

Fourth annual plan

April 2014 – April 2015



DRAFT APPROVED BY NWIFCA ON 21ST MARCH 2014

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Section 1 – The District Vision and Objectives

Audience and purpose

1. The Marine and Coastal Access Act (MACA sections 177-8) requires each IFCA to publish by 1 April each year, an annual plan for the coming year. The plan should meet Defra guidance, setting out the Authority's main objectives and priorities for the year. It will be used by Defra to measure the performance of the Authority, accountability and value for money.
2. The Annual Plan sets out the priorities and work programme for the coming year for officers, members and stakeholders. The plan is intended to be a working document which can be adjusted as circumstances change. Preparation of the plan will be iterative and it will be kept as a 'live' document on the website where it can be adapted and amended according to changing events and priorities during the course of the year.

Duties of the NWIFCA

3. The NWIFCA is the lead statutory regulator for the protection of the marine environment and the sustainable use of inshore sea fisheries within its District. The Authority has a range of duties defined in the Marine Act section 153 to 184 including ensuring the sustainable exploitation of sea fisheries resources and protection of the marine environment from sea fishing within its District.

Characterisation of the NWIFCA District: March 2014.

4. **Conservation Designations:** Part 5 of the MACCA provides for designation of Marine Conservation Zones (MCZs). Together with European Marine Sites, Ramsar sites and Sites of Special Scientific Interest the network aims to form an ecologically coherent network of Marine Protected Areas. A large proportion of the coastal and marine area within the NWIFCA District already has one or more statutory designations; examples of marine habitats of conservation importance are: reed beds, shingle spits, saltmarsh, intertidal mud and sand flats, intertidal skears and bedrock, biogenic reefs and sub tidal sandbars and skears.
5. IFCA's have statutory duties to seek to further the conservation objectives of MCZs. The duty applies to all IFCA functions but particularly to the duty to manage sustainably the exploitation of sea fisheries resources in the District.
6. **Commercial fishing activities** vary widely within the district. In Cumbrian waters, beam trawling for *Nephrops* (scampi, Dublin Bay prawn), and trawling for species such as Dover sole, brill and turbot are predominant, with plaice, cod, codling, skate (thornback ray) providing subsidiary catches. Small intertidal fisheries include periwinkles, cockles, mussels and razor fish. In the southern part of the district, what was once a large scale fin-fishery has dwindled to almost nothing. The largest fisheries are intertidal shell fishing for cockles and mussels. There is some shrimping in many areas. Bass, plaice, dab, fluke, whitebait, mullet and codling are fished on a small scale and there are significant crab, lobster and whelk fisheries.
7. The number of licensed fishing vessels operating in the district has been obtained from the Marine Management Organisation website (1st March 2013) showing 37 vessels of 10m length and over, and 97 vessels under 10m length of which 62 report regular landings.

8. **Recreational fisheries:** There are substantial levels of non-commercial fishing activities including nets and lines set from the shore and piers. Hobby fishing from boats is increasingly popular both traditional angling but also using pots for lobster, crab and whelks. Bait collection is common on many shores for peeler crabs, lug, rag and other worms as well as razor clams.
9. A framework for adoption by all IFCA was provided by Defra. It comprises a vision, success criteria, high level objectives, desired outcomes, and performance indicators. These targets are common to all IFCA and will be used by Defra to evaluate IFCA performance.
10. The MACCA provides for a Secretary of State report to Parliament every four years from the vesting date (1 April 2011) on the performance of the IFCA. The Defra high level objectives and success criteria are designed to cover the period to April 2015 and the first SoS report. Achievement against these success criteria will be one of the main influences on the report.
11. **The Vision for IFCA set by Defra in 2009 is:** to lead, champion and manage a sustainable marine environment and inshore fisheries in its District by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry.

Section 2 Priorities for 2014/2015

12.	EMS: Protection of red risk sites completed by implementation of Byelaw 6.	
13.	EMS: Amber priorities identified, data and research needs identified and work commenced	
14.	MCZ Tranche 1 sites: data needs and regulatory measures determined. Implementation commenced	
15.	MCZ Tranche 2 sites; Implement emerging Defra work programme	
16.	Byelaw review: Consider and if necessary implement changes needed to Byelaw 3. Continue development of Vessel length byelaw, Morecambe Bay Fishery Order, netting byelaw.	
17.	Implement tendering and ordering of new main patrol vessel	
18.	Enforcement: continue development of shellfish enforcement with increased partnership working with other agencies	
19.	Sustainability of fisheries: Continue working to develop Project inshore report and Liverpool PHD student project.	

Section 3 - Delivery of Priorities

20. The NWIFCA work plan at Annex C is structured around the Defra monitoring framework described in section 2. Officers have drafted working level objectives tasks and timescales covering all the main areas of work of the Authority.
21. The staff management system includes officers job plans in which each staff member will cover the elements of the objectives for which they are responsible. This ensures that all officers of the Authority understand the evaluation and monitoring framework and are contributing to achieving a common set of objectives.

22. In Annex C, the working objectives in column 3 are structured under the 7 success criteria set out in Defra guidance. The high level objectives and performance indicators provided by Defra are converted into the main work areas for the NWIFCA in Column 2.
23. Columns 4 and 5 identify the lead officer or department where work on each task will take place and contributors who may be officers, members, partner agencies or other players. Column 6 shows milestones and timescales with detail and updates in column 7.
24. The science work programme for 2014-15 is at Annex D. This plan is being further developed with the advice of Authority members representing Marine Science.

Section 4 - Risk Management Strategy; Health and Safety

Risk Assessment and Mitigation

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

Health & Safety

27. The NWIFCA has a comprehensive Health and Safety Policy designed to show how staff can and should carry out their duties safely and the factors which must be considered before any action is taken on behalf of the NWIFCA. The Health and safety policy is available from the NWIFCA on request; electronically or on paper.
28. The Health and safety policy is maintained up to date by the Health and Safety Officer and reviewed quarterly before each full Authority meeting.

Section 5 - Finance

29. The budget for 2014-15 was agreed by the Finance Sub-Committee at its meeting on 6 December 2013. The summary budget as follows provides for no increase in the levy for core costs compared with 2012-13 so effectively a budget cut by the annual rate of inflation. However, the Levy has been increased by 2% and will be similarly increased by 2% per year in future to provide funding for the replacement patrol vessel.
30. Permit fee income relates to fees for shellfish permits charged under Byelaw 3. Charges were introduced in 2012 and so far have been variable. The fee income for 2014 is estimated from the fee income received in 2013 taking into account the downward trend in the uptake of permits. However, the income is unpredictable and could be suddenly increased if the potential for greater shellfish stocks were detected

NWIFCA BUDGET 2014-15 2% LEVY INCREASE TO FINANCE PATROL VESSEL

EXPENDITURE	2013-14	2014-15
Employees	£868,481	£876,237
Premises	£52,400	£52,850
Transport	£275,016	£285,600
Supplies & Services	£69,550	£61,300
Support Services	£22,260	£13,000
CDC	£17,300	£17,300
TOTAL EXPENDITURE	£1,305,007	£1,306,287

INCOME		
7151 Levy 2% Increase	£1,164,007	£1,187,287
7251 Shellfish Sampling	£14,000	£15,000
7257 Permit Fees	£124,000	£100,000
7351 Interest	£3,000	£4,000
TOTAL INCOME	£1,305,007	£1,306,287

Surplus/Deficit Nil Nil

Section 6: Establishment: Officers and equipment

31. Officers are listed in Annex B An inventory of all the NWIFCA's equipment is maintained and updated annually or more frequently as required.
32. The NWIFCA has two offices in Carnforth and Whitehaven. Also it has 5 small industrial units used as workshops, offices for outposted staff and for storage of vessels, vehicles and equipment. These units are in Whitehaven, Barrow, Carnforth, Morecambe and Liverpool. The Whitehaven office and industrial unit are located on the docks close to the Patrol vessel berth.
33. NWIFCA has a total of 21 full time equivalent staff. The Chief Executive, Head of Enforcement, Clerk/Office manager, Finance Director, Scientific Staff and Administrative Officer are based in Carnforth. The Patrol Vessel Master and Crew, Operational Support/IFCO and shore based fisheries officers covering Cumbria are based at the Whitehaven office.

34. The Patrol vessel FPV 'Solway Protector' and crew of 3 Inshore Fisheries and Conservation Officers (IFCOs) patrol the sea area of the District to 6 miles and beyond as required. Nine shore based IFCOs operate throughout the District patrolling the inshore sea and intertidal fisheries along the coast using rigid inflatable boats and quad bikes. One IFCO also fulfils the role of communications officer.
35. The science team consists of 3 Science and Environment Officers (SEO) (1 Senior SEO). All are based in Carnforth. SEOs can be trained as IFCO warranted officers to assist with enforcement when there is high demand

Section 7 – Working in Partnership

36. The NWIFCA works with many other agencies to deliver its duties. Core elements of the work programme are set by Defra and national NDPBs such as Natural England (NE), the Marine Management Organisation (MMO), Environment Agency (EA), Gangmaster Licensing Authority (GLA) Local Authorities, Environmental Health Services (EHS), Food Standards Agency (FSA), and Centre for Environment, Fisheries and Aquaculture Science (Cefas).
37. The Defra monitoring framework required each IFCA to agree England wide Memoranda of Understanding with partner agencies: MMO, EA, NE and Cefas. Agreements were signed by all IFCA in 2011 and will be renewed as necessary at national level in 2013-14.
38. In the North West, IFCA members decided in 2011 that the NWIFCA Annual Plan should include the objectives of partner bodies and that the Annual Plan should form the local action plans to the MOUs. It would be efficient if this arrangement could continue, and members are invited to suggest further elements of the plan relevant to IFCA objectives which would assist delivery of the objectives of partner bodies.
39. The tasks and priorities at Annex C are designed to deliver both the Annual Plan for the NWIFCA and the local action plans for the MOU with Cefas, NE, EA and MMO. These agencies are invited to propose tasks to meet their objectives for inclusion in the plan at Annex C.
40. MMO is an important partner in the delivery of fisheries enforcement, IFCO training and quality assurance of new byelaws.
41. EA is responsible for delivery of the EU Water Framework and Marine Strategy Framework Directives.
42. NE must be consulted under the 2010 Habitats Regulations on all new activities in European Marine Sites or other designated areas. The NWIFCA will work with NE to promote sustainable management of all protected areas in the District.
43. EHS: Some of the largest fisheries in the NWIFCA District are intertidal shellfisheries. It is vital that fisheries comply with shellfish hygiene standards as laid down in the Shellfish Waters Directive and that shellfish harvested from intertidal areas carry valid registration documents to permit the onward sale and transport of shellfish from the shore and into the human food chain. The NWIFCA works with EHS throughout the District, collecting shellfish samples under contract and assisting with the task of enforcing the requirement for registration documents.

44. Councils convene multi-agency committees to prepare operational plans to manage the diverse socio-economic and environmental impacts of cockle and mussel harvesting. These are set up as required by the NWIFCA working with Councils and other agencies.
45. GLA promote the use of Gangmaster licences to bring more effective regulation into the shellfish industry and ensure labour is not exploited by the shellfish industry. The NWIFCA supports this initiative and works with the GLA to improve the standards of financial and management practice.
46. The NWIFCA consults many NGO in the development of its policies including relevant conservation and fisheries organisations.

Section 8 Publicity and Communications

47. The NWIFCA aims to communicate effectively with members, partners and stakeholders. The communications and engagement strategy developed in 2012 and on the website will be further implemented this year.
48. The website at www.nw-ifca.gov.uk holds all current and background information about the Authority. It gives details of meetings, reports, news and current activity. Press releases for urgent communications are on the website and sent to meddia throughout the District.
49. Newsletters: An Authority newsletter series was started in 2012 and continues at 3-4 month intervals.
50. Stakeholder consultation and discussion meetings will be held as required.
51. A text alert system is used to inform stakeholders of urgent information

Section 9 Training and staff management.

52. The Authority training programme identifies areas where officers' skills require development and provides in-house training where available. The training objectives of each officer are identified in staff reviews. Knowledgeable, skilled and well-informed staff will increase efficiency in the delivery of all objectives. A skilled workforce can educate stakeholders and reduce infringements and complaints. Investing in training motivates employees and encourages dedication. Personnel development improves morale and job satisfaction.
53. Therefore the training programme includes:
 - I. Defined training programmes aimed at specified roles and responsibilities provided in house, by the IFCA as a group, by MMO, Defra and outside providers
 - II. Tailored training to meet organisation and personal objectives for each officer, which will assist the Authority deliver desirable outcomes;
 - III. Assessment of the Authority's existing and future skills and capabilities required;

- IV. Consideration of 'off the shelf' training products available and the methods most suitable to provide training and bridge gaps in capability;
 - V. Monitoring and evaluation of training to achieve added value and effectiveness.
54. New Authority members receive an induction pack of information about the IFCA and the role of members. MMO new members training may be available. If resources allow, a short induction training course for new members will be developed in 2014-15.
 55. All IFCOS undertake mandatory training including Health and Safety to provide the core skills required for the role. New IFCOs attend the annual standard 1 week training course required to receive the IFCO warrant with refresher courses at 3-5 year intervals.
 56. MMO provide courses in 'Technical Conservation' and 'Investigative Law' Places are occasionally offered on the 3 week Royal Navy searider training course. This course is the top level Fishery Officer course. All officers are given opportunity and are encouraged to attend these courses. As of March 2014, an accredited IFCO qualification is in the final stages of development with training of internal and external assessors underway. Plans are in place for the first cohort of officers to go through this course in 2014-15.
 57. As part of the staff management system, reviews include a formal review of training completed and an assessment of training requirements. Officers are encouraged to work with their line managers to take training as part of personal development in areas they wish to pursue and to improve the skills complement of the NWIFCA.
 58. An inventory of all training undertaken and renewal schedule is maintained and updated annually. This provides a NWIFCA capability assessment.
 59. IFCOS are trained to work to standards set out in NWIFCA policies including the Health and Safety Policy, the Risk Management strategy and the Enforcement Policy including the adopted Code of Conduct for inspections
 60. The aim of this training is to promote consistency and high standards in all activities of the NWIFCA particularly enforcement and inspections. The NWIFCA must be working to a common standard which all IFCA are aiming to achieve. This will show that NWIFCA staff have the skills and capabilities and behaviours to perform effectively in their roles, and are motivated to deliver the key operational outcomes targeted in the Organisations objectives.
 61. The training programme will be reviewed annually in order to check that training is focused on these objectives and amendments will be implemented. The programme will be monitored and evaluated to assess its effectiveness, and to evaluate specific training methods and products.

Section 10 - Performance Standards

Membership, structure and governance

62. The NWIFCA has 30 members listed in Annex A. Ten are representatives of the funding local authorities; seventeen MMO appointees are appointed by open competition to create a balanced membership of stakeholder interests and there are three agency members from Environment Agency (EA) and Natural England (NE) and MMO.

63. The NWIFCA meets quarterly. Meetings are generally open to the public but confidential matters may require all or parts of meetings to be closed. Standing Orders are in the Constitution and are on the website. Whenever possible, committee papers are posted on the website 7 days in advance of meetings. Meeting dates booked for 201 are: March , June September and December , and for 2015 March 21.
64. A Technical Science and Byelaws Sub-Committee (TSB) undertakes detailed analysis of policy and the work of the Authority. The TSB has 11 members, comprising mostly MMO appointees. All members are entitled to attend and meetings are generally open to the public. The TSB meets between the main Authority meetings and reports decisions to the full Authority. Dates and venues for meetings are posted on the website.
65. A Finance Sub-Committee is responsible for the budget and budget monitoring. As the NWIFCA funding providers, all Councils on the Authority are members.
66. A Patrol Boat Sub-Committee is responsible for planning and if possible procuring a new main patrol vessel.
67. The Chairman's Working Party is set up to decide on or advise officers on sensitive or confidential matters. The Chairman's Working Party is called as required.

Enforcement

68. The Authority aims to be an efficient and fair enforcer, which manages the exploitation of sea fisheries resources with a range of enforcement measures and sanctions. In order to regularly assess and continually improve the impact and effectiveness of these measures and sanctions, the NWIFCA has an enforcement strategy which complies with the Regulators' Compliance Code, taking account of the Hampton Principle's (reducing administration burdens on the Authority) and other current legislative requirements.
69. The enforcement strategy is available from the NWIFCA office electronically or on paper. It was reviewed in March 2013 and will be reviewed again in March 2014

Equality Act 2010

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

Customer service standard and Freedom of Information

71. The Authority is committed to being transparent and accountable. We want our partners and stakeholders (customers) to know what to expect from us and the level of service we will provide. A customer service charter and service standards including freedom of information act publication scheme and a complaints procedure are available from the NWIFCA Office and on the website.

Annex A

Affiliations and Membership of the NWIFCA March 2014

Council Members of the NWIFCA and numbers of appointees	Appointee
Blackpool Borough Council (1)	Councillor G. Coleman
Cheshire West and Chester Council (1)	Councillor M Byram
Cumbria County Council (2)	Councillor AJ Markley Councillor K. Little
Halton Borough Council (1)	Councillor R. Hignett
Lancashire County Council (2)	Councillor L. Beavers Councillor K. Brown
Liverpool City Council (1)	Councillor T. Beaumont
Sefton Council (1)	Councillor J. J. Kelly
Wirral Metropolitan Council (1)	Councillor P. Glasman

MMO Appointees and their Affiliations:	
Commercial Fishing (shellfish)	Mrs J Butler
Marine Science	Dr J.A. Clark
Commercial Fishing	Vacancy
Anglers and Recreational Fishing	Mr B Crawford
Marine Science	Prof. C. Frid
Commercial Fishing	Mr R Graham
Shellfish aquaculture	Mr D. Grunshaw
Marine Industry	Mr R. Benson
Commercial fishing and aquaculture	Mr T. Jones
Fisheries management	Mr A. Maltby
Marine	Mr J.D. Murphy
Commercial fisherman	Mrs M Owen
Recreational fishing	Dr P. Williams
Commercial fisherman	Mr C Woods
Marine	Ms P. Taylor
Anglers and Recreational fishing	Mr D. T. Dobson
Marine Science/Conservation	Vacancy
National Agency appointees	
Natural England	Chris Lumb
Environment Agency	Bill Darbyshire
Marine Management Organisation	Richard Littleton

NOTES:

Councillor G. Coleman (Blackpool) appointed May 2013 to replace Councillor Maughan.
Councillors L. Beavers and K. Brown (Lancashire) appointed May 2013 to replace Councillors S. Leadbetter and A. Thornton

Ms P. Taylor appointed July 2013 to replace Ms Y. Yadi

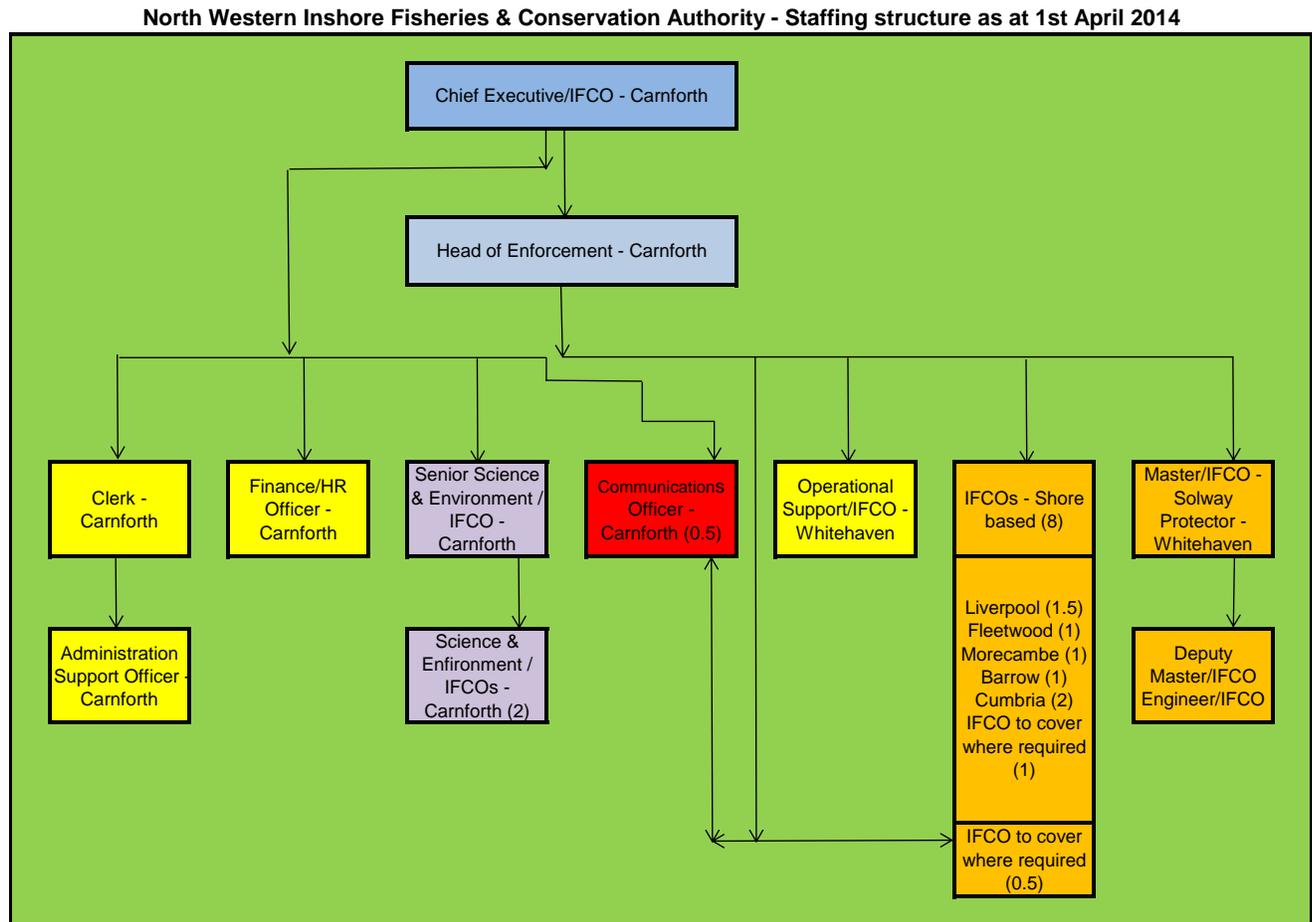
Mr R. Littleton appointed October 2013 to replace Mr N. Robinson

Mr D. Clarke resigned December 2013

Ms C. Reed resigned January 2014

Annex B

Officers and line management



Personnel

The NWIFCA has 21 FTE staff: 10 in the Carnforth Office, 6 in the Whitehaven Office including the crew of FPV 'Solway Protector' and 2 shore based Inshore Fisheries and Conservation Officer (IFCO)s and 5 shore based IFCOs in the South of the District. The roles are as follows:

Chief Executive Officer: Has overall responsibility for the Authority and is the accountable officer. Reports to Authority Chairman

Head of Enforcement / IFCO. Management of the Authority's operational and enforcement programme planning, staff, equipment and resources. Reports to CEO.

Head of Finance and Human Resources. Financial Auditing working with internal and external Auditor, financial and budget planning, monitoring, reporting payments and invoicing. Staff contracts, recruitment, terms and conditions. Reports to CEO.

Master 'Solway Protector' and Deputy Head of Enforcement / IFCO (Whitehaven). Operational planning, management and safe working of the Authority's patrol vessels. Manager of sea-going operations. Deputy responsibility for the planning and execution of fishery patrols. Reports to Head of Enforcement.

Deputy Master / IFCO (Whitehaven). Skipper of 'Solway Protector' when Master is unavailable. Reports to Master.

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

IFC Officers (9 fte officers). Responsible for enforcing the Authority's byelaws, national and EU fisheries and environmental legislation, crewing patrol vessels. Report to master and HOE.

Senior Science and Environment Officer (SSEO) / IFCO. Responsible for providing the NWIFCA with scientific advice, survey fisheries management advice responses to development consultations, and GIS,. Annual science plan and report. Reports to CEO

Science and Environment Officers (2 Officers). Report to Senior Science and Environment Officer Report to SSEO

Communications Officer (0.5 FTE) delivers NWIFCA communication strategy, reports, newsletters, media, meetings. Reports to CEO.

Clerk and Office Manager (Carnforth) – responsible for issuing permits, licences and authorisations and updating database as necessary; preparation of reports to Committee, preparing adverts and applications for confirmation of byelaws; servicing the NWIFCA Committee; supervising and managing general office and staff.

Health and Safety Manager, Office Manager and Operational Support Officer (Whitehaven) Responsible for updating implementing the Health and safety policy, staff training, asset inventory and equipment. Provides operational support to the HOE, and IFCOs

Administration Assistant (Carnforth). Reception and administrative support to Carnforth office and Fishery Officers, assisting with permits, licences and authorisations, office administrative duties and responding to public enquiries.

NWIFCA Equipment (vehicles, vessels and offices)

Leased office in Carnforth

Cumbria Council Office in Whitehaven

FPV "Solway Protector" – 1989, 16 metre Arun class GRP hulled vessel - based in Whitehaven

FPV "Protector Bravo" – 1999, 7 metre RIB – based in Whitehaven

FPV "Protector Alpha" – 1994 5.4 metre RIB – based in Liverpool

FPV "Bay Protector" – 2014 7.3 metre RIB – based in Liverpool

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

4.5m Zodiac based in Morecambe

Patrol vehicles: (2 Landrovers, 1 Nissan Navara 4WD, 2 Isuzu Rodeo Denver 4WD, 1 Renault Traffic radar van, 1 Renault Kangoo van (Fig. 8(ii))??

Science vans: 2 Renault vans

10 ATV quad bikes

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

Annex C: NWIFCA Work Programme for 2014-15 as at March 2014

	High Level Objective	Working Level Objective	Lead	Partners	Due Date/Progress	Comments and update March 2014
Success Criterion 1. The NWIFCA has sound governance and staff are motivated and respected						
	1a planning and reporting	Annual plan 2014-15 approved	CEO	All Members and Officers	June 2014	Plan in prep
		Annual plan reviewed & updated			Sept 2014	
		Draft plan 2015-16			Mar-15	
		Annual report 2013-14 draft	CEO	Members	Sept-14	
		Annual report final & on website	CEO	Members	Dec-13	
		National framework for IFCA monitoring and evaluation	CEO – Defra		Nov-14	Defra report to Secretary of State
	1b Finance	Budget monitoring monthly and quarterly reporting	Finance Officer	CEO Finance Sub Committee	Ongoing	
		Annual audit and accounts completed	Finance Officer	CEO Finance SC	Ongoing annually	2013-14 Accounts completed and signed off Sept-14
		Budget forthcoming year (2014-15) prepared agreed and levied	Finance Officer	CEO Finance SC	Mar-14	Budget 2014-15 prepared. Levies agreed. Councils notified.
	1c Risk	Review Risk Management Strategy, Strategic and Operational Risk Registers	CEO, Finance Officer	MMO, EA, NE, NWIFCA	Annually Dec	
	Authority administration	4 NWIFCA meets per year Sub committees as required	Clerk	Officers & members	Ongoing	March, June, September, December
	1d Staff management and training	Staff management Job and Personal Development plans completed.	Personnel Officer	Line managers. All staff	May	Ongoing. Annually
		Annual & 6 month reviews			April & Sept	Ongoing
		Joint agency training. Officers to attend courses provided	Head of enforcement	Officers	Ongoing	Ongoing for new staff
		Staff trained to promote NWIFCA aims and objectives			Ongoing	

		Assess behaviour of staff toward stakeholders, general public and officers/staff of partner organisations	CEO, HoE		Ongoing	This is incorporated in Staff reviews
		Inventory of staff training gap analysis people capability strategy staff to attend and update mandatory training	Training Officer. CD	All staff	Ongoing	Annual update to skills inventory shows training required & completed
	1e Health & safety	Update NWIFCA Health and Safety Policy and ensure all staff are effectively trained	H&S Officer CD		Ongoing	Policy reviewed for each quarterly meeting and updated as required
		Inventory of assets and equipment	Officers			Done to date March 14
	1f Member & Officer engagement	Identify members training required	Comms officer	Members	Ongoing	Consultation to be undertaken
		Development and implementation of systems that enable staff & members to contribute to policy	Comms officer	Staff and Members		Ongoing
Success Criterion 2. NWIFCA uses evidence based byelaws & management measures						
	2a	Technical Science and Byelaws subcommittee in place	Science team	Staff & members	Ongoing	Meetings between IFCA quarterlies as required
	2a Byelaw review	Byelaws based on scientific or other evidence. Made in accordance with Defra guidance	Byelaws Officer	Byelaw Sub-Committee	Ongoing	Proposed byelaws with evidence reports and Impact Assessments reviewed by MMO.
	2b	Byelaw development and review. EMS Byelaw MCZ byelaws Complete Vessel Size and Netting byelaws.	Byelaws Officer	Byelaw Sub-Committee	01/05/14 01/04/15	Review to be completed by 2015.
	Angling	District-wide assessment of the effort level of recreational fishing	Science Team IFCOs		2014	Aim to continue Sea Angling 2012 survey. Bait digging needs to be assessed
	Shellfish surveys	Cockle and mussel surveys throughout District as required to inform management	Science team IFCOs	TSB NE	Ongoing	Details in science plan

	Science projects	Research projects to inform policy development and management measures	Science team	TSB Officers Members		Details in science plan
	2b	Implement Morecambe Bay Fishery Order	MBFO Officer	TSB	Ongoing	Consultation to begin when draft order published by Defra
Success Criterion 3. NWIFCA operates a fair, effective and proportionate enforcement regime						
	3a	Work with partners to develop national and local Joint Enforcement arrangements and local enforcement plans	Head of Enforcement	MMO; EA; NE Wildlife crime Committees	Ongoing	Attend regional multi-agency enforcement committees
	3a	Implement enforcement strategy in all patrol operations	Head of Enforcement	NWIFCA MMO EA, NE	Ongoing	Enforcement strategy on website when approved
	3a	Review Enforcement Risk Register	Head of Enforcement	NWIFCA, EANE, MMO		
	3b	Train officers to work to the NWIFCA enforcement framework	Head of Enforcement		Ongoing	
	Patrol work	Enforce byelaws and other measures in shore areas	Head of Enforcement	All IFCOs	Ongoing	
		Enforce byelaws and other measures at sea	Head of Enforcement	Patrol vessel IFCOs	Ongoing	
		Procure new main patrol vessel	Head of Enforcement	Council members		Dependant on funding
Success Criterion 4. NWIFCA works in partnership with stakeholders						
	4a MOU	Renew and implement MOU with partner bodies.	CEO	Cefas MMO, EA, NE	Ongoing	Nationally by AIFCA
	4a	Multi agency management committees: Wirral Ribble Morecambe Bay	Science team IFCOs	All partner bodies	Ongoing	Committees called as required dependant on fisheries
	4a	Work to meet shared objectives for shellfish management	Science team IFCOs	EHS, GLA, NE, Local Councils	Ongoing	
	4b	Update database of stakeholders and contacts	Clerk		Ongoing	Maintenance and updating of database as required

		Support joint IFCA discussions of policy and procedure. AIFCA, Chief Officers, MMO, Defra	CEO, Chairman	Members, Officers	Ongoing	CEO is Secretary of Chief Officers group
	4b	Data shared under protocols which meet data protection regs	Clerk	All partners as required	Ongoing	
	4b	Review stakeholder engagement strategy	Communication Officer	Partner bodies Members	Ongoing	
	4b,	Publication of a quarterly newsletter and stakeholder meetings	Communication Officer		Ongoing	
	4b,	Website reviewed and updated: Meeting papers, news	Communication Officer		Ongoing	
	4b FOI	Answer FOI requests within deadlines	Office Manager		Ongoing	Freedom of Information scheme on website
Success Criterion 5. Use of evidence and research to deliver objectives						
	5a	Draft and implement annual research plan	Science Dept	MMO; EA, NE; NWIFCA TSB	April 2014	Plan for 2014-15 attached at Annex D
	5a	2014-15 research report	Science	NWIFCA TSB	Ongoing	Not essential but desirable
	5b Protected areas	Agree with partners, management needs of new MPA in the District	Science	NE, MMO	Ongoing	Liverpool Bay SPA, Lune Deep & Shell flats SAC, MCZ
		Take account of Partners advice in developing and implementing management measures. Seek compliance with Habitats Directive and achievement of conservation objectives for MCZ	Science	NE, MMO, EA, Cefas	Ongoing	
		Implement management measures for MPA as required	Science	NE, MMO	Ongoing	
		Maintain records systems to support decisions	Science		Ongoing	Includes paper and electronic science records and main NWIFCA database
	5b	Contribute to relevant evidence networks, national level	Science Team		Ongoing	UK TAG group. Cefas science workshops. Medin.

	5c	Publish annual plans, reports, research plans, reports, on NWIFCA website.	Science Team	TSB	Ongoing	Annual plan and research plans on website. IFCA reports on website.
Success Criterion 6. The NWIFCA supports and promotes the sustainable management of the marine environment						
	6a	Plan and implement sustainability review of fisheries taking account of relevant national and local programmes	Science team	NE,MMO,EA, TSB	Ongoing	Project Inshore, Liverpool Uni studentship.
	6d	Ensure WFD and MSFD objectives are delivered.	Science Dept	MMO; EA; NE, TSB	Ongoing	No known targets
	6d	Multi-agency Joint Communications Plan with coastal communities	Communication Officer	MMO; EA NE	Ongoing	
	7b	Apply principles in Government guidance on sustainable development	Science Dept		Ongoing	HLO is unclear
		Take account of UK Marine Policy Statement and the process of marine planning on the NWIFCA's work	CEO, Science Dept	MMO; EA; NE; TSB		No actions from MPS. Planning not yet taking place in NW.
Success Criterion 7. IFCA's are recognised and heard						
	7a	Adopt agreed standards and precautionary approach in management of SSSI, NNR, Ramsar sites, EMS, MCZ	Science Dept	NE, Members Officers TSB	Ongoing	New activities assessed and impacts mitigated. Consents agreed with NE
	7a	Attend management boards/steering groups for marine protected areas	Science Dept	TSB	Ongoing	

Annex D: Science and Communications work plan 2014-15

NWIFCA Science Planning and Potential for Collaborative Work with Partner Agencies and Academic Institutions 2014 – 15

Task	Area	Frequency	Resource Requirements	Potential for Collaborative Work	Additional Resource Requirements
Core Work					
Cockle Surveys / Stock Assessments	Wirral – Leasowe - intertidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads	Liverpool Uni PhD studentship Natural England RSPB WLT Low water bird feeding observations	Transport for other agency staff
	Ribble beds - intertidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads	Lytham – WLT Marine Graduates Natural England RSPB Low water bird feeding observations	Transport for other agency staff
	Morecambe Bay beds - intertidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads	Natural England RSPB WLT Low water bird feeding observations	Transport for other agency staff
	Solway – Cardurnoch - sandbank	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads Industry boat for	Marine Scotland Natural England RSPB WLT	Transport for other agency staff Insurance?

			access	Low water bird feeding observations	
Task	Area	Frequency	Resource Requirements	Potential for Collaborative Work	Additional Resource Requirements
Mussel Surveys / Stock Assessments	Dee Estuary - intertidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads	Natural England RSPB WLT Low water bird feeding observations	
	Fleetwood - intertidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads	Natural England RSPB WLT Low water bird feeding observations	Transport for other agency staff
	Morecambe Bay beds – South America / Falklands	Annual – or monthly if significant recruitment	NWIFCA science and IFCOs RIBs Industry heli-flight, hovercraft and boats	Natural England RSPB WLT Low water bird feeding observations High water bird activities	Transport for other agency staff
	Morecambe Bay - intertidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads	Heysham Flat – WLT Marine Graduates Natural England RSPB Low water bird feeding observations	Transport for other agency staff
	Duddon Estuary - intertidal	Annual – or quarterly if significant	NWIFCA science and IFCOs	Natural England RSPB	Transport for other agency staff

		recruitment	Quads	WLT Low water bird feeding observations	
Task	Area	Frequency	Resource Requirements	Potential for Collaborative Work	Additional Resource Requirements
Mussel Surveys / Stock Assessments	Solway - intertidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs Quads	Natural England RSPB WLT Low water bird feeding observations	Transport for other agency staff
	Solway - sub-tidal	Annual – or quarterly if significant recruitment	NWIFCA science and IFCOs IFCA boats - side scan?? Charter boats for dredge or grab sampling / drop-down camera	EA survey vessels – side scan, grab, drop down camera? Natural England RSPB WLT High water bird activities during fishery	Transport for other agency staff
<i>Sabellaria alveolata</i> surveys	Heysham Flat	Quarterly	NWIFCA Science	WLT Marine Graduates and Annual Report produced	
Unregulated bivalves	Duddon Estuary	Throughout spring/summer/autumn on large tides	NWIFCA science and IFCOs Quads		
EMS Review – Amber Sites					

Assessment of trawling activity	Dee Estuary	One – off initial assessment to inform Risk Assessments. Subject to review and amendment as new data collected	NWIFCA science and IFCOs NWIFCA quads and boats NWIFCA Comms Officer	MMO Fishing industry – stakeholder meetings and engagement EA survey vessels	Meeting rooms and advertising / publicity
Task	Area	Frequency	Resource Requirements	Potential for Collaborative Work	Additional Resource Requirements
Assessment of netting activity – all sites	Dee Estuary Mersey Narrows and North Wirral Foreshore Mersey Estuary Liverpool Bay Ribble and Alt estuary Shell Flat and Lune Deep Morecambe Bay Drigg Solway Firth	One – off initial assessment to inform Risk Assessments. Subject to review and amendment as new data collected	NWIFCA science and IFCOs NWIFCA quads and boats NWIFCA Comms Officer	MMO – data and enforcement officers. EA – survey vessels and shore patrols. LA beach patrols. Wardens – WLT / NT / etc Fishing industry – stakeholder meetings and engagement	Meeting rooms and advertising / publicity
Assessment of bait collection activity including crabs – all sites	Dee Estuary Mersey Narrows and North Wirral Foreshore Mersey Estuary Liverpool Bay Ribble and Alt estuary Shell Flat and Lune Deep	One – off initial assessment to inform Risk Assessments. Subject to review and amendment as new data collected	NWIFCA science and IFCOs NWIFCA quads and boats NWIFCA Comms Officer	Angling sector (eg. Angling Trust and local angling clubs etc) – stakeholder meetings and engagement. EA –and shore patrols. LA beach patrols.	Meeting rooms and advertising / publicity

	Morecambe Bay Drigg Solway Firth			Wardens – WLT / NT / etc	
Unregulated bivalves	Leasowe	Throughout spring/summer/autumn on large tides	NWIFCA science and IFCOs NWIFCA Quads NWIFCA Comms Officer	Liverpool Uni – Chris Frid	Translations?
Assessment of all fishing activities	Liverpool Bay	One – off initial assessment to inform Risk Assessments. Subject to review and amendment as new data collected	NWIFCA science and IFCOs NWIFCA quads and boats NWIFCA Comms Officer	MMO EA – survey vessels Fishing industry – stakeholder meetings and engagement	Meeting rooms and advertising / publicity
Task	Area	Frequency	Resource Requirements	Potential for Collaborative Work	Additional Resource Requirements
Assessment of potting	Shell Flat and Lune Deep Morecambe Bay (Cumbria coasts – not strictly EMS but collect data for sustainability use)	One – off initial assessment to inform Risk Assessments. Subject to review and amendment as new data collected	NWIFCA science and IFCOs NWIFCA boats NWIFCA Comms Officer	MMO EA – survey vessels Fishing industry – stakeholder meetings and engagement	Meeting rooms and advertising / publicity
Assessment of activity of beam trawl for whitefish	Dee Estuary Liverpool Bay Ribble and Alt Morecambe Bay	One – off initial assessment to inform Risk Assessments. Subject to review and amendment as new data collected	NWIFCA science and IFCOs NWIFCA boats NWIFCA Comms Officer	MMO EA – survey vessels Fishing industry – stakeholder meetings and engagement	Meeting rooms and advertising / publicity
Assessment of activity of trawling	Solway Firth	One – off initial assessment to inform	NWIFCA science and IFCOs	MMO EA – survey vessels	Meeting rooms and advertising /

for shrimp		Risk Assessments. Subject to review and amendment as new data collected	NWIFCA boats NWIFCA Comms Officer	Fishing industry – stakeholder meetings and engagement	publicity
Assessment of Winkle Hand-gathering activity – background research into biology and ecology of species	Barn Scar, Drigg	One – off initial assessment to inform Risk Assessments. Subject to review and amendment as new data collected	NWIFCA science and IFCOs NWIFCA quads	WLT Marine Graduates	
Task	Area	Frequency	Resource Requirements	Potential for Collaborative Work	Additional Resource Requirements
MCZ Tranche 1					
Assessment of all fishing activities including recreational (desk-top initially)	Cumbria Coast MCZ	One – off initial assessment to inform management	NWIFCA science and IFCOs NWIFCA boats NWIFCA Comms Officer	MMO Fishing industry – stakeholder meetings and engagement	Meeting rooms and advertising / publicity
<i>Sabellaria alveolata</i> surveys	Cumbria Coast MCZ	Annually	NWIFCA Science and IFCOs Quads	WLT Marine Graduates	
Mussel bed surveys	Cumbria Coast MCZ	Annually	NWIFCA Science and IFCOs Quads	WLT Marine Graduates	
Assessment of all fishing activities including	Fylde MCZ	One – off initial assessment to inform management	NWIFCA science and IFCOs NWIFCA boats	MMO EA – survey vessel Fishing industry –	Meeting rooms and advertising / publicity

recreational (desk-top initially)			NWIFCA Comms Officer	stakeholder meetings and engagement	
MCZ Tranche 2					
<i>Sabellaria alveolata</i> monitoring surveys	Allonby Bay MCZ	Annually	NWIFCA Science and IFCOs Quads	WLT Marine Graduates	
Mussel bed surveys	Allonby Bay MCZ	Annually	NWIFCA Science and IFCOs Quads	WLT Marine Graduates	
Assessment of all fishing activities including recreational (desk-top initially)	Allonby Bay MCZ	One – off initial assessment to inform management	NWIFCA science and IFCOs NWIFCA boats NWIFCA Comms Officer	MMO EA – survey vessel Fishing industry – stakeholder meetings and engagement	Meeting rooms and advertising / publicity
Assessment of all fishing activities including recreational (desk-top initially)	West of Walney MCZ	One – off initial assessment to inform management	NWIFCA science and IFCOs NWIFCA boats NWIFCA Comms Officer	MMO EA – survey vessel Fishing industry – stakeholder meetings and engagement	Meeting rooms and advertising / publicity
Impacts and Activities (see below for research issues)					
Cockle and Mussel Fisheries	Bird and food resources Bird disturbance Impact on stocks and recruitment				

	Habitats/features re method and access
Unregulated bivalves	Bird and food resources Bird disturbance Impact on stocks and recruitment Habitats/features
Worms (bait)	Bird and food resources Bird disturbance Impact on stocks and recruitment of target species Habitats/features
Crabbing (bait)	Bird and food resources Bird disturbance Impact on stocks and recruitment of target species Habitats/features
Winkle gathering	Impact on stocks and recruitment Bird and food resources
Netting	Bird and food resources Bird disturbance Target species - impacts on stocks and recruitment of bird prey species By-catch - impacts on stocks and recruitment of bird prey species Habitats/features
Potting	Bird disturbance Target species By-catch Habitats/features
Size Mussel Dredge Fishery Solway Firth	Bird and food resources Bird disturbance Target species - impacts on stocks and recruitment of bird prey species By-catch - impacts on stocks and recruitment of bird prey species Habitats/features
Beam trawl for whitefish	Bird and food resources Bird disturbance

	Target species - impacts on stocks and recruitment of bird prey species By-catch - impacts on stocks and recruitment of bird prey species Habitats/features
Beam trawl for shrimp	Bird and food resources Bird disturbance Target species - impacts on stocks and recruitment of bird prey species By-catch - impacts on stocks and recruitment of bird prey species Habitats/features

Key Issues, Evidence Gaps and Research Needs for MPA Management NWIFCA District – March 2014

Cockle and Mussel Fisheries – Bird Requirements

- 1) When are the critical periods for shellfish eating birds?
 - ie. beginning of autumn when they arrive from migrations and will be out of condition
 - mid-winter when weather at most severe
 - spring before migrations and building up reserves
- 2) What proportion of SPA wintering birds are using shellfish beds and associated access areas (for feeding or roosting)? How (and when) are these figures calculated?
- 3) How to define acceptable levels of disturbance or displacement to feeding / roosting birds from fishery activities (compared to background levels)?
- 4) How best should assessments of what stock should be left for birds be made, and based on what figures?

Collection of new evidence

Low Tide Count data:

- Low Tide Counts
- Additional LTC count(s) – if such is possible, use to compare distribution of and use by birds on fished and un-fished days, to help assess disturbance/displacement and inform current/future fisheries management.

Monitoring of disturbance/displacement of birds from areas associated with shellfish fisheries (roost sites, access routes, fishery area):

- Direct observations of disturbance/displacement of birds by fisheries activities
- Fishery areas. How might we get pre-, during and post-fishery observations of bird disturbance/displacement from active fishery areas.

Oystercatchers:

- 1) Improve understanding of OC wintering site fidelity vs distribution in relation to prey availability:
 - within specific bays / estuaries
 - across the north west (including Scottish and Welsh areas)
 - daily distances travelled for feeding
- 2) OC dependency on cockles:
 - size preference and adaptability particularly in years when none of size preference available
 - how quick they can change from cockles to mussels and vice versa for their food preference

Eiders:

- 1) Improve understanding of eider feeding:
 - where eiders observed feeding, establish what prey – diver surveys, grab samples, side scan sonar

- also stomach contents and faeces analysis, observations
 - daily distances travelled to feed within Bay – hotspot areas
- is shrimp an important food resource for chicks and has the reported reduction in shrimp numbers affected chick survival
- 2) Improve understanding of pressures in other geographical areas and effects on their population numbers and distribution, and how this relates to Morecambe Bay birds:
- effects of climate change and extent of their range
 - hunting
 - where nesting – how successful each area and are they suffering same sex ratio issues
- 3) Improve knowledge of Morecambe Bay eider population:
- re-examine figures of eiders in Bay set during EMS designation
 - nesting areas – cameras to monitor predation
 - eider predation – fencing and monitoring success compared to non-fenced – foxes, badgers, gulls
 - bird observers on vessels – esp. undredged areas – Kingfisher and windfarm transport
 - examine sex-ratio of eiders further
 - disturbance to eiders by vessels – effects of the increase in windfarm boat traffic

Further work on Existing evidence (RSPB):

Collate/review evidence of indicative relative importance of individual fishery areas for SPA wintering bird species by use of historic and recent core counts of adjacent roost sites:

- Mean peak count & dot density sector maps for all LSE species from historic core counts for winter months
- Core counts for winter months
- Ask WeBS counters which core count sectors are most closely linked with the individual fishery areas [waders tend to roost close to their preferred feeding areas to minimise energy expenditure]
- Collate/review evidence of direct use and importance of individual fishery areas by SPA wintering bird species from low tide count data/observations
- Review all fishery areas Low Tide Count data
- Review key bird areas map and information previously provided by WeBS counters to Natural England

Morecambe Bay Mussel Fisheries:

- 1) Modelling to detect broodstock for Morecambe Bay mussels particularly South America, and destination of scoured out seed mussel
- 2) Investigate ways of detecting spawning times on Morecambe Bay beds and relate to weather, temperature, rainfall, salinity etc
- 3) Identify which beds self-recruit or seed the Bay, and assess what biomass needs to remain to protect recruitment levels
- 4) Foulney Mussel bed – management options – zoning and allowing harvesting of all sizes from defined areas; reducing MLS
- 5) Further investigations into effects of thinning mussels on overall biomass

Cockles:

- 1) Identify parameters for defining the area of a cockle bed
- 2) Investigate minimum density threshold requirements for fertilisation success

- 3) Investigate impacts on soft sediments from hand-gathering

Unregulated Bivalves:

- 1) What % of the population is exposed to exploitation (i.e. in areas accessible at spring low tide)
- 2) What is the life history information for the species being collected? (Some of this may be covered in Razor Clam Report)
- 3) What happens to areas that have been exploited? Do individuals from outside move in? Does this open up areas for new settlement?
- 4) Is this sustainable at current activity levels? At what level is this sustainable? Is this a self-recruiting population?
- 5) What bird species feed on these bivalves? How important are they in their diet?
- 6) What is the impact on bird disturbance and habitat/sedimentology?

Netting:

- Difficult to determine research questions until activity is understood.

Potting:

- 1) What is the impact of potting on hard substrate (reefs)?
- 2) What is the impact of potting on soft substrate (sands)?
- 3) Landings data of target species. Impacts on stock levels and recruitment.
- 4) What by-catch is there? What are the impacts on those species and stock levels? What are the impacts on bird prey resources?

- 5) Any bird disturbance issues?

Beam trawl for Whitefish:

- 1) What is the impact of this fishery on soft sediments – infauna and sedimentology?
- 2) What is the impact of this fishery on neighbouring boulder and cobble features – smothering etc?
- 3) Landings data of target species. Impacts on stock levels and recruitment.
- 4) What by-catch is there? What are the impacts on those species and stock levels? What are the impacts on bird prey resources?
- 5) Any bird disturbance issues?

Shrimp Trawls:

- 1) What is the status of shrimp stocks? Are they in decline (as seen in declining catches)? If so, what is causing this decline?
- 2) Is the fishery sustainable? Recruitment? Methods and discards?
- 3) What is the impact of this fishery on soft sediments – infauna and sedimentology
- 4) What is the impact of this fishery on neighbouring boulder and cobble features– smothering etc?
- 5) What bird species feed on shrimp? How important are they in their diet? (links into eider work)
- 6) What by-catch is there? What are the impacts on those species and stock levels? What are the impacts on bird prey resources?
- 7) Levels / impacts of bird disturbance?

