do business the way we do and helps to underpin the ethics and behaviours of whole organisation. They should articulate what we stand for, guide us on decision making and govern relationships.

Through a process of meetings all staff have actively contributed to the development of the core values for Eastern IFCA. These are attached in Appendix 2 for your information.

HR support to fellow IFCAs:

The CEO from Southern IFCA has engaged the services of our Head of HR to support him to complete a review of their staff roles and structure. The timing and charge for this piece of work have been agreed so that it complements our HR plan and is cost neutral to the Authority.

This example of co-working supports our reputation as a leading IFCA and one that our fellow colleagues continue to look towards initially for support and

guidance. Looking ahead, we will seek to maximise the opportunity to share best HR practise and provide wider support to other IFCA's as relevant.

Appendices:

1. Eastern IFCA HR plan 2014-15
2. Eastern IFCA core values

Item 21													
Appendix 1													
HR plan 2014 (revised)													
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Performance management (competencies)													
Develop competency framework													
Roll out													
Performance management (Objectives)													
Review PMP & develop the 2013 process													
Introduce concept of self appraisal													
Performance management (succession)													
Introduce framework for succession planning													
Establish EIFCA succession plan													
Performance management (reward)													
Review current process													
Proposal to Authority													
Roll out													Apr-15
Training & Development													
Establish a process to evaluate & review training													
Development of Line Management capability													
Engagement													
Develop IIP continuous improvement plan													
Roll out plan (including development & training)													
IIP re-assessment													
Create session to develop EIFCA values													
Session rolled out & facilitated													
Core values agreed and rolled out													
Establish EIFCA engagement plan													
Roll out plan													
Management systems (people policies)													
Review & develop disciplinary Policy													
Roll out													
Review & develop grievance policy													
Roll out													
Review & develop capability policy													
Roll out													
Review & develop sickness / absence policy													
Roll out													
Review & develop all Family Friendly policies													
Roll out													
Create training payback policy & training contract													
Roll out													
Create volunteering policy & procedure													
Roll out													
Management systems (metrics)													
Agree people metrics to be measured													
Establish process of measurement													
HR Support to SIFCA													

Eastern IFCA Core Values

Ownership

We are responsible for our actions, work relationships and decisions. We keep ourselves informed and up to date. We have the moral courage to make difficult decisions and to stand by them. We are resilient and have the strength to bounce back from setbacks to overcome obstacles and challenges. We are tenacious and will see the job through to the end with a positive spirit and 'can do' approach

Integrity

We behave in an open, honest and ethical manner and not allowing bias, conflict of interest or the undue influence of others to override professional or business judgments. Transparent and fair in both what we say & what we do, we lead by example and treat others in the way you want to be treated

Empowered

We empower our people to take the initiative and give their best by enabling them to make decisions and take action themselves. We seek to release and nurture individual potential. We understand that delegation is powerful but does not mean the transfer of overall responsibility for delivery.

Innovative

We are solutions focused and creative in resolving problems and challenges. We are confident in challenging the status quo and use innovation to keep the organisation at the leading edge in its field.

Fostering

We are caring. We care for our people, our stakeholders and their concerns. We care about fisheries and marine conservation management. We value and respect the needs and differences of our people and are courteous at all times. We work co-operatively with others sharing best practice information and knowledge.

Credible

Our advice, guidance and direction are current and relevant and are trusted because of their consistent quality, accuracy and reliability. We are professional at all times.

Adaptable & Efficient

We will adapt our practices and approach to work to ensure efficiency so that we remain cost effective and provide value for money at all times. We enable the accommodation of new techniques and best industry practice

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



13th EIFCA Meeting

Information Item 22

23rd April 2014

Report by: Julian Gregory, Head of Marine Protection

Marine Protection Quarterly Reports

Purpose of report

To provide members with an overview of the work carried out by the Area IFCOs and the vessels, *RV Three Counties* and *FPV John Allen*.

Area/Vessel	Officer
Area 1 (Lincs & Kings Lynn)	Jason Byrne
Area 2 (Norfolk)	Adrian Woods
Area 3 (Suffolk)	Alan Garnham
<i>RV Three Counties</i>	Simon Howard
<i>FPV John Allen</i>	Simon Lee

Area Boundary Changes

Due to the departure of one of the Area Officers the area boundaries have been changed, which has the effect of sharing the old Area 2 (Kings Lynn to Blakeney) between Area 1 and the old Area 3. A review of staffing requirements has been undertaken and this arrangement is now permanent.

Recommendations

Members are asked to note the content of the quarterly reports from the Area Officers and the skipper of the research vessel Three Counties

Background documents

Area Officers and Skippers quarterly reports for January to March 2014

Eastern Inshore Fisheries & Conservation Authority

From: Jason Byrne Fishery Officer (Area 1)
To: Julian Gregory
Date: 3rd April 2014
Ref: Quarterly Report Area 1
Monthly Report: Jan, Feb, March 2014

Area 1: Donna Nook – Sutton Bridge

General

Throughout this quarter fishing activities have included potting for Crab, Lobster & Whelks, twin beaming for Brown & Pink Shrimps, dredging for Scallops & Mussels, handraking Mussels off Welland Wall, longlining for Skate & Cod. Shore based & vessel based anglers have been rod & lining for Cod, Bass & Whiting. The later part of this quarter saw rescue services being called as one of the Whelk vessel crew members aged 30 was suspected of having a heart attack whilst at sea, Hunstanton lifeboat were called as well as helicopter airlift, further tests were carried out on crew member and it turned out to be a panic attack.

Port Summary

Saltfleet - Chapel point

One commercial vessel from this part of the coast managed 16 trips throughout this quarter potting for Crab & Lobster. The owner & skipper of this vessel reported more pots coming into the area believed to be coming down from Grimsby and as far as Scarborough fishing within our district, he thinks those pots should be fitted with escape hatches as are his to minimise time, effort & damage to the juvenile shellfish. Vessel based anglers have been targeting the Cod.

Skegness – Gibraltar Point

Two commercial vessels managed 29 trips throughout this quarter potting for Crab, Lobster & Whelks & longlining for Cod & Skate. Shore based anglers have been targeting Cod & Bass while vessel based anglers have ventured out targeting Cod & Whiting.

Boston

Brown Shrimp

A total of 68 landings were achieved throughout this quarter by five vessels twin beaming for Brown Shrimps, prices have steadily started to increase.

Lay Mussels

Two vessels have been dredging their private Mussel lays within the Wash for marketable quality Mussels.

Welland Wall Mussels

Two vessels have been handraking seed Mussels from the Welland Wall area, these Mussels are to be sold to co siders to be re-laid onto private lays.

Fosdyke

Three commercial fishing vessels visited the marina throughout this quarter, one Kings Lynn vessel had a new main engine fitted, two other vessels one from Kings Lynn & one from Brancaster both had general maintenance & re fits carried out. The marina has now started to be stacked out with yachts & pleasure boats ready for the forthcoming summer months.

Sutton Bridge - Wisbech

As most of you are aware we have been using Wisbech marina to lift Pisces in & out of the water & store the EIFCA signs which have now been placed in Suffolk & Cromer. Two Kings Lynn vessels have been lifted out at Wisbech marina, one to have the underside welded & painted up & new cutlass, the other vessel being wooden is to be chopped down in size. I have noticed that some of the Kings Lynn vessels are now using Wisbech Marina to be lifted out of the water for refit, paint ups etc. One vessel based angler from Sutton Bridge has been rod & lining for Cod in the roar middle area.

Kings Lynn

A new multi-purpose vessel has arrived in the Port, owner is Lake Shellfish. Angler sightings been made along the Boal Quay area.

Brown Shrimp

A total of 19 vessels have been twin beaming for Brown Shrimps throughout this quarter totalling in 346 landings between them, shrimp prices have been on the rise throughout.

Whelks

A total of three vessels have been potting for Whelks throughout this quarter totalling in 49 landings between them.

Pink Shrimp

One vessel has twin beamed for Pink Shrimp throughout this quarter totalling in 6 landings being achieved.

Scallops

One vessel dredged for Scallops throughout this quarter totalling in 2 trips being achieved.

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

Species	Landings (kg)	Value of catch (£)
Crab	4,060	4,465.00
Lobster	476	7,378.00

Skegness - Gibraltar Point

Species	Landings (kg)	Value of catch (£)
Crab	715	786.00
Lobster	40	587.00
Whelks	17,937	12,692.00
Cod	44	114.00
Skate	126	296.00

Boston

Species	Landings (kg)	Value of catch (£)
Brown Shrimp	14,462.5	40,640.00
Lay Mussels	320,000	165,000.00
Welland Wall Mussels	15,000	3,000.00

Fosdyke

Species	Landings (kg)	Value of catch (£)
0	0	0

Sutton Bridge

Species	Landings (kg)	Value of catch (£)
0	0	0

<u>Kings Lynn</u>		
Number of vessel inspections:	Landings (kg)	Value of catch (£)
Species		20
Brown Shrimp	143,129	363,570.00
Pink Shrimp	1,395	1,855.00
Scallops	5,114	7,159.00
Whelks	96,120	69,715.00

Potting	
Crab and lobster	
Number of pots inside 6nm fished by vessels from within area:	4200
Number of pots outside 6nm fished by vessels from within area:	4200

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:	2300
Number of pots outside 6nm fished by vessels from within area:	1900

Non Commercial Activities		
<u>Recreational Sea Anglers (shore based):</u>		
Number of anglers inspected:		5
Locations fished:	Species targeted:	Average catch (kg):
Skegness	Cod	0
	Bass	0
Kings Lynn	Any	0

<u>Recreational Sea Anglers (vessel based):</u>		
Number of vessels inspected:		1
Locations fished:	Species targeted:	Average catch (kg):
Saltfleet	Cod	0
Skegness	Cod	6
	Whiting	4
Sutton Bridge	Cod	4

<u>Charter Angling Vessels:</u>			
Number of charter vessels inspected:			
Number of vessels in area:	0	Number of trips:	0
Species targeted:	0	Number of anglers:	0
		Total Landings (kg):	0

Locations fished throughout the month: 0

Fishery Officer Duties

Training:

Attended two day course at Levington Marina Suffolk Powerboat Level 2.

Other duties carried out:

PAT testing offices & equipment.

Attended TCG meetings.

Collected shellfish samples from Tabs Head for EHO.

Attended Pre Planning Workshop meeting.

Attended Wash Fishermen Association meeting.

Attended Marine Protection meetings.

Attended Enforcement meetings.

Attended Wash Mussel meeting.

Testing Skyguard.

Onboard JA sweep samples.

Onboard Pisces EHO run.

Lifted Pisces out of water, general repairs & maintenance.

Taxiing JA crew.

Overseen the safe working load test for crane at SB.

Fixed lock on 4X4, general grease up, maintenance.

Attended Crustacean Seminar with Dr. Colin Bannister.

Attended Core Values Workshop meeting.

On board JA patrol.

Stores - moving.

Picked up new mobile office from Peterborough.

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

Crab	1.10
Lobster	14.00 - 15.50
Whelks	65p - 75p
Cod	2.25 - 2.60
Skate	2.35
Brown Shrimp	1.95 - 3.25
Pink Shrimp	1.33
Lay Mussels	50p - 55p
Welland Wall Mussels	20p
Scallops	1.40

Eastern Inshore Fisheries and Conservation Authority

From: Ady Woods I.F.C.O (Area: Norfolk Coast)
To: J. Gregory Head of Enforcement
Date: 7/4/14
Ref:
Quarterly Report: Jan-March 2014

Area: Norfolk Coast: Heacham to Great Yarmouth

General

Some 3 months after the December tidal surge, the effects are still being felt around the coastline, as fishermen continue to search for lost gear or for those who have been fortunate to locate gear they're going through the process of salvaging what they can.

Some slipways are still inaccessible, these are those mainly in the area Mundesley through to Cart Gap, every effort is being made to open these up as soon as possible.

During January an USAF Pave Hawk crashed into the marsh at Cley Nature Reserve, leaving all crew dead. It also left a nasty trail of debris over the reserve, this saw the area being shut off for some time while investigations into the cause of the crash were carried out, and the area was fully cleaned. This area is to be fenced off for the near future, in case of any further pollution, however reports from the Trusts Warden suggest that this area has recovered well already and despite having a fence around the area, there are no other visible signs that the incident ever took place.

The main Fishery which has kept this quarter buoyant is that of the Whelk Fishery, around 100 tonnes have been landed each month bringing in the region of £75k to the area.

Other fisheries to note, is the Lobster, which has provided some good early catches for the inshore fleet, with the price staying around the £14/kg mark not many fish have been required to make a day's pay.

And the Crab Fishery was kicked off towards the end of February. By mid-March this fishery was in full swing and is likely to be one of the strongest starts to be recorded for some time. Crabs have been thick all over the ground and catches have been absolutely prolific, the only down side of this has been the cold weather it hasn't been over enticing to invite you home for a crab salad, hence sales have been slow.

The main netting has been targeted towards drifting for herring, some of these have been for human consumption whilst the majority go for animal feed and whelk bait. Other netting has seen a little effort towards the early runs of Bass and Codling, although these weren't greatly effective as weed became an issue.

For the Anglers around the region, there hasn't been too much to go for, with the long settled period of weather which we've had since December, fish haven't moved close enough inshore enabling them to be caught.

Towards the end of march the 1st spring run of codling we've had on our shores for some years turned up out of the blue, fish to 5lb were being taken along with the odd Bass and even a few dogfish were beginning to venture close enough inshore to allow them to be caught by hook and line.

It's with much regret that I also have to report on two deaths this quarter both of

which have been fishermen within the area for some years. The first being Bennett Middleton who fished from Sheringham, and the second being Philip "Rocky" Everett who fished from Cromer and Wells.

Port Summary

Brancaster

Little activity has been witnessed in this port. However it's reported that the usual seasonal work on the mussel lays have been taking place.

Brancaster fishermen held their AGM during March which Eastern IFCA attended.

Wells-next-the-Sea

This port has seen some 190 landings made during this quarter; the majority of these have been to land 320 tonnes Whelks, with a handful being for crab and Lobster.

Vessels here still have pots to be straightened from the winter storms.

Morston

This port has remained mostly quiet, although in to March a few landings were had by those vessels which work closer inshore.

Cley-next-the-Sea

There hasn't been any fishing activity at this port this year as of yet.

Since the tidal surge the breaches in the shingle bank along this stretch have self-healed.

Weybourne

Into march one vessel set pots here, with the other resident setting more towards the end of the month.

Normally the crabs around this area, can take anything up to three weeks to make a show here, after they begin fishing at Cromer, however within a week of starting this year, some good catches began to come off this beach.

Sheringham

At this port there is just two vessels currently potting, a small amount of netting has taken place, however with the crabs being thick on the ground this hasn't worked out terribly well with nets being laden with crabs.

East & West Runton

At West Runton the vessel which works here, made an early start potting during February, making some reasonable landings of lobster.

Then once the crabs made a show all effort has been concentrated towards the crabbing fishery.

At East Runton, this port currently has three vessels operating from it, there target fishery is the crab and lobster ones, although once some fish pick up one vessel is likely to switch over to nets.

Cromer & Overstrand

These ports see 15 vessels operating from them now, during the month of January just one vessel was active, when weather allowed, this vessel operated a good way offshore exploiting the whelk fishery.

Fishing here has been extreme, with very little gear being hauled for exceptionally good catches. Vessels generally at this time of year haul for maybe two or three crabs a pot, however currently they're hauling for 6-7 a pot or more.

Mundesley to Caister

Most of the access gaps along this stretch are currently undergoing repair following damage caused by the storm surge in December. The only gap not being repaired at the moment is that at Mundesley.

Vessels along the remainder of this stretch have been operating from Sea palling for whelks and Caister for herring.

Yarmouth/Gorleston

Just one vessel has been operating from this port, having made around 26 landings for around 35 tonnes of whelks.

Species Summary

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

<u>Brancaster</u>		
Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Brown Shrimp	375	1,218
<u>Wells-next-the-Sea</u>		
Number of vessel inspections:		32
Species	Landings (kg)	Value of catch (£)
Crab	Unknown	
Lobster	unknown	
Whelk	315,000	233,100
<u>Morston</u>		
Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
<u>Sheringham</u>		
Number of vessel inspections:		4
Species	Landings (kg)	Value of catch (£)
Crab	600	1,860
Lobster	10	140
<u>Cromer</u>		
Number of vessel inspections:		20
Species	Landings (kg)	Value of catch (£)
Bass	70	574
Cod	100	320
Crab	Est 49,610	153,791
Dab	3	5
Dogs	120	50
Herring	200	120
Lobster	Est 752	10,528
Whelk	5,011	3,758
<u>Cley, Weybourne, E Runton, W Runton, Overstrand, Mundesley & Bacton</u>		
Number of vessel inspections:		2
Species	Landings (kg)	Value of catch (£)
Lobster	250	3,500
<u>Sea Palling</u>		
Number of vessel inspections:		3
Species	Landings (kg)	Value of catch (£)
Whelk	20,000	14,800
<u>Caister & Gorleston</u>		
Number of vessel inspections:		5
Species	Landings (kg)	Value of catch (£)
Herring	7,950	5,008
Spratt	420	1,360
Whelk	24,135	17,859
Shrimp	7	13.65

Potting

Crab and lobster

Number of pots fished by vessels from within area:	26,100
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Whelk

Number of pots fished by vessels from within area:	7,000
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Non Commercial Activities

Recreational Sea Anglers (shore based):

Number of anglers inspected:	12	
Locations fished:	Species targeted:	Average catch (kg):
Weybourne	Cod	2
Cromer Pier	Fish	0.5
Bacton	Fish	0.0
Trimingham	Cod	2.0

Fishery Officer Duties

Training:

January

6th Jan Trailer towing refresher

February

None

March

Other duties carried out:

January

9th Jan to office for PDP

28th Enforcement meeting at Office

29th Quarterly Statutory meeting attended at Wisbeck

February

3rd Patrol coast Cromer – Snettisham operating SOS Personal locating beacon

4th Patrol coast Cromer to Gorleston operating SOS PLB

6th Staff meeting

10th Sorting fishy sign location

11th 1st landings of Cromer crab at Cromer

12th RYA assessment

13th Wells and district AGM

17th TCG and FLAG meeting

18th EHO/DSP Tabs Head collected

19th EHO/DSP collection on board Pisces II

24th Assist with Three Counties refit

25th Assist with three Counties refit

26th Day trip on John Allen

27th Patrol and landings Cromer to Wells

28th At office

March

3rd Staff meeting – TCG – Enforcement meeting

4th Landings

5th Day trip On FPV John Allen

6th Core Values at office

7th Statements

10th – 14th Annual leave

17th Troubles with PC and NNCC IT team

18th Joint patrol with MMO

19th At the office, interview prep

20th Interview at office

24th NN FLAG meeting
25th Day trip on FPV John Allen, patrolling Suffolk rivers
26th To London, PIECRUST and Data Collection meetings
27th Landings
28th Feb Monthly report

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

Bass	8.40
Cod	3.20
Crab	3.10
Dab	1.30
Dogs	0.50
Herring	0.90 - 0.60
Lobster	14.50 - 13.00
Whelk	0.74
Shrimp	3.25 - 1.95
Spratt	1.80

Eastern Inshore Fisheries & Conservation Authority

From: Alan Garnham Fishery Officer (Area 4)
To: Phil Haslam - CEO
Date: 7th April 2014
Ref:
Quarterly Report: Jan- March 2014

Area 3: Pakefield – Felixstowe Ferry**General**

Poor start to the year continues with the bombardment of adverse fishing weather with strong winds, gales and a hurricane on top of this more and more heavy rain causing widespread flooding and coastal erosion. Most of the under 10m fleet if sailed probably on average made around two or three trips for the month of January.

The larger whelking boats have managed to sail and have made high landings of whelks from along the coast throughout the quarter.

Spur dogs have turned up in huge quantities and sizes and some long liners have returned 3-8 tonne of Spur dog per day. Due to the prohibition on landings fishermen are reporting these valuable fish are around 20-25lb a fish.

RSA have been having matches along various beaches and the odd codling amongst whiting and flatfish has been landed but nothing to set the world alight in terms of size or quantity. Coastal and river erosion with tidal breaches on flood walls are having dramatic effects on the full length of the Suffolk area.

During February -

Q,- What's new at..... Sizewell beach, Orford Quay car park, Levington marina, Foxes marina Ipswich and Wolverstone marina?

R,- The IFCA fish signs have finally been delivered and erected and look very professional and they certainly draw in the fishermen and the general public with their quirky look. I have pictures on my phone of all erected signs.

21st February front page headlines of Lowestoft Journal and page 2 "Don't blow away our fishing trade" gives an account of the problems fishermen are facing with wind farm developers and ABP ports at the port as the only Defra – designated port in East Anglia.(copy sent in to office)

The weather during February was against the fishermen not just around my area but nationwide with severe rain and winds causing unprecedented flooding on land with streams turning into rivers and fields completely covered in rain water. This has had a huge impact on the rivers with the salinity now being very low as the rain water tries to get away.

Many fields were flooded for the entire month. Many fishermen have concerns of whether this huge amount of fresh water will kill the shellfish within the rivers and along the shore. Following on from this the second week of the month was extremely windy for days and on 12th a hurricane was issued by the Met office for Suffolk. Towards the end of the month fishermen returned to sea and catches of various species were landed. The main area of cod were in an area known as "The wallet" in Essex and many boats have changed tack and fished this area with the Essex boats. Herring and sprat were still in abundance and fishermen found it difficult to fish without getting clogged up with herring. On 25th an RSA boat was fishing 1 ¼ mile off Corton when the 15ft boat overturned and the fisherman managed to cling on and await the arrival of the air sea rescue and RNLI.

Weather during March was very kind no frosts and light winds. With the warmer sea everything in the sea came on around a month early, crabs were well on the move and peelers were peeling. Fishermen continued making replacement pots and eager to get them into the water. There appeared to be little cod in the area with most boats steaming south off Essex to continue trawling rather than switching to lining as their outgoings are too high with bait and diesel. Close in

roker and sole were still around as were the Spurdog with some reports of liners returning around between £3,000- £8,000 of Spurdog a day. Spurdog have been good sport for RSA boats and being caught in numbers up to 14lb around two mile from shore. RSA fishing was frantic with good catches for point match scoring but most fish were under MLS. A good example being I fished a match mid-March caught 52 cod and all undersize although I did have a thornback ray of 14lb and won the match.

The voluntary bait digging code which operates in two Suffolk rivers continues to being regularly abused with many diggers being witnessed digging in the critical areas of both rivers.

Port Summary

Pakefield

During January and February indications of beach launched boats going to sea landing small weights of herring and shrimps.

Landings improved during March with light winds and calm seas. Beach angling has been varied species coming to the scales with nothing of note.

Southwold

Poor landings during January of fish being mainly the odd cod, roker and herring. Some lobsters from offshore wrecks have been landed.

Commercial fishing improved during late February with big bass about ten miles out.

No beach reports.

Dunwich & Sizewell

Commercial fishermen reported a steady mixed bag of fish including good numbers of bass close in.

Anglers reporting undersize bass, flounders and dabs.

Dunwich is now the home of a newly erected IFCA fish sign and looks very professional drawing in the walkers/fishermen to have a look.

Thorpeness & Aldeburgh

During January most fishermen were not able to launch due to weather and lack of cod thereby the fish huts were closed for business

RSA fishing was very quiet as I can confirm as I have only managed the odd pin whiting or five bearded rockling

On the beach there has been some serious movement of shingle with millions of tonnes removed with the gales. Old metal groynes buried for at least twenty years are now a dangerous exposure to people on the beaches.

Commercial fishermen have reported a steady month with a great variety of species. Kirk Stribbling has his new boat on the beach and working it daily with monofilament netting working close in.

Orford

Very few commercial sailings during January and February with poor landings. Lobsters are coming off the distant wrecks.

It can be noticed that the Shingle Street estuary entrance has had a complete change and the entrance has moved towards Orfordness due to Shingle erosion/movement.

March saw huge catches of Spurdog with packs being taken within 2 mile of the beach. All Spurdog were discarded as unable to land

Orford Quay car park is also now proudly boasting a newly erected IFCA fish sign.

Felixstowe

As other ports January and February was very quiet at Felixstowe with poor weather and lack of fish it was like a ghost town with no commercial fishermen or tourists. Many fishermen were working away in farm sheds and buildings rebuilding nets and pots for the summer period.

On the 6th February I attended a meeting at Felixstowe Town Hall hosted by Harwich Haven Authority where a presentation has given on the proposed new

maintenance dredging disposal site moving 9.5km closer in near to the Shipwash-fishermen have to submit any comments by 5th March

On the beach it has been quite productive after the hurricane it obviously stirred up the bottom and brought on the fish. Strangely a few mackerel have turned up in the nets with the herring. Perhaps it's the warmer water this winter.

During March many commercial fishermen targeted cod off Essex.

The under 10 fishermen were itching for the 1st April as they were preparing to starting the quarterly quota system.

Turning up in the nets during march were reports of mackerel which shows how warm the water must be.

On the beach most anglers reported plenty of fish and species but most fish cod and whiting are all undersize.

A few shore and boat anglers have reported bass being caught most have been around 4 ½ lb a fish.

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.

Pakefield

Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Herring	680	680.00

Southwold

Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Cod	6,530	17,361.00
Roker	4,250	9,111.00
Sole	1,850.00	11,575.00
Flounder	635	635.00
Dabs	150	150.00
Dogfish	370	370.00
Bass	230	2,560.00
Herring	450	450.00
Lobster	32	480.00
Crab	20	70.00

Dunwich & Sizewell

Number of vessel inspections:		1
Species	Landings (kg)	Value of catch (£)
Cod	540	1,494.00
Roker	174	377.25
Sole	226	1,429.00
Flounder	160	160.00
Bass	130	1,320.00
Dab	35	35.00

Thorpeness & Aldeburgh

Number of vessel inspections:		3
Species	Landings (kg)	Value of catch (£)
Cod	2,062	5,554.90
Roker	1,160	2,404.50
Sole	780	4,915.00
Herring	1,300	1,300.00
Dogfish	175	280.00
Flounder	217	217.00
Bass	180	1,980.00
Dabs	46	46.00

Orford		
Number of vessel inspections:		0
Species	Landings (kg)	Value of catch (£)
Cod	6,580	16,168.00
Roker	5,195	11,114.00
Sole	1,820	11,695.00
Herring	898	898.00
Dogfish	160	256.00
Flounder	235	235.00
Dabs	235	235.00
Whiting	305	305.00
Brill	57	484.50
Lobster	180	2,700.00
Crab	490	1,715.00

Felixstowe		
Number of vessel inspections:		
Species	Landings (kg)	Value of catch (£)
Cod	10,405	25,079.25
Roker	8,288	17,478.20
Sole	6,177	39,609.00
Herring	3,010	3,010.00
Dogfish	375	600.00
Flounder	452	452.00
Dabs	65	65
Bass	230	2,760.00
Brill	30	255.00
Whiting	53	53.00
Mackerel	15	30.00

Potting	
Crab and lobster	
Number of pots inside 6nm fished by vessels from within area:	100
Number of pots outside 6nm fished by vessels from within area:	75

Bio-sampling of brown crab and lobster	
Number of brown crab measured during the month:	00
Number of lobsters measured during the month:	00

Whelk	
Number of pots inside 6nm fished by vessels from within area:	100
Number of pots outside 6nm fished by vessels from within area:	300

Non Commercial Activities		
Recreational Sea Anglers (shore based):		
Number of anglers inspected:		5
Locations fished:	Species targeted:	Average catch (kg):
Felixstowe	Any	1
Aldeburgh	Any	1
Recreational Sea Anglers (vessel based):		
Number of vessels inspected:		1
Locations fished:	Species targeted:	Average catch (kg):
Felixstowe	Cod /Thornback ray	6

Charter Angling Vessels:

Number of charter vessels inspected:				1	
Number of vessels in area:	19	Number of trips:	85	Number of anglers:	425
Species targeted:				Total Landings (kg):	
Cod				905	
Locations fished throughout the month:					
Within area					

Fishery Officer Duties**Training:**

4th/5th HIAB training

Other duties carried out:**January**

1st Jan-5th Jan – Leave
6th Jan - To Kings Lynn Trailer assessment
8th Jan - To Kings Lynn Meeting
10th Jan - GGOWL meeting Orbis centre Lowestoft
13th Jan - To Kings Lynn PDP meeting
15th Jan - Stour and Orwell meeting at Port of Felixstowe
20th Jan - Kent & Essex IFCA meeting re current projects
21st Jan - Travel to Kings Lynn Projects meeting
22nd -24 Jan - Toil
27th Jan - Kent & Essex IFCA meeting re current projects
28th Jan - Travel to Kings Lynn Enforcement meeting
29th Jan - Travel to Wisbech Statutory meeting
30th Jan – Compile staff review report

February

4th – RSA meeting Thetford
5th - Meeting with builder re signs
5th – Testing Sky guard at various locations
6th – Enforcement meeting at Kings Lynn
6th – Felixstowe town hall HHA disposal site meeting with fishermen
10th – EAONE meeting Ipswich
12th – Erect new IFCA signs at various locations
13th – Toil
18th Kent & Essex IFCA MMO meeting at Brightlingsea
21st – Winter projects
22nd -27th leave
28th – Cefas meeting at office

March

3rd – Kings Lynn monthly meeting and enforcement meeting
6/7th – Toil
11th – Research winter projects
17th – Working with MMO at Felixstowe
21st – Toil
24th – Taxi John Allen crew
25th - John Allen Patrol
26th - John Allen patrol cancelled due to steering leakage problems
27th – Bait digger found in critical area and advice given
31st – Kings Lynn office re computer problems

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

Cod	2.76
Roker	2.21
Bass	10.66
Brill	8.50
Sole	6.50
Whiting	1.00
Herring	1.00
Dab	1.00
Dogfish	1.60
Flounder	1.00
Mackerel	2.00
Lobster	15.00
Crab	3.50

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

TO: J Gregory
FROM: S P Howard
DATE: April 2nd 2014

QUARTLY MONTHLY REPORT THREE COUNTIES JAN-MAR 2014

January

A steady start to the month of January with the collection of EHO/DSP samples from the Boston and King's Lynn sides of the Wash. The Sweep samples around the Wash as part of the study into the regeneration of the Wash were also collected.

Cummins UK came aboard to investigate the turbo fault and this pointed to a bearing seal in the shaft of the turbo. This would take time for the turbo's to come from America, so it was suggested that we could steamed down to Richard Dry Dock and have the repair completed in the refit when she would be out of the water.

At the end of the month Three Counties steamed down to Gt Yarmouth for refit.

February

The MCA survey took place and she passed with flying colours. Cummins UK returned to replace the turbo's on both engines as part of a warrant issue which showed itself in January. Two shafts had to be replaced which was not part of the refit schedule. They had be acquired, machined and the fitted to the flange and propeller before she went back into the water.

March

The deck crane training for the some shore based staff, sea going staff and research staff took place the start of the month. All staff who took part passed with flying colours and the training company commented on enthusiastic staff taking part.

Three Counties then steamed back to here moorings ready to conduct surveys and any other work.

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

TO: J Gregory
FROM: S T Lee
DATE: 6th April 2014

QUARTERLY REPORT FPV John Allen 2014

John Allen was still out of the water at Wisbech Marina following the Christmas break. *John Allen* was then lifted back into the water on the 8th January, and subsequently lifted back out of the water to investigate a manoeuvring problem; the starboard engine would not go astern or into neutral. The cause was a gear linkage that had not seated properly.

John Allen was back in the water within an hour and moored back at Sutton Bridge. January's poor weather conditions continued to disrupt enforcement patrols, however, we managed to get out to sea for one day and boarded one vessel in the Wash. There were no infringements when targeting the Brown Shrimp fishery, and reports refer to poor catches.

February continued much how January finished; strong South Westerly gales! *Three Counties* was in refit so *John Allen* collected sweep water samples from around the wash. On the 24th *John Allen* moved to the South Quay in Kings Lynn onto the new visitor moorings. The following day Chris Preston (Head of Sustainable Fisheries and Marine Planning) visited the office to have a meet and greet session with everybody and discuss EIFCA business. Chris and two colleagues were welcomed aboard *John Allen* for an insight into our approach to enforcement at sea using a smaller vessel. Chris was also shown the local processors and a briefing about the local fishing industry.

On the 26th *John Allen* patrolled the Wash and part of the North Norfolk area but no fishing activity was encountered. The opportunity was taken to navigate into Brancaster harbour for familiarisation and to plot the channel buoys.

All the fire extinguishers had their annual service and no other maintenance required.

March brought better weather. The whole district has been patrolled and fishermen were reporting that 'it's good to see the patrol boat back at sea'.

Patrols targeted the Wash and North Norfolk coast, resulting in 11 boardings. All reported good catches. According to fishermen the Well area of the Wash and the Norfolk coast has been particularly good for whelks.

As a result of inspecting a vessel targeting the whelk fishery a skipper was reported to the office for possible breach of Byelaw 5 **Prohibition On Use Of Edible Crab For Bait**, the investigation continues.

John Allen patrolled the Stour and Orwell, targeting bait digging and fishing activity in the rivers. Unfortunately, due to an oil leak on the steering pump the third day was cut short. The faulty part was removed and returned to Garmin for repair under warranty. Whilst in Suffolk Yacht Harbour *John Allen* was lifted out of the water in preparation for the annual MCA survey. When lifted it was noted that one of the propellers had been hit and needed repair. The Garmin main plotter also keeps locking and after conversations with Garmin should be rectified with updated software.

During the month follow up service work was carried out on the fire extinguishers. Seath Instruments attend *John Allen* to 'swing the compass', a new deviation card has been issued.

During the quarter all sightings data was entered and updated.

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



13th EIFCA Meeting

Information Item 23

23rd April 2014

Report by: Ron Jessop, Senior Research Officer

Senior Research Officer's Quarterly Report

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 quarter, January to March 2014, 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

As is usual for this quarter, the research team has spent a high proportion of our time between January and March analysing data and writing the 2013 annual research report. This report has been boosted significantly compared to past reports due to the inclusion of comprehensive crustacean and fin fish sections. Both of these sections provide detailed backgrounds of the respective fisheries and stocks in our district. The report will soon be available on our website.

In addition to writing the annual research report, time has also been spent compiling the 2014/2015 research plan for the coming year. As was the case last year, the list of projects and tasks exceeded the number of research officer/days available, necessitating prioritisation of projects that will be conducted. A high proportion of the time will be used conducting non-discretionary core work, but time has been made available to trial a mussel bed regeneration study in the Wash. This project will involve laying a culch of cockle shells onto marked plots within a bare area of an existing mussel bed to see if this attracts mussel seed better than the surrounding bare ground.

Our responsibility to monitor habitats and features within Marine Protected Areas (MPAs) means IFCAs will be expected to conduct acoustic habitat mapping surveys more frequently than we did as SFCs. DEFRA funding last year provided IFCAs with new equipment with which to conduct these surveys, but most of us have limited experience of conducting this type of work to the required standards. In order to assist us, Cefas hosted a two-day training session in February for IFCA research staff. The objectives of the course were to introduce IFCAs to the

protocols required for surveying MPA sites, with particular reference to the strict protocols required for MCZ sites and how best to standardise approaches used to survey these sites. The course included:

- Introducing IFCA's to Cefas' seabed sampling and survey methodologies (including acoustic methodologies using side scan sonars and multi-beam systems and ground truthing techniques using a variety of grabs and cameras).
- Presenting Cefas' approach to data management
- Providing information and guidance that will enable IFCA's to produce Standard Operating Procedures (SOP's) for survey work that will meet MPA data needs.
- Providing an opportunity for IFCA and Cefas staff to share experiences of survey methodologies.

The breadth of the material covered in the course was such that this was very much an introduction into the subject rather than providing in-depth specialist training. It was very useful, however, as it highlighted what skills and techniques will be required for us to focus on learning. Cefas are providing us with two additional days training in April for analysing side scan data.

Following our acquisition of a side scan sonar last year we conducted two surveys in the Wash. The first was a joint project with Cefas to map cobble and boulder reef features and the second, our own mapping of the *Sabellaria* reefs at Lynn Knock. Because the side scan generates massive amounts of data our old mapping PC was struggling to cope with the size of the files we were trying to analyse. Utilising some more DEFRA funding, this quarter we took possession of a much larger PC that has sped up the analysis of this data significantly.

One of the IFCA high level objectives is to promote joint working between IFCA's and other organisations. At the beginning of March one of our research officers was hired (along with our side scan sonar) by Southern IFCA for a joint project with Cefas. During this 10-day survey, he was able to help plan, provide technical advice and assist with the surveying of two proposed MCZ sites to the north of the Isle of Wight. This also provided us with the opportunity to test the performance of our side scan over a variety of habitats and to learn from tips from Cefas personnel in how to deploy the tow-fish in shallow water.

Little survey work was planned for this quarter, but monthly water and shellfish samples have continued to be collected for both the SWEEP water quality monitoring and EHO/DSP biotoxin monitoring. The sampling regime for the EHO/DSP monitoring is currently under review by the Food Standards Agency and Cefas. The outcome of this review will result in significant changes to the locations of the sample stations and potentially the areas subjected to closures should a positive biotoxin result arise.

On 29th March we commenced the annual cockle surveys. During the three days to the end of the quarter, 210 sample stations were surveyed on the Friskney,

Wrangle, Thief, Blackguard, Styleman's and Pandora beds. The field work for these surveys is hoped to be completed by May 3rd. During these surveys we also collected samples of cockles from various sands for a PhD student at Bangor who is studying the impacts that parasites have on cockles.

In addition to the Cefas habitat mapping training, various members of the research team have also attended various other training courses. These include:

- RYA Dayskipper
- RYA Powerboat lvl 2
- Trailer towing training (plus tests)
- Hi-ab and deck machinery

Members of the team have attended several Authority and stakeholder meetings during the quarter. In addition to these, team members have represented the Authority at:

- A steering group meeting for Cefas's PIECRUST project.
- A Cefas/DEFRA meeting to discuss the collection of crustacean data from the <10m fleet as part of the MSAR data collection requirements.
- A workshop in Dublin in which we were asked to provide a presentation of our use of applied research in fisheries management.
- A workshop discussing the economy of growing seaweed.

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

Eastern IFCA Research & Environment Plan 2013/14

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

**13th EIFCA Meeting****23rd April 2014****Information Item 24****Report by:** Judith Stoutt, Senior Marine Environment Officer**Senior Marine Environment Officer's Quarterly Report****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 Environment team during the previous quarter, January to March 2014, 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

During this quarter, the environment team continued work on a number of key work areas that have dominated throughout 2013-14: management of fisheries in European Marine Sites, providing qualified input to marine licence consultations, collection/management of fisheries and environmental data to inform Eastern IFCA outputs, and progressing the outstanding Wash Fishery Order several fishery applications (agenda item 17). These themes are expanded in the following paragraphs. Time has also been spent developing the Research & Environment Plan 2014/15 (agenda item 19). The MEO GIS officer has responded to data requests from various organisations including Natural England, other IFCAs, partnership groups and consultancies. The MEO Data officer has created robust bespoke databases for staff timesheets, enforcement risk, organisation contacts, byelaw dispensations (derogations) and for the Research team's cockle surveys. Support has also been provided to the research team for collection of EHO samples at Welland Wall, and through participation in the PIECRUST (juvenile crab and lobster survey) at Sheringham.

Management of Fisheries in European Marine Sites

Having submitted the Protected Areas byelaw to MMO in December 2013, a few minor points (relating to European Marine Site boundaries and access to data) were finalised before the byelaw could be forwarded to the Minister for signature. It is understood that the byelaw has passed all quality assurance checks and should be signed shortly. Immediate steps will be taken to publicise the byelaw, when confirmation has been received.

Efforts have been directed towards screening and prioritising the “amber” interactions – that is, fishing activities thought likely to have an impact on European Marine Site features, and requiring assessment and possible management measures. There is a large number of interactions in this category, so it has been necessary to prioritise them according to levels of fishing activity, sensitivity of protected features, and condition of features (if known). This process, undertaken by Research and Environment officers and the CEO, with additional input from Area IFCOs and from Natural England, has identified 143 high priority interactions, which have been grouped into 44 categories for assessment. [For context, Eastern IFCA routinely undertakes three or four such assessments annually.] Research and environment officers are currently undertaking a detailed evidence gap analysis, to identify sources of information on fishing activity, feature presence/extent/condition, and fishing impact, for each assessment category. In addition to these high priority amber interactions, a significant number of potential interactions have been screened out because of the absence of particular types of fishing activity over particular features. A middle category, where fishing intensity or feature sensitivity is less certain, contains interactions that require further investigation.

The scale of this project, and its evidence gaps, are a cause for concern amongst all IFCAs. Defra requires the assessments and implementation of new management measures to be completed by December 2016. IFCAs are working together through the Technical Advisory Group and Chief Officers Group to present a feasible workplan to Defra on 17th April.

Consultations and derogations

Sixteen consultations were logged and eleven responded to by Environment officers during the quarter. Consultation topics included navigational dredging activity in the Stour and Orwell, dredge disposal off the Suffolk coast, coastal protection works in Norfolk, renewable energy works, and the Norfolk Coast Area of Outstanding Natural Beauty management plan. In addition, a number of information requests were answered, the majority relating to fishing activity data and/or spatial information.

Three derogation requests have been dealt with by the environment team, following the departure of the Community Engagement officer in February. These have included fish surveys in the Haven at Boston, the Lincolnshire coast off Skegness, and the Norfolk coast off Weybourne.

The prospect of an additional environment officer, to lead on consultations and derogations, is welcomed. Creating this position should help maintain the profile of Eastern IFCA as a statutory consultee for marine developments, and allow sufficient resource to be directed to this area of work, which does suffer at times when marine protected area work has to take priority.

Training

Environment officers have benefited from several training courses during the quarter:

- (i) Habitats Regulations Assessment training for IFCA's, funded by Natural England and led by the UK expert David Tyldesley, with a specific focus on the "Article 6" work (assessment of fisheries in European Marine Sites) – and follow-up internal training session;
- (ii) Access (database) training, led by IT training company;
- (iii) Trailer driver training and testing, in preparation for outreach events and towing RHIBs;
- (iv) Marine Environmental Impact Assessment webinar, provided by Natural England;
- (v) Website development course, undertaken by the GIS officer, led by local training company;
- (vi) Cefas MPA survey protocols for IFCA's (as outlined in the Senior Research Officer's report);
- (vii) Staff objective-setting (in-house training led by HR Officer); and
- (viii) Impact Assessment training for IFCA's and MMO (to assist in the byelaw development process), hosted by Defra.

Partnership working

The quarter has been particularly busy in terms of partnership working. This is a core requirement set out in success criteria for IFCA's, and included in the project objectives in the current Research & Environment plan. Environment team officers have attended a range of local, regional and national meetings, including:

- SEADOGS (regional marine regulators and advisors information exchange)
- Wash & North Norfolk Coast advisory group meetings (x3, in Boston, King's Lynn and Wells)
- Fisheries in European Marine Sites working group (fortnightly teleconference with IFCA's, MMO and Natural England)
- Marine Conservation Society & Client Earth (meeting to discuss fisheries in European Marine Sites project, and Eastern IFCA Protected Areas byelaw)
- Holbeach Conservation Group
- Norfolk Biodiversity Partnership – Coastal Topic Group
- Fisheries mapping project review with Precision Marine (consultancy)
- Harwich Haven Authority fisheries stakeholder group
- Centrica and DONG Energy (offshore renewables companies)
- Planning Inspectorate hearing (Hornsea 1 offshore wind farm)
- Renewables UK – preparedness survey and meeting
- MEDIN (marine environmental data network) progress
- IFCA Technical Advisory Group
- Monthly liaison meetings with Natural England
- Defra (Head of Marine Environment) visit to Eastern IFCA.

Financial implications

No new proposal is contained in this report – it is an information paper.

Publicity

Steps will be taken to publicise the Protected Areas byelaw when it is confirmed.

Background documents

Eastern IFCA Research and Environment Plan 2013/14

