



St Mary's Lighthouse at Dawn



# Annual Plan 2019-2020

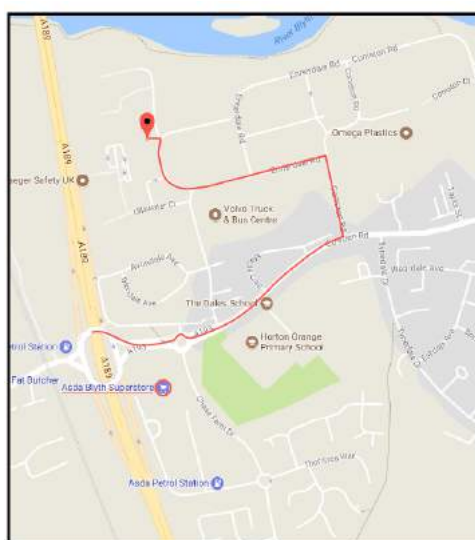
Northumberland Inshore Fisheries & Conservation Authority (NIFCA)

*"Inshore Fisheries and Conservation Authorities 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."*

## Map of Northumberland IFCA District



## Finding the NIFCA Office, 8 Ennerdale Road, Blyth



### Directions:

- Exit the A189 into Blyth,
- Go straight across the roundabout next to ASDA,
- Continue on Cowpen Road and turn left at the main set of traffic lights onto Coniston road,
- Take the next left onto Ennerdale Road,
- Continue on Ennerdale Road, past Volvo on your left and follow the road round to the right,
- NIFCA is the white building on the left through the green metal gates.

## **GLOSSARY OF RELEVANT TERMS USED IN THIS ANNUAL PLAN, OF INTEREST AND/OR OF RELEVANCE TO NIFCA REMIT**

### **ABBREVIATIONS**

<b>AED</b>	Automated External Defibrillators
<b>AIFCA</b>	Association of IFCAs
<b>AIS</b>	Automatic Identification System
<b>AONB</b>	Area of Outstanding Natural Beauty
<b>B&amp;NNC SAC</b>	Berwickshire & North Northumberland Coast Special Area of Conservation
<b>CEFAS</b>	The Centre for Environment, Fisheries and Aquaculture Science
<b>CEO</b>	Chief Executive Officer
<b>CFP</b>	Common Fisheries Policy
<b>CIFCO</b>	Chief IFCO
<b>COG</b>	Chief Officers Group
<b>CPUE</b>	Catch per Unit Effort
<b>DEFRA</b>	Department for Environment, Food & Rural Affairs
<b>EA</b>	Environment Agency
<b>EEZ</b>	Exclusive Economic Zone
<b>EIA</b>	Environmental Impact Assessment
<b>EMFF</b>	European Maritime and Fisheries Fund
<b>EMS</b>	European Marine Site
<b>EUNIS</b>	European Nature Information System
<b>FLAG</b>	Fisheries Local Action Group
<b>GIS</b>	Geographic Information System
<b>GPS</b>	Global Positioning System
<b>ICES</b>	International Council for the Exploration of the Sea
<b>ICZM</b>	Integrated Coastal Zone Management
<b>IFCA</b>	Inshore Fisheries and Conservation Authority
<b>IFCO</b>	Inshore Fisheries and Conservation Officer
<b>iVMS</b>	Inshore Vessel Monitoring System
<b>JNCC</b>	Joint Nature Conservation Committee
<b>JWA</b>	Joint Working Arrangement (in the district with the MMO, EA and NE)
<b>KPI</b>	Key Performance Indicators
<b>LPUE</b>	Landing per Unit Effort
<b>LSE</b>	Likely Significant Effect
<b>MCA</b>	Maritime Coastguard Agency
<b>MaCAA</b>	Marine & Coastal Access Act 2009
<b>MCRS</b>	Minimum Conservation Reference Size
<b>MCSS</b>	Monitor and Control Surveillance System
<b>MCZ</b>	Marine Conservation Zone
<b>MEO</b>	Marine Enforcement Officer
<b>MOU</b>	Memorandum of Understanding
<b>MLS</b>	Minimum Landing Size
<b>MMO</b>	Marine Management Organisation
<b>MPA</b>	Marine Protected Areas
<b>MSC</b>	Marine Stewardship Council
<b>MSFD</b>	Marine Strategy Framework Directive
<b>MSY</b>	Maximum Sustainable Yield
<b>NAREC</b>	National Renewable Energy Centre
<b>NCC</b>	Northumberland County Council
<b>NE</b>	Natural England
<b>NeBBS</b>	North East Beached Bird Survey
<b>NEBOSH</b>	National Examination Board in Occupational Safety and Health
<b>NGO</b>	Non-Government Organisation
<b>NIMEG</b>	National Marine Enforcement Group
<b>NIFCA</b>	Northumberland Inshore Fisheries and Conservation Authority
<b>nm</b>	Nautical Miles
<b>NNR</b>	National Nature Reserve
<b>NSFC</b>	Northumberland Sea Fisheries Committee
<b>NTL</b>	Normal Tidal Limit

<b>NTMBC</b>	North Tyneside Metropolitan Borough Council
<b>PACE</b>	Police and Criminal Evidence Act
<b>PPR</b>	Professional Practices and Responsibilities
<b>RIB</b>	Rigid Inflatable Boat
<b>RNLI</b>	Royal National Lifeboat Institution
<b>RSA</b>	Recreational Sea Angling
<b>SAGB</b>	Shellfish Association of Great Britain
<b>SAC</b>	Special Areas of Conservation
<b>SEA</b>	Strategic Environmental Assessment
<b>SOLAS</b>	The International Convention for the Safety of Life At Sea
<b>SPA</b>	Special Protection Areas
<b>SSSI</b>	Site of Special Scientific Interest
<b>STCW</b>	Standards of Training, Certification and Watchkeeping
<b>RYA</b>	Royal Yacht Association
<b>TAC</b>	Total Allowable Catch
<b>TAG</b>	Technical Advisory Group
<b>TCG</b>	Tactical and Co-ordination Group
<b>UNCLOS</b>	United Nations Convention on the Law of the Sea
<b>VMS</b>	Vessel Monitoring System

## GLOSSARY: POLICY AND LEGISLATION

<b>Birds Directive</b>	Aims to protect all European wild birds and the habitats of the species listed in the directive. The Birds Directive is the abbreviated term for Council Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds.
<b>Byelaw</b>	A regulation made by a local authority.
<b>Common Fisheries Policy (CFP)</b>	Common Fisheries Policy (CFP) is the fisheries policy of the European Union (EU). It sets quotas which indicate how much of each fish species each member state is allowed to catch, as well as encouraging the fishing industry by various market interventions.
<b>Habitats Directive</b>	Aims to protect the habitats and species listed in the directive's Annexes. The Habitats Directive is the abbreviated term for Council Directive 92/43/EEC of 21 May 1992 on the Conservation of Natural Habitats and of Wild Fauna and Flora.
<b>Habitats Regulations</b>	Transposes the Birds Directive and Habitats Directive into UK law.
<b>Marine and Coastal Access Act</b>	Seeks to improve management and increase protection for the marine environment within English inshore areas. The Act includes provisions for the establishment of the MMO, IFCAs and the creation of a network of MCZs.
<b>NIFCA Byelaws</b>	A set of regulations enforced by NIFCA within the NIFCA district.
<b>Statutory Instruments</b>	This legislation is made in accordance with provisions contained within one or more of the UK primary fisheries Acts.

## GLOSSARY: MARINE PROTECTED AREAS

<b>Annex I Habitats</b>	A natural habitat(s) listed in Annex 1 of the Habitats Directive for which Special Areas of Conservation can be designated.
<b>Annex II Species</b>	A species listed in Annex II of the Habitats Directive for which Special Areas of Conservation can be designated.
<b>Annex I Species (Birds Directive)</b>	A particularly threatened species for which EU member states must designate Special Areas of Protection for their survival, and all migratory bird species.

<b>Appropriate Assessment</b>	The process and documentation associated with the statutory requirement under the EC Habitats Directive to assess the impact of a plan or project on a European site
<b>Area of Outstanding Natural Beauty (AONB)</b>	Area of high landscape value protected by law to conserve and enhance its natural beauty.
<b>Assemblage</b>	A collection of plants and/or animals characteristically associated with a particular environment.
<b>Coastal Change Management Areas</b>	Areas at the coast which have specific temporal and spatial planning policies attached to mitigate the long-term impact of coastal change.
<b>Competent Authority</b>	Any minister, government department, public or statutory undertaker, public body or person holding a public office that exercises legal powers (see also relevant authority).
<b>Conservation objective</b>	The goal of maintaining or restoring natural habitats and populations of species of wild fauna and flora at a favourable conservation status.
<b>European Site</b>	A Special Protection Area (SPA) designated under the EC Birds Directive, or a Special Area of Conservation (SAC) designated under the EC Habitats Directive.
<b>European Marine Site</b>	A European site (SAC or SPA) which consists of marine areas.
<b>Favourable Condition</b>	A range of conditions for a natural habitat or species at which the sum of the influences acting upon that habitat or species are not adversely affecting its distribution, abundance, structure or function within an individual Natura 2000 site in the long term. The condition in which the habitat or species is capable of sustaining itself on a long-term basis.
<b>Feature</b>	A natural or semi-natural feature for which a European site has been selected.
<b>Habitat</b>	The place in which an animal or plant lives.
<b>Habitat Regulations Assessment</b>	An assessment required under the EC Habitats Directive of the impacts of plans or projects on European sites.
<b>Implementation</b>	Putting policies and proposals into effect.
<b>Implementation Officer</b>	The officer employed by the Management Group to develop the management scheme and support implementation of the scheme
<b>Integrated Coastal Zone Management (ICZM)</b>	Co-ordinated management of the coastal and inshore marine area across multiple sectors, taking a long-term approach to planning.
<b>Likely Significant Effect (LSE)</b>	The first step of a Habitat Regulations Assessment to determine whether a plan or project might impact a European site.
<b>Littoral</b>	The margins of a body of water, an area which is occasionally washed by the tide
<b>Maintain</b>	The action required for an interest feature when it is considered to be in favourable condition. Management may still be required to keep this status.
<b>Management Group</b>	A group of statutory and non-governmental organisations working in partnership to manage a European Marine Site.
<b>Management Scheme</b>	The framework established by the relevant authorities at a European marine site under which their functions are exercised to secure, in

relation to that site, compliance with the requirements of the Habitats Directive.

<b>Marine Conservation Zone (MCZ)</b>	Marine areas in English waters designated under the Marine and Coastal Access Act 2009 to protect marine habitats and species typical of UK waters.
<b>Marine Protected Area</b>	A marine area that is protected by statutory or voluntary measures to control human activity. The term is also used to describe Scotland's national network of marine nature conservation sites.
<b>Natura 2000 Network</b>	The European network of protected sites established under the Birds Directive and the Habitats Directive, made up of SPAs and SACs.
<b>National Nature Reserve (NNR)</b>	Important areas for wildlife which are protected, managed and accessible.
<b>Plan or Project</b>	Any proposed development that is within a relevant authority's function to control, or over which a competent authority has a statutory function to decide on applications for consents, authorisations, licences or permissions.
<b>Ramsar Site</b>	A site held on the list of wetlands of international importance, especially as habitats for wildfowl, under the Ramsar convention.
<b>Relevant Authority</b>	The specific competent authority which has powers or functions which have, or could have, an impact on the marine environment within or adjacent to a European marine site.
<b>Restore</b>	The action required for bringing a qualifying feature back to favourable condition.
<b>Site of Special Scientific Interest (SSI)</b>	Areas designated in the UK for their internationally important flora, fauna and geological features.
<b>Shoreline Management Plan</b>	A document setting out strategic guidance for the management of coastal defence over the next 20, 50 and 100 years.
<b>Special Area of Conservation (SAC)</b>	An area designated under the European Habitats Directive 92/43/EEC.
<b>Special Protection Area (SPA)</b>	An area designated under the European Birds Directive 79/409/EEC
<b>Statutory Nature Conservation Body</b>	Government's main advisors for the natural environment – Natural England and Scottish Natural Heritage in England and Scotland respectively.
<b>Steering Group</b>	A group of statutory and non-governmental organisations with delegated powers from the Management Group. The Steering Group oversees the work of the Implementation Officer.
<b>Strategic Environmental Assessment (SEA)</b>	The assessment of environmental effects of major strategic plans. SEA is a European requirement.
<b>Sub-Feature</b>	An important component part of a qualifying feature – e.g. kelp forests are a sub-feature of the rocky reef.
<b>Voluntary Marine Reserve</b>	A marine area that is protected through voluntary agreements with site users.

## GLOSSARY: OTHER/FISHERIES AND ENVIRONMENTAL

<b>Berried crab/lobster</b>	A crab or lobster with eggs or spawn attached to the tail or other exterior part.
<b>By-catch</b>	A fish or other marine species that is caught unintentionally while catching target species.
<b>Carapace Length</b>	The carapace length of a lobster is measured from the rear of the eye socket to the rear of the carapace on a line parallel to the centre line of the body.
<b>Carapace Width</b>	The carapace width of a crab is measured from the widest part of a crab's carapace.
<b>Crustacea</b>	A group of arthropods, which includes crabs, lobsters, crayfish and shrimp.
<b>Discards</b>	Those components of a fish stock thrown back after capture e.g. because they are below the minimum landing size or because quota have been exhausted for that species.
<b>Environmental Impact Assessment (EIA)</b>	The assessment of environmental effects of major projects and development proposals to inform decision making. EIA is a European requirement.
<b>Escape gaps</b>	An opening in the pot of a size that allows undersized target- and non-target species to escape, whilst retaining legal sized target species.
<b>Geographic Information System (GIS)</b>	A system which captures, stores, analyses, manages and presents data that is linked to a location. The software ArcGIS is used by NIFCA to produce maps.
<b>Ground-truthing</b>	The collection of ground-truth data enables the accuracy of remote-sensing data (such as underwater video footage) to be determined, aiding the interpretation and analysis of the remotely-sensed data.
<b>Landing Obligation</b>	Under the landing obligation all catches have to be kept on board, landed and counted against quotas. Undersized fish cannot be marketed for human consumption. This measure will be introduced fishery by fishery over the next few years.
<b>Management Regime</b>	The current NIFCA management regime consists of byelaws and regulations.
<b>Maximum Landing Size (MaxLS)</b>	Lobsters greater than the MaxLS in Scotland should be returned to the sea.
<b>Maximum Sustainable Yield (MSY)</b>	MSY is the largest average yield (catch) that can theoretically be taken from a species' stock over an indefinite period under constant environmental conditions.
<b>Minimum Conservation Reference Size</b>	The size for a given species below which the sale of catches shall be restricted to reduction to fish-meal, pet food or other non-human consumption products only. (MCRS)
<b>Minimum Landing Size (MLS)</b>	The EU Common Fisheries Policy implemented EU minimum landing sizes (MLS) now known as Conservation Reference Sizes (CRS) for quota species which define the smallest fish measurement at which it is legal to keep or sell a fish.

<b>Mitigation</b>	The action of reducing the severity or seriousness of something.
<b>Stock Assessment</b>	Provide fisheries managers with the information that is used in the regulation of a fish stock. Biological and fisheries data are collected in a stock assessment.
<b>Strategic Environmental Assessment (SEA)</b>	Assesses the impact on the environment from public plans, programmes and strategies
<b>Sustainability</b>	The collection of policies and strategies employed by companies to minimize their environmental impact on future generations.
<b>Soft shelled Crab/Lobster</b>	A crab or lobster which has recently cast its shell
<b>Stakeholder</b>	Any organisation or individual that has a direct interest in actions or decisions. Their interest may be because they will have a role in implementing the decisions, or because they will be affected by the decision.
<b>Total Allowable Catch (TAC)</b>	Catch limits (expressed in tonnes or numbers) that are set for most commercial fish stocks.
<b>V-notching</b>	V-notching puts a notch in the tail flap of a lobster, predominantly sized and berried female lobsters (87mm or larger). This gives the female one or two more chances of spawning before being eligible for recapture. It is an offence to land a V-notched lobster, male or female.

## GLOSSARY: ENFORCEMENT

<b>Automatic Identification System (AIS)</b>	An automatic tracking system used on ships and by vessel traffic services (VTS) for identifying and locating vessels by electronically exchanging data with other nearby ships, AIS base stations, and satellites.
<b>Code of Conduct</b>	A set of rules outlining the social norms and rules and responsibilities of, or proper practices for, an individual, party or organization.
<b>Global Positioning System (GPS)</b>	A satellite-based navigation system.
<b>Landings</b>	The catches of marine fish landed at a port.
<b>Memorandum of Understanding (MOU)</b>	A formal agreement between two or more parties. MOUs are not legally binding.
<b>Nautical Mile (nm)</b>	A nautical mile is a unit of distance, set by international agreement as being 1.852 km; 1,852 m; 1.151 mi or 6,076 ft.
<b>Patrols</b>	Monitoring of a specific geographic area.
<b>Permit</b>	An official document giving someone authorization to fish.
<b>Pot Limitation</b>	Limits the number of pots a permit holder can fish within the district (the NIFCA limit is 800 pots).
<b>TCG</b>	Tactical Co-ordination Group
<b>Vessel Monitoring System (VMS)</b>	Systems that are used in commercial fishing to allow environmental and fisheries regulatory organisations to track and monitor the activities of fishing vessels.



## GLOSSARY: FISHING METHODS AND GEAR

<b>Bait Collection</b>	The collection of intertidal animals to use as bait.
<b>Bait Digging</b>	Method of collecting angling bait which uses a fork, pump or spade to target lugworm and ragworm living in intertidal sediment.
<b>Cleek</b>	Pole with a hook on the end used for catching lobsters.
<b>Cleeking</b>	A method of catching lobsters in the intertidal zone using a long pole with a hook on the end.
<b>Cod-end</b>	The end of a towed net where the catch collects.
<b>Crab Tiling</b>	Collecting soft shelled shore crabs referred to as peeler crabs for use as angling bait. Shelters made from tyres or pipes or set on intertidal sediment.
<b>Dahn</b>	A pole with a float, weight and flag attached.
<b>Dredge</b>	A rigid structure towed on the seabed in order to collect target species
<b>Drift net</b>	Nets which hang vertically in the water column without being anchored to the bottom. The nets are kept vertical in the water by floats attached to a rope along the top of the net and weights attached to another rope along the bottom of the net.
<b>Fixed Engine</b>	A fixed (stationary) net used for the taking of fish.
<b>Gill Net</b>	A single wall of netting that can either be fixed or allowed to drift.
<b>Hand Gathering</b>	The process of gathering sea fisheries resources by hand for food or bait.
<b>J-Net</b>	A net in the shape of the letter 'J'.
<b>Marker Buoy</b>	Any surface marker float which can be used to identify the location of fishing gear.
<b>Mobile Gear</b>	Any dredge, trawl or similar device that is designed to be towed or pushed to take sea fisheries resources on the seabed.
<b>Net</b>	Any trammel, gill, tangle or other enmeshing net used for the capturing of sea fish.
<b>Passive Gear</b>	Longlines or nets which are rigged with top, bottom and connecting ropes and may be equipped with anchoring, floating and navigational gear.
<b>Pot</b>	Any pot, creel, trap or cage used for the catching of sea fish.
<b>Purse Seine Net</b>	A large circular net which surrounds fish to capture them.
<b>Static Gear</b>	Static gear is set to allow fish to swim into it, or to attract fish by bait, and consequently become caught in the gear (e.g. pots).
<b>Tangle Net</b>	A net with large meshes set on the seabed.
<b>T-net</b>	A net in the shape of the letter 'T'.
<b>Trammel Net</b>	A net which consists of 3 parallel panels with different mesh sizes.
<b>Trawling</b>	The operation of towing a net to catch fish.

## GLOSSARY - SPECIES:

A list of the minimum conservation reference sizes for the following species will be found on the FAQ page of the authority website.

Brown/Edible Crab *Cancer pagarus*



Lobster *Homarus gammarus*



Velvet Crab *Nectora puber*



Green Crab *Carcinus maenas*



Spider Crab *Maja squinado*



Stone Crab (often referred to as a spider crab) *Lithodes maja*



**Prawn/  
Nephrops**

*Nephrops  
norvegicus*



**Whelk**

*Buccinum  
undatum*



**Periwinkle**

*Littorina littorea*



**Mussel**

*Mytilus edulis*



**Native  
Oyster**

*Ostrea edulis*



**Pacific  
Oyster**

*Crassostrea  
gigas*



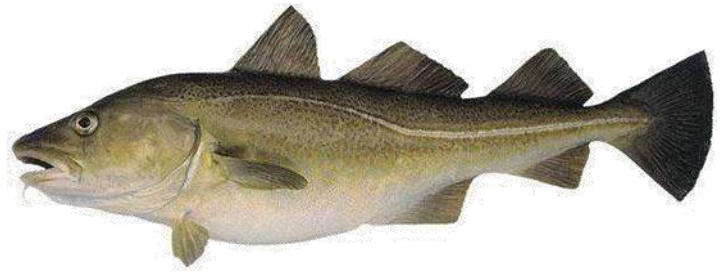
**Scallop**

*Pecten maximus*



**Cod**

*Gadus morhua*



**Haddock**

*Melanogrammus aeglefinus*



**Plaice**

*Pleuronectes platessa*



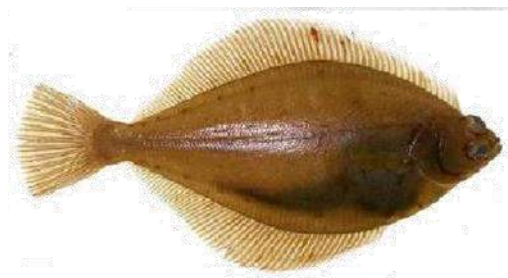
**Flounder**

*Platichthys flesus*



**Dab**

*Limanda limanda*



**Bass**

*Dicentrarchus labrax*



Herring

*Clupea harengus*



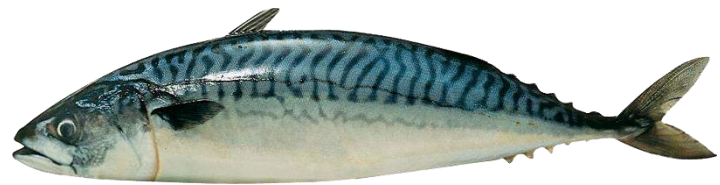
Sprat

*Sprattus sprattus*



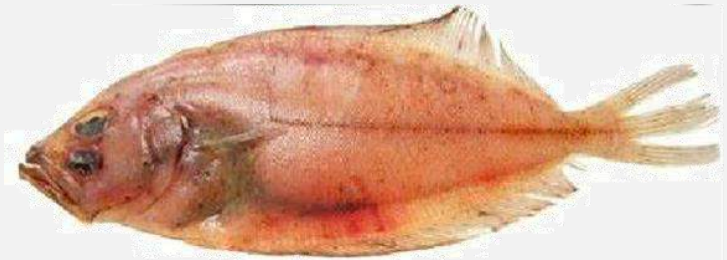
Mackerel

*Scomber spp.*



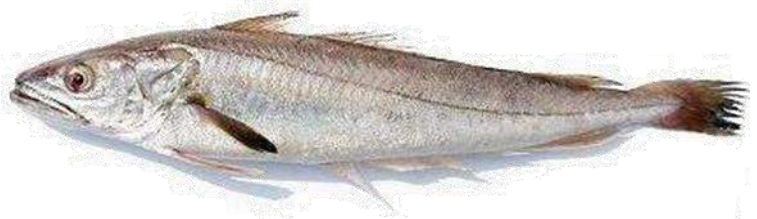
Megrim

*Lepidorhombus spp*



Hake

*Merluccius merluccius*



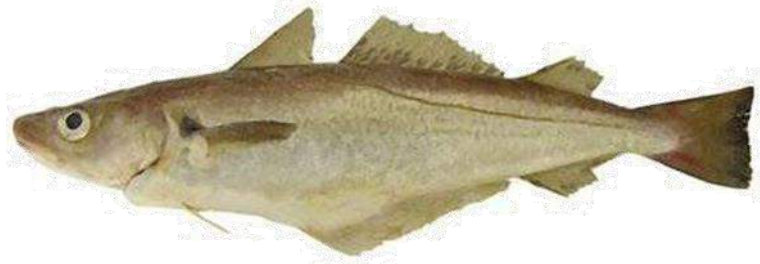
Pollock

*Pollachius pollachius*



Whiting

*Merlangius merlangus*



Ling

*Molva molva*



Saithe

*Pollachius virens*



Turbot

*Scophthalmus maxima*



### Local Protected Sites

Special Areas of Conservation (SAC)  
Berwickshire and North Northumberland Coast  
SAC  
Tweed Estuary SAC

### Special Protection Areas (SPA)

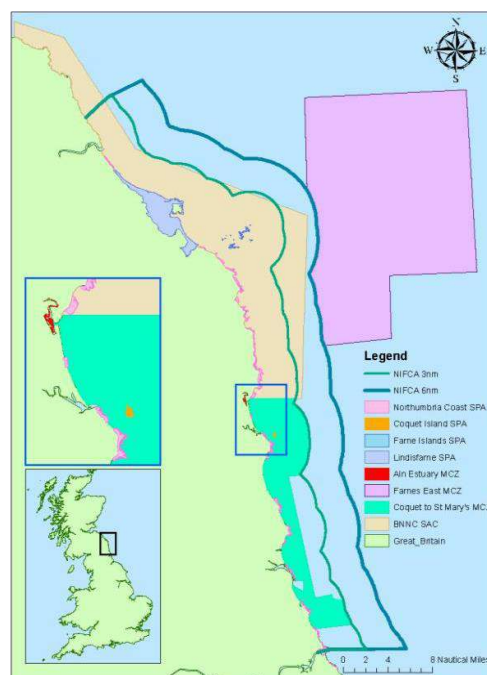
Northumbria Coast SPA  
Coquet Island SPA  
Farne Islands SPA  
Lindisfarne SPA  
Northumberland Marine SPA

### Marine Conservation Zones (MCZ)

AIn Estuary MCZ  
Coquet to St Mary's MCZ  
Farnes East MCZ  
Berwick to St Mary's proposed MCZ

### Sites of Special Scientific Interest

Northumberland Shore SSSI



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## 2. Introduction



*Mike Hardy, Chief Executive*

As NIFCA enters its ninth year since inception at the beginning of April 2011, the Authority will continue to be guided by the National IFCA and Success Criteria, which have formed a strong foundation for the achievements and successes of the last eight years (as referred to in the NIFCA Annual Reports which can be found on the Authority website).

As this Report is being finalised at the end of March 2019, there is still no certainty regarding Britain's EU exit, but in any event during the IFCA year 2019-20 we will continue with business as usual as much as possible, as well as addressing any new challenges which may be presented in respect of fisheries management in the marine environment and throughout the NIFCA district.

Brexit uncertainty creates possible and/or potential challenges locally at the beginning of this IFCA year particularly to the fishing industry and wholesalers regarding the export of fish and shellfish which are caught in the waters off the coast of Northumberland and North Tyneside. Although trading matters do not fall directly within the IFCA remit, we will continue to offer information wherever possible to the local industry and other stakeholders, as well as providing a potential link to Government through local members of Parliament (with whom the Authority has sought to establish strong relations across the political spectrum) as well as to Defra, particularly through the good offices of the Association of IFCAs.

On a positive note, NIFCA looks forward to receiving early in this new IFCA year delivery of our new Cabin RIB from "Ribcraft" and which will be named in honour of the Authority's former Chair, Robert Arkless MBE. The Cabin RIB has been purchased largely with the aid of a Grant from the European Maritime and Fisheries Fund (EMFF). The Authority has also been able to acquire other assets using EMFF (which has also been of benefit to the local industry and will hopefully continue to be of benefit through the North of Tyne Fisheries Local Action Group (North of Tyne FLAG) in 2019-20). FLAG funding was also obtained by the Authority to enable us to acquire the services of Masters Graduate in Marine Science and former North East IFCA Officer Andrew Boon, to lead on our Crab Assessment Project in 2019-20. This is an exciting development which will contribute greatly to improved data to underpin management plans for the future of the important brown crab stocks in the NIFCA district.

Another important piece of work in the year ahead will be the development of NIFCA's management plans for fisheries in the Coquet to St Mary's MCZ and upon which we plan to consult with stakeholders from all sectors in the district during the Spring of 2019.

Having undertaken review of our Permit Byelaws during 2018-19 and implemented changes arising from that review, NIFCA will continue with the Byelaw review in the year ahead and looks forward to hearing from all interested parties upon any proposed changes which may arise.

During 2018-19, Defra also commissioned an independent review of the work of IFCAs by consultants RBA and ABPmer and NIFCA looks forward to working with the consultants and building upon any recommendations which arise from their Report.



During 2019-20, NIFCA will also continue to tightly manage our precious budget and look for any opportunities which there may be to raise additional funding towards the work of the Authority. The Authority's strong record of partnership working with (amongst others) the Marine Management Organisation, Natural England, The Environment Agency and Newcastle University will also be fundamental to fulfilling our targets and priorities.

Looking ahead, I know that we will continue to benefit from the maximum possible effort and expertise of our team of IFCOs, ably supported by our excellent admin and finance staff. Led by the Authority Chair, I also look forward to continuing to work with our membership and give them every possible assistance in the setting of our Policies and oversight of the work undertaken. Their efforts and knowledge which they bring to this task as Councillors and as volunteers appointed by the Marine Management Organisation remains crucial to the success of NIFCA.

Finally, I look forward to the Authority continuing to fully engage with the community in Northumberland and North Tyneside, including the continuation and enhancement of our successful Communications Policy across social and digital media, as well as through the local press, with particular thanks to the Northumberland Gazette for the continued coverage which they have given to both the business at our Quarterly Meetings and our work more widely. As always, I also look forward to the opportunity to meet as many stakeholders as possible, including at events which we will attend and also where we give presentations upon the work of the Authority and I remain sure that NIFCA will continue to serve the good people of our priceless corner of the Country in fulfilling our remit.

**Mike Hardy**  
CEO



Fenham Flats Mussel Bed

### 3. Foreword from IFCA Chair Les Weller

I am looking forward with great interest and anticipation to developments in inshore fisheries and the marine environment in 2019/20. Brexit remains the overriding consideration for most areas of national life and assuming Brexit has happened on 29<sup>th</sup> March 2019, we could be in a period of transition and still subject to EU Statutory Instruments and the Common Fisheries Policy or a new Fisheries Act could already be implemented. In any event, there is likely to be a period of uncertainty, but I know that the officers and staff of NIFCA, led by CEO Mike Hardy, will continue with business as usual and the all-important work of managing a sustainable marine environment and inshore fisheries in our precious district.

Although my priority remains the work of NIFCA and the situation in the district, I was honoured during the last IFCA year to be confirmed as the new Vice Chair of the Association of IFCAs (in succession to John Humphries, Southern IFCA Chair). In that role, I work closely with the Association Chair Tony Tomlinson (Cornwall IFCA Chair) and the Association Chief Executive Stephen Bolt. In 2018-19, the Association had the foresight to commission a review of its work and how it operates, and I look forward to positive outputs, with the work of the Association absolutely vital to Northumberland and all of the other IFCAs in providing representation at a national level and a link to Defra as well as other national bodies.

It was therefore particularly pleasing that in February, the Association launched a new publication and website relating to progress in the management of inshore Marine Protected Areas in England by the IFCAs, including the AIn Estuary and Coquet to St Mary's MCZs in Northumberland. I would recommend anybody with an interest in our work to look at a copy of the publication which can be obtained from the NIFCA office and also the Association website pages dealing with this vital area of our work.

There are many other challenges which lie ahead for NIFCA and I remain delighted to be part of a membership who dedicate so much time and expertise to the work of establishing our policies, which are implemented by our team of officers.

I am also very pleased that the Authority actively uses social media to report upon the work of the Authority and engage with stakeholders. Our website is also kept up to date and if you have any questions or require any information then you can do so via the website, as well as by email or telephoning the office. I feel that this use of digital media helps us to be as transparent as possible and we welcome any feedback from everyone who has an interest in the important work of NIFCA.

I hope you find this Annual Plan to be of interest and I hope to have the opportunity to meet you at our Quarterly Meetings and other events we are holding, or are involved in, in the NIFCA district – full details will be published on the Authority website. I therefore hope to see as many of you as possible in the year ahead.

**Les Weller**  
NIFCA Chair



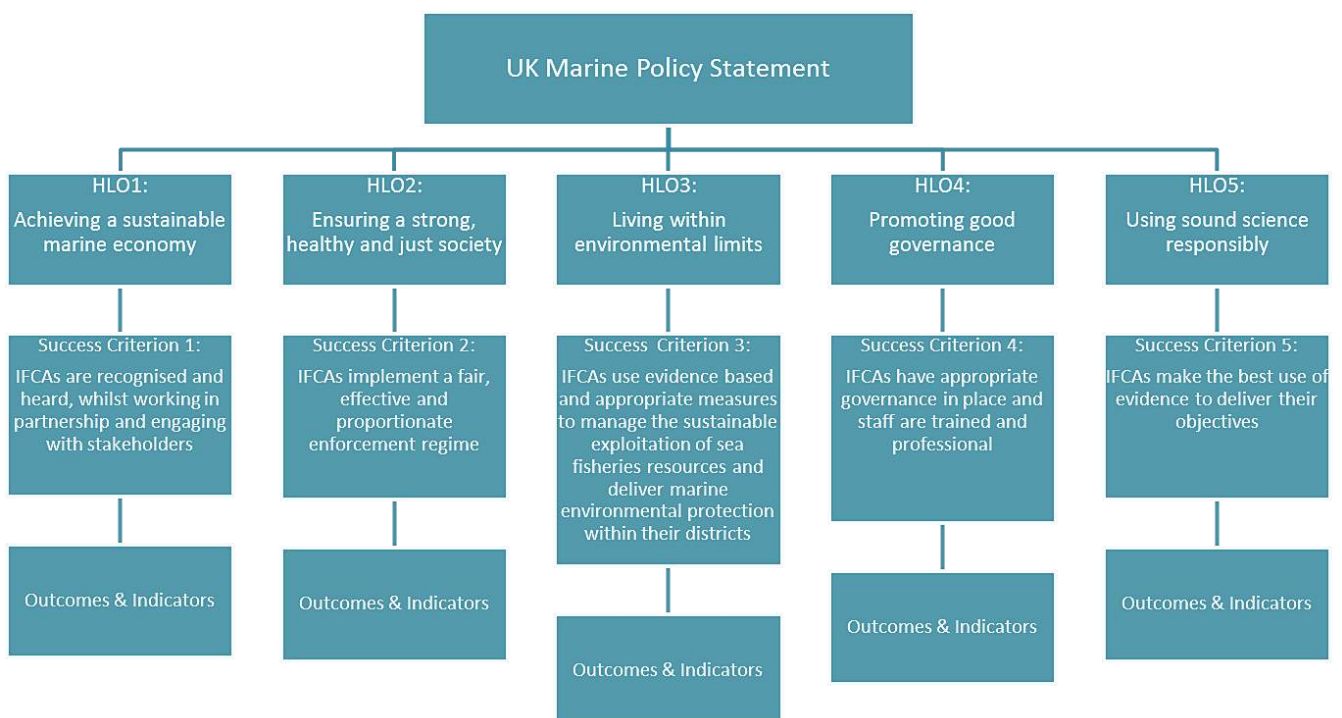
*NIFCA Chair, Les Weller*

## 4. IFCA Vision and Success Criteria

### Vision:

*“Inshore Fisheries and Conservation Authorities 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.”*

### Revised IFCA Performance Framework and Metrics:



## IFCA Success Criteria:

### Success Criterion 1:

IFCAs are recognised and heard, balancing the economic needs of the fishery whilst working in partnership and engaging with stakeholders

### Definition:

IFCAs will be a visible, respected and trusted regulator within coastal communities and will maintain and deliver a strategy to communicate their vision and duties effectively. IFCAs will engage with policy makers, industry, Non-Governmental Organisations (NGOs), recreational and commercial users; and other regulators. They will work jointly and collaboratively with partner organisations across boundaries; will participate and contribute to the development and implementation of regional and national marine policy, including the marine planning regime; will take long-term strategic decisions and manage risks effectively. IFCAs may maintain a national body to co-ordinate the activities of authorities that are party to arrangements.

### Outcomes

- The IFCA will maintain and implement an effective communication strategy.
- The IFCA will maintain its website, ensuring public access to current fisheries and conservation information for the District, including management requirements and byelaws. Non-reserved IFCA Committee papers will be published.
- The IFCA will contribute to coordinated activity at a national level
- The IFCA and its principal partners will have a clear understanding of roles and responsibilities. Memoranda of Understanding with MMO, Natural England, Environment Agency and Cefas will be maintained. Opportunities for greater efficiencies, effective joint working and collaboration will be explored and implemented when feasible.

### Indicators

- **SC1A:** The IFCA will maintain a database of stakeholder contacts that will have been reviewed and updated by 31 March each year
- **SC1B:** The IFCA will have completed a review of its communication strategy and implementation plan by 31 March each year.
- **SC1C:** The IFCA will have reviewed its website by the last working day of each month.
- **SC1D:** The IFCA will have reviewed its website and ensured it meets the objectives of its communication strategy, by 31 March each year.
- **SC1E:** The IFCA will have reviewed all of its Memoranda of Understanding by 31 March each year. There will be a clear plan in place to update MoUs where necessary, to an agreed timescale.
- **SC1F:** By 31 March each year, the IFCA will have participated appropriately, proportionately and at the right level of delegation, in regional and national fisheries and conservation activity identified in the annual plan.

**Success Criterion 2:**

IFCAs implement a fair, effective and proportionate enforcement regime

**Definition:**

The IFCA enforcement regime is risk-based, makes appropriate use of intelligence, meets legislative standards and complies with the Regulators Code. It should make effective use of the resources available to regulators; complement and align, if possible, with the regimes in adjacent IFC Districts and management by other organisations including the MMO and Environment Agency. Consistency and fairness is important. Regulatory compliance is promoted. Enforcement action is carried out by trained, professional officers working to clear standards of conduct.

**Outcomes**

- The IFCA will publish its enforcement risk register and strategy, clearly setting out its approach to achieving regulatory compliance and potential sanctions that may be applied for infringements and/or offences.
- The IFCA will have developed consistency in regulations (byelaws) with other organisations
- The IFCA will manage operational activity (e.g. through a Tasking & Coordination Group) and capture, record, evaluate and disseminate intelligence that is compatible with partner organisations. It is engaged in joint working with partner organisations.
- Warranted Inshore Fisheries and Conservation Officers (IFCOs) will be trained and accredited to nationally agreed standards. They will maintain professionalism and make appropriate interventions to deliver efficient, effective enforcement activity

**Indicators**

- **SC2A:** The IFCA will ensure its enforcement risk register and strategy are published and available on its website from 1 April each year
- **SC2B:** The IFCA will demonstrate in its Annual Report how it has worked with other regulators to achieve consistent quality, application and enforcement of management measures
- **SC2C:** The IFCA will compile records of enforcement activity in a standard format; provide them to the National Inshore Marine Enforcement Group (NIMEG) and publish them on its website.
- **SC2D:** The IFCA will adopt the national Code of Conduct for IFCOs, which will be reviewed annually and published on its website by 1 April.
- **SC2E:** The Code of Conduct for IFCOs is reflected in work objectives and annual appraisals for all Warranted Officers.
- **SC2F:** Warranted Officers attain accreditation. All undertake Continuing Professional Development

**Success Criterion 3:**

IFCAs use evidence based and appropriate measures to manage the sustainable exploitation of sea fisheries resources and deliver marine environmental protection within their districts

**Definition:**

The IFCAs were created as statutory inshore regulators by the Marine and Coastal Access Act 2009. They are relevant authorities for implementing international environmental commitments including the Birds, Habitats, Water and Marine Strategy Framework Directives and make an important contribution to securing a network of well managed marine protected areas, including European Marine Sites and Marine Conservation Zones. Fisheries Management Plans identify local management measures which should be based on evidence; be timely; subject to appropriate consultation and in step with national initiatives and priorities. An IFCA should balance the social and economic benefits of exploiting sea fisheries resources with the need to protect the environment. It should make a contribution to sustainable development.

**Outcomes**

- The IFCA will identify issues likely to affect sustainable management of the marine environment in the IFC District; undertake risk assessment and gap analysis; review appropriateness of existing measures; evaluate management options and develop and implement proportionate marine management solutions
- The IFCA will support implementation of a well-managed network of marine protected areas by: developing a range of criteria-based management options; implementing management measures to ensure that inshore fisheries activities comply with the Marine and Coastal Access Act 2009 and the revised approach to managing commercial fisheries in European Marine Sites; and that local management contributes to delivery of targets for the Marine Strategy Framework Directive, Water Framework Directive and Marine Plans.
- The IFCA will develop Fisheries Management Plans for priority species where appropriate. Shared objectives will be developed with identified partners; actions identified and best practice reflected so that management makes a contribution to sustainable development.

**Indicators**

- **SC3A:** The IFCA will record site-specific management considerations for Marine Protected Areas and report progress to the Authority
- **SC3B:** The IFCA will publish data analysis and evidence supporting new management measures, on its website
- **SC3C:** Management information (e.g. sampling and/or survey results) will be collected periodically after new management measures have been implemented, to demonstrate the extent of effectiveness of the intervention
- **SC3D:** The IFCA will have developed a range of criteria-based management options that are explained to stakeholders through the IFCA website, and reviewed by 31 March each year
- **SC3E:** New IFCA management measures selected for development and implementation are delivered within agreed timescales
- **SC3F:** The IFCA will include shared agreed objectives and actions from Fisheries Management Plans in its own Annual Plan, which will be published by 31 March each year.
- **SC3G:** Progress made in relevant Fisheries Management Plan areas, including Maximum Sustainable Yield commitments, will be noted in the IFCA's Annual Report.

**Success Criterion 4:**

IFCAs have appropriate governance in place and staff are trained and professional

**Definition:**

IFCAs are statutory authorities and sit within the local government family. Authority members may be either general members or local councillors. They comply with Codes of Conduct and the Standing Orders that apply to meetings of local government committees. General members are appointed on merit, through open competition and for a term. They are subject to an annual performance appraisal.

An IFCA is funded by levy, charged to its member councils. Funding originates in local taxation. An IFCA is accountable for its use of public resources and should ensure that a proper auditing regime provides confidence in its commitment and spend of public money. It should make effective use of its resources, including staff and assets. An IFCA has a statutory obligation to prepare and publish Annual Plans and Annual Reports.

**Outcomes**

- The IFCA will demonstrate its long-term strategic approach to sustainable marine management by having appropriate plan-making, review, update and amendment procedures in place. The IFCA will record its performance against corporate outcomes and indicators as soon as practically possible following the end of the financial year.
- Staff performance management systems will be in place that link to the IFCA success criteria. There will be an induction procedure for new joiners. Staff training and development needs will be identified. Performance will be managed and, where necessary, improvement procedures will be followed.
- The IFCA Committee will be supported by an organised, efficient and effective secretariat. New members will receive an induction pack and briefing from the Authority. There will be a rolling twelve month schedule of quarterly Authority meetings. Notices of meetings and documentation will be made available in line with Standing Orders.
- IFCA Committee meetings will be held in public unless material is either confidential, or exempt within the meaning of the Local Government Act 1972

**Indicators**

- **SC4A:** The IFCA will publish a Plan on its website by 31 March, setting out the main objectives and priorities for the next financial year. A copy will be sent to the Secretary of State.
- **SC4B:** After the end of each financial year, the IFCA will publish a Report on its website describing its activities, performance and a summary of audited financial information in that year, by 30 November. A copy will be sent to the Secretary of State.
- **SC4C:** IFCA staff will have annual performance management plans in place. Annual appraisals for all staff will have been completed by 31 May each year.
- **SC4D:** An efficient secretariat of IFCA staff support IFCA Authority meetings which are held quarterly and are quorate. Meeting documentation will meet Standing Orders.
- **SC4E:** The IFCA will have demonstrated, in its Annual Report, how marine, land and water management mechanisms in the Inshore Fisheries & Conservation District have worked responsively and effectively together.

### Success Criterion 5:

IFCAs make the best use of evidence to deliver their objectives

#### Definition:

IFCAs are statutory regulators for their Inshore Fisheries and Conservation District. Decision-making should be based on evidence. All IFCAs are supported by officers who pool their expertise and share best practice as a Technical Advisory Group (TAG). A programme of research activity and monitoring is planned, developed and updated in consultation with partners. The programme informs management decisions and supports justification for additional research and evidence gathering.

#### Outcomes

- A strategic research plan that contributes to greater understanding of the marine environment and delivery of cost-effective management of sea fisheries resources
- Standard Operating Procedures describe how data is captured and shared with principal partners
- A list of research databases held by the IFCA and the frequency of their review
- Non-confidential meta-data collected through the IFCA research programme should be recorded in a database available to the marine research community

#### Indicators

**SC5A:** The IFCA will demonstrate progress that has made towards identifying its evidence needs by publishing a research plan each year  
**SC5B:** The IFCA will publish a research report annually that demonstrates how evidence has supported decision making  
**SC5C:** The IFCA's contribution to TAG and progress that has made towards a national evidence needs programme will be recorded in the IFCA's Annual Report



*Crab Stock Assessment on a local fishing boat*



## 5. Local targets and priorities in 2019 – 2020

1. To ensure the continued successful performance of NIFCA, delivering all its duties and fulfilling the IFCA vision and success criteria.
2. To maintain an effective management and enforcement regime in the district to ensure a sustainable fishery and marine environment on an ongoing basis. (Success Criteria 2 & 3)
3. To refer inter alia to the Authority Strategic Environmental Assessment (SEA) and 2019-20 Annual Research Plan when considering and making management measures. (Success Criterion 3)

Marine Protected Areas - there are a total of 9 of these in the IFCA district.

4. Regarding European Marine Sites (EMS), there are 7 within the NIFCA district. The Tweed Estuary SAC, the Berwickshire and North Northumberland Coast SAC (which encompasses the Lindisfarne SPA and the Farne Islands SPA), Coquet Island SPA, Northumbria Coast SPA and Northumberland Marine SPA. NIFCA is a competent and relevant Authority in relation to EMS under the Habitats and Species Regulations (2017), and has a duty to fulfil conservation objectives to ensure that qualifying features are maintained in a favourable condition. In accordance with Defra's revised approach to the management of fisheries in EMS\*, NIFCA completed the review of 'Amber risk' fishing/feature interactions within these sites concluding that no management measures were necessary in addition to those byelaws made in 2013/14 prohibiting the use of mobile gear and protecting seagrass within the B&NNC SAC. In 2018, NIFCA varied its Byelaw 7 to open three areas of soft ground in the B&NNC SAC to the use of mobile gear (light otter trawls only) and activity in those areas will be monitored in 2019/20. NIFCA will also continue to play an active role in ensuring that the objectives and aims of the management plans for the all MPAs in the district are met and enhanced. This will be achieved by Authority activity, including NIFCA officers sitting on the management and steering groups of the Berwickshire and Northumberland Marine Nature Partnership and attending relevant meetings. During regular work at sea, IFCOs will continue to undertake extensive monitoring of commercial fishing activity occurring within the sites and multibeam sonar technology (WASSP) on board the patrol vessel St. Aidan, enabling us to develop comprehensive maps of the seabed. (Success Criterion 3)

Regarding Marine Conservation Zones (MCZ), there are two within the NIFCA district. We will aim to properly monitor and carry out assessments of fishing activity within the AIn Estuary MCZ and the Coquet to St Mary's MCZ and bring in any necessary management measures, consulting with stakeholders and partner agencies. (Success Criteria 1 & 3)

Byelaws

5. To keep the Authority byelaws under continuous review and consider any representations made regarding the same and any other management measures brought in by the Authority, such as codes of conduct. (Success Criteria 1 & 2)

*\* Further details can be found on the NIFCA website in the document "The Revised Approach to the Management of Commercial Fisheries in European Marine Sites; what does this mean for Northumberland?"*

### Sustainable fisheries

6. To continue with the Authority's active support for lobster sustainability including working with the local fishing industry, particularly on our lobster survey work, and analysis of data to inform long term management to ensure healthy stocks for the benefit of the marine environment and local fisheries and also seek financial support if possible from local industry for further measures to support sustainability of the stock (eg. EDF Energy).
7. To continue to support the development of the Lobster Hatchery in the Authority district at Amble, with a wide range of benefits for stocks, the environment, the fishing industry, marine science and education. (Success Criterion 1)

### Survey work

8. NIFCA projects – NIFCA will continue with research projects, including our Lobster Survey work and also the Brown Crab Survey Project, which commenced in 2018/19 with the assistance of funding from the North of Tyne FLAG, and which will continue through 2019/20: also particularly with Newcastle University.
9. To carry out a further mussel survey at Holy Island and continue with mussel surveying activity in the river Blyth Estuary. (Success Criterion 3)
10. To continue with the programme of fish surveys in the district which have been carried out successfully to date in the Aln Estuary, Druridge Bay, Beadnell Bay and Long Nanny.

### Support for projects

11. NIFCA will continue to support a range of external projects including the North East Cetacean Project (which is determining the distribution and abundance and cetaceans in the district), North East Beached Birds project (NIFCA monitor parts of Druridge and Beadnell Bay for beached birds once per month), Marine Strategy Framework Directive project (joint project between Newcastle University, Natural England and NIFCA looking at indicators for reef and mud features in the North East).

### Joint working

12. To continue working in accordance with the national IFCA MoUs with each of the MMO, NE, EA and particularly the local Joint Working Arrangement (JWA) with each of those agencies (a copy of the JWA can be found on the Authority website), and Cefas; also with commercial and hobby fishermen including recreational sea anglers, the Marine Science and Technology School at Newcastle University, the Tweed Commission, Amble Development Trust/ The Northumberland Seafood Centre, the police when necessary and other stakeholders to facilitate compliance with the IFCAs objectives and duties as resources permit. Also to continue Joint Working with other IFCAs particularly through the Association of IFCAs, Chief Officers Group, National Inshore Marine Enforcement Group (NIMEG) and Technical Advisory Group (TAG). (Success Criterion 1)
13. To continue an active programme of meeting "key players", partners and stakeholders, both informally in the district eg. Officers meeting commercial and recreational fishermen when on patrol in the district; and arranging and attending meetings with commercial fishermen, attending Recreational Sea Angling clubs and other stakeholders at events organised by the Authority with the aim of educating interested parties about the remit and work of the Authority; also meeting Parliamentary representatives regarding key issues and to raise the profile of the Authority and its work. (Success Criterion 1)

- 14. To continue the Authority’s work in connection with the North of the Tyne Fisheries Local Action Group (FLAG), particularly sitting on the FLAG board and offering any other practical support which is requested and can be given.

Funding and resources

- 15. To continue with an adequately resourced and proactive training programme for staff, with training for new Members and to facilitate continual training development of existing Members to the maximum possible extent. Training of staff will be reviewed through the Authority system of Review/ Appraisals, which began in a revised and enhanced form in 2015. Staff and Members will be asked to contribute with ideas and suggestions for training and development. The Authority will seek to meet all reasonable and affordable needs in that respect. (Success Criterion 4)
- 16. To obtain additional funding sources where reasonably possible, including by chartering the Authority Patrol vessel St Aidan, when possible, without detriment to the Authority remit and also from the European Maritime Fisheries Fund (EMFF), including to complete the procurement of the new Authority Cabin RIB early in 2019/20, and then sell the Authority’s existing shore-based RIB.
- 17. To keep under review all evidence and data systems to ensure the best use of available evidence and that data is securely held and used appropriately in NIFCA decision making including in respect of the Intelligence Project with the MMO. (Success Criteria 1 & 5).
- 18. NIFCA will also continue to have regard to the need for preservation of any features of archaeological or historic interest whenever or wherever that is possible in the district, although due to resource limitations, development of this area of work is limited. (Success Criterion 5)

Defra Guidance

- 19. To continue with adherence to the principles laid down in the Defra Guidance to IFCAs and as resources permit in:
  - a) The common enforcement framework
  - b) Evidence based Marine Management
  - c) Monitoring and Evaluation and Measuring Performance
  - d) Contributing to the Achievement of Sustainable Development
  - e) Annual Planning and Report
  - f) Byelaw Making Powers under the Marine and Coastal Access Act

NIFCA will also publicise, as required, all IFCA policies arising from that Guidance and keep each Guidance document and actions required under regular review.

Each of the targets/priorities will be kept under review and reported to quarterly meetings of the Authority, so that planning to tackle any gaps can be formulated and the implementation of findings can also commence. Measurement of attaining objectives can also take place at quarterly meetings and at sub-committee meetings where applicable.

## 6. Work Plan Summary 2019-20

The Work Plan for 2019-20 will continue to be based around the IFCA Vision and Success Criteria in section 4 of this plan and local targets and priorities in section 5. NIFCA will also be alert and agile regarding developments arising from the UK's exit from the EU and how that may impact upon fisheries management and enforcement, in particular for IFCAs.

Towards attaining its goals, NIFCA will follow and keep under review its staff policies and continue with the monthly Officers' rota meeting which has served NIFCA and its predecessor body NSFC well, with the remit and outputs from the rota meeting evolving e.g. to include our work around enforcement on a risk based and intelligence led basis as referred to below, as well as TCGs, which has been developed successfully by NIFCA together with the MMO and the other IFCAs since 2015. The work of enforcement, by means of patrols and surveillance in the district (at sea and on land) and particularly including targeted activity where deemed to be necessary, as well as intelligence led activity, will continue as resources permit. The Authority's Environmental and Scientific team of 3 well qualified Officers will also continue with their work in respect of Marine Protected Areas, including the EMS revised approach, Marine Conservation Zones, survey work, reports and research, guided by the Authority's Annual Research Plan and SEA. All IFCO work will be kept under review both at and between rota meetings led by our Chief IFCO so that all current and foreseeable eventualities are dealt with in a timely and efficient manner. The Authority staff review/ appraisals system also benefits Officers, staff and the Authority by providing a process in respect of carrying out of duties, as well as establishing individual learning needs and helping Officers and staff to plan and develop their careers with NIFCA.

At the office, the Chief Executive will oversee maintenance of efficient output of all of the work of NIFCA to feed into continued attainment of the IFCA vision, success criteria and local targets and priorities. This will include the addition and integration of a new part time member of the Authority's Operations and Enforcement team (to replace the retiring Eric Balsdon) and who comes from a background of highly relevant experience in his career to this aspect of the Authority's work, to support the work of the Authority.

The NIFCA Finance Officer will also follow the Authority budget plan, financial regulations and financial targets which have been laid down for the year ahead and liaise as necessary with the Northumberland County Council Audit Team. He will also report on at least a weekly basis to the Chief Executive on NIFCA's financial performance and quarterly or more often when required to the Authority Finance and full Committees. Efficiencies will be sought wherever possible throughout the organisation to maximise value for money and delivery of targets and priorities.

Continuation of all necessary training of officers and staff will also be firmly embedded in the work plan and reviewed on a quarterly basis.

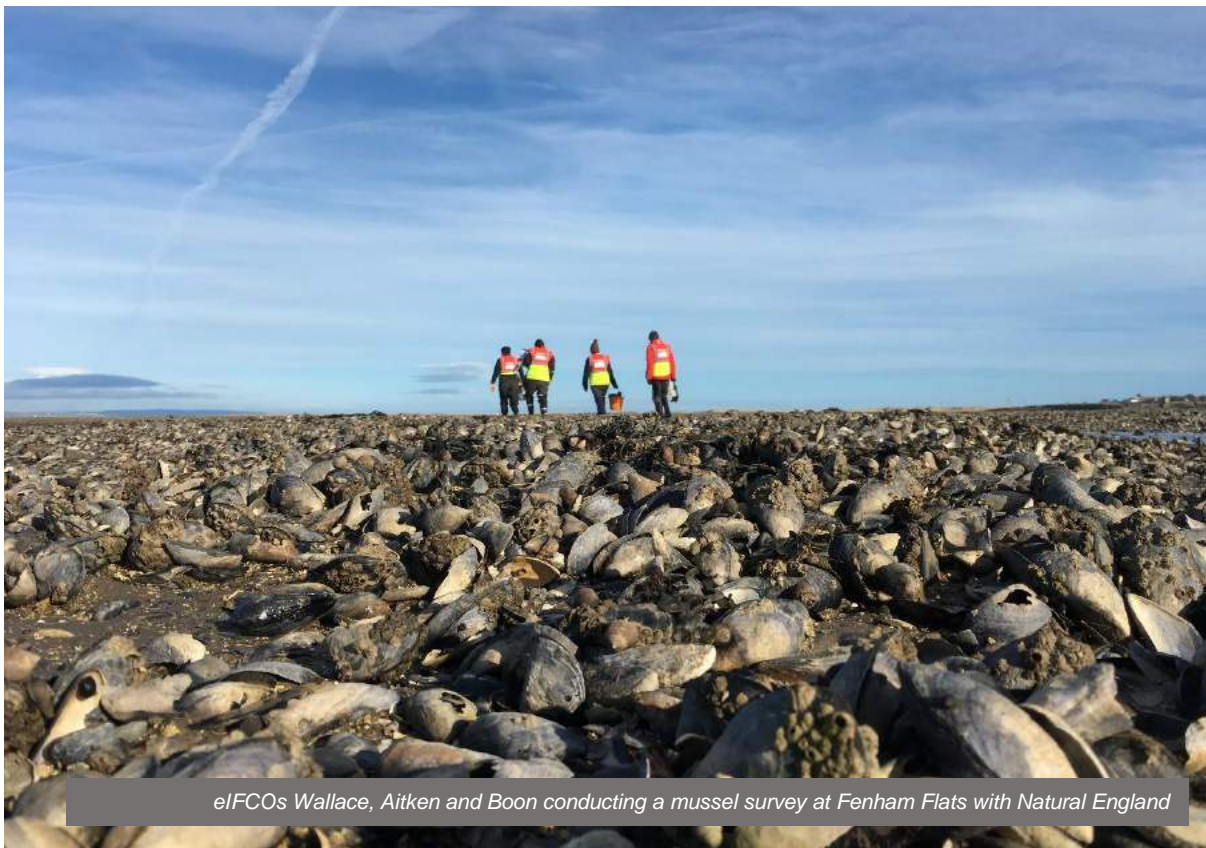
Health and Safety is a key priority for NIFCA. All officers and staff will continue to adhere to the NIFCA Health and Safety Policy which is kept under review and up to date, with the Health and Safety officer meeting on a quarterly basis to review Health and Safety with the Chief Executive and reporting also on a quarterly basis to meetings of the Authority and will also work closely with the NIFCA engineer in respect of NIFCA vessels and equipment.

During its ninth year NIFCA will remain conscious of the need to promote and communicate the work of the Authority and all possible developments under the NIFCA stakeholder engagement and communication strategy will continue to be undertaken to maximise the benefits of relationships with stakeholders and the wider public. This process of engagement is also aided by strong local knowledge of officers and staff enabling proactive steps to be taken most effectively where necessary and any issues to be dealt with appropriately and fairly.

NIFCA will also continue to develop the strong existing external relationships with other stakeholders including (with the aid of National Memoranda of Understanding) the Marine Management Organisation, Natural England, the Environment Agency and Cefas. In addition, the Joint Working Arrangement developed in 2011 – 2012 locally by NIFCA with the MMO, NE and EA provides an excellent programme for joint working to fulfil each party's objectives. The existing strong local relations will also be built upon with the Authority's two constituent local authorities, the local fishing fleet, Newcastle University with whom there is a MoU and also with recreational and other sea users in the district including cleekers, yachtsmen and sea anglers. There is also a MoU with the Tweed Commission. Professional relations with the fishing fleet across the border in south east Scotland and the Scottish Authorities will also continue to be nurtured.

The Chief Executive (working also with the Authority Environmental IFCO team in particular) will also ensure that the Authority continues to participate fully in community based projects and bring all of our knowledge and expertise to bear, including but not limited to the Amble Harbour Village and Lobster Hatchery at Amble, the North of the Tyne FLAG, the Fisheries Working Group in connection with the Blyth Offshore Development Windfarm project and the Cullercoats Harbour Board, as well as liaising with the Fishermen's Associations and Sea Angling Clubs in the district.

The Chief Executive and Chairman (or Vice Chairman) will also continue with their roles on behalf of NIFCA as a member of the Association of IFCAs. The Authority Chair Les Weller is also now Vice Chair of the Association. The Chief Executive is (like other IFCAs Heads of Service) a director of the Association of IFCAs (Company Limited by Guarantee) and as is now our Chair, as Vice Chair of the Association. The Chief Executive and Chief IFCO will also continue NIFCA participation in the national Chief Officers Group and NIMEG. Environmental officers will also attend the periodic meetings of TAG. The Authority will also benefit like other IFCAs from the confirmation and appointment of a National Lead Training Officer to deliver enhanced training particularly in the field of enforcement to IFCOs.



*eIFCOs Wallace, Aitken and Boon conducting a mussel survey at Fenham Flats with Natural England*

## 7. Resources

### Premises

The Authority moved to its current premises at 8 Ennerdale Road, Blyth in September 2013 on an initial 5 year renewable lease. On reviewing the lease in 2017, the Authority decided that it should be renewed for a further 5 years subject to the level of rent being satisfactory. Following negotiations with the Landlord, FES, the lease renewal was duly confirmed in September 2017. The current lease will run until August 2023 with a break clause in 2021. The rent payable will remain at £27,500 p.a. subject to periodic review.

### Vessels and Vehicle

The Authority's current patrol vessel is a 16m GRP catamaran named St Aidan which it acquired in April 2015. The vessel cost £679,836 and was financed entirely from the Authority's own reserves. St Aidan is also equipped with an on-board 5.4m RIB named TT St Aidan. The Authority also owns a Humber Ocean Pro 7.0 m RIB "Bravo 1" which cost £46,369 in 2009, a trailer purchased in December 2016 costing £3,474 and a 5.4m Zodiac inflatable purchased in 2013 costing £1,700. These are used principally for shore patrols and survey work.

The Authority currently maintains a service level agreement with Northumberland County Council for the hire and maintenance of a Ford Ranger 4x4 for use on shore patrols and surveys. The current agreement, which began in October 2016, is for 4 years with an annual cost of £6,091.

The Authority is currently undertaking in stages, the purchase of a new 9m cabin RIB to replace Bravo 1 (expected to be completed in April 2019). The total cost is expected to be around £145,000 and the Authority will receive 70% of the cost from EMFF funds. It is anticipated that Bravo 1 will be sold for around £25,000 once the purchase of the new RIB is complete.

### Financial - Estimated Reserves

After the purchase of the new cabin RIB and the sale of Bravo 1, total reserves (comprising General Reserves and a Vessels Renewals Fund) are estimated to be around £515,163 at the end of 2019-20.

### Budget

Following the last Comprehensive Spending Review DEFRA confirmed that they will continue to support IFCAs with the same level of "new burdens" funding until 2020. Therefore, this Authority will receive around £154,000 via local Authority precept for 2019-20 but it is not yet known if this funding will continue in future. The Authority's budget forecast on the following page will be kept under review and reported quarterly to the board of this Authority. Particular attention will be given to reducing running costs wherever possible, seeking to increase income by way of grants and hire of St Aidan and maintaining appropriate levels of reserves whilst building up the Renewals Fund in order to purchase replacement vessels and vehicles in the future.

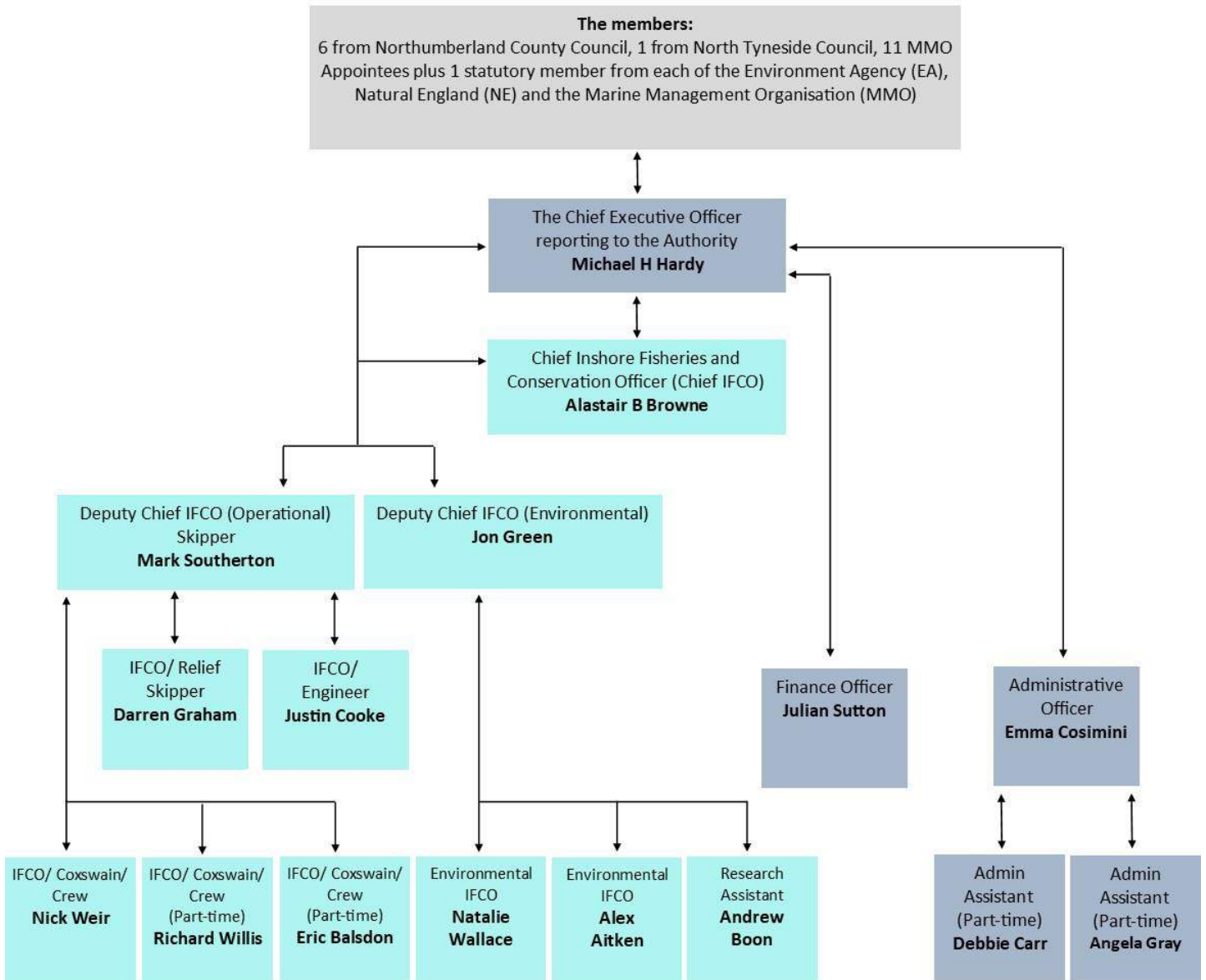
## 8. Summary of agreed budget estimate expenditure 2019 - 2020

	2019/20 £
<b><u>Expenditure</u></b>	
Employee expenses	636,620
Patrol vessel expenses	46,700
Ford Ranger /RIB expenses	19,800
Other operating expenses	17,000
8 Ennerdale Road expenses	46,900
Conference & training expenses	21,000
Other management expenses	52,800
Contingencies	<u>10,000</u>
<b>Total expenditure</b>	<b>850,820</b>
	2019/20 £
<b><u>Income</u></b>	
Northumberland County Council precept	697,832
North Tyneside Council precept	139,198
Other income	<u>27,390</u>
<b>Total revenue income</b>	<b>864,420</b>
Income for capital expenditure ( <i>capital grants, sale of old RIB, Renewals fund interest</i> )	27,000
<b>Total income</b>	<b>891,420</b>
<b>Operating revenue surplus (excluding capital fund movement)</b>	<b>13,600</b>
Annual contribution to Renewals Fund from revenue income	42,000
<b>Overall revenue deficit</b>	<b>(28,400)</b>
<b>Use of general reserves</b>	<b>28,400</b>

## 9. Structure of Organisation

### Organisational Structure of the Northumberland Inshore Fisheries and Conservation Authority:

Members - Office Staff - Fisheries Officers (IFCOs)





## 10. Membership

The Northumberland Inshore Fisheries and Conservation Authority is funded by 2 constituent authorities: Northumberland County Council (NCC) and North Tyneside Metropolitan Borough Council (NTMBC) with 6 members from NCC and 1 member from NTMBC on the Authority. To maximise democratic accountability a majority of the 7 local authority members voting on the Authority Budget must approve its passing. In addition there are 11 MMO appointed members (presently ten with the MMO due to begin recruitment of an eleventh appointee in April) and 1 representative (staff member) from each of the government agencies, Environment Agency (EA), Natural England (NE) and Marine Management Organisation (MMO). Please see membership table below:

Name	Affiliation
L Weller (Chair)	Marine Management Organisation appointee
Councillor Ms W Pattison (Vice Chair)	Northumberland County Council
Councillor Mr B Burdis	North Tyneside Council
Councillor Mrs E. Cartie	Northumberland County Council
Councillor Ms E Dunn	Northumberland County Council
Mr P Gray	Marine Management Organisation representative
Mr D Herriott	Marine Management Organisation appointee
Dr Martin Kitching	Marine Management Organisation appointee
Mr S Lowe	Marine Management Organisation appointee
Professor N Polunin	Marine Management Organisation appointee
Councillor Mr G Renner-Thompson	Northumberland County Council
Mr P Rippon	Environment Agency representative
Mr AB Ritchie	Marine Management Organisation appointee
Councillor Mr G Roughead	Northumberland County Council
Councillor Mrs C Seymour	Northumberland County Council
Dr C Scott	Natural England representative
Mr J Stephenson	Marine Management Organisation appointee
Mr IE Thomas	Marine Management Organisation appointee
Mr D Thompson	Marine Management Organisation appointee

# 11. Staffing and Service Standards

## Service Description

NIFCA has a strong and dedicated workforce with a high level of expertise and commitment in all aspects of the work being undertaken by NIFCA. The workforce forms an excellent team for delivery of all objectives on a daily, weekly and annual basis. The office staff and IFCO officers will be open and transparent with stakeholders.

### In the office:

<b>Chief Executive</b>	<b>Michael H. Hardy (Solicitor, non-practising)</b> Head of service with responsibility for the overall and day to day management of the organisation and strategic planning including in respect of the roles of staff and officers, with ultimate responsibility in addition for: Budget control, policy implementation, public relations, liaison with other organisations, data protection and freedom of information, legal management, human resources issues including staff welfare, training, disciplinary and grievance matters and Appraisals, preparation of reports, managing arrangements for internal and external meetings and membership liaison.
<b>Administrative Officer</b>	<b>Emma Cosimini</b> General administration including managing and maintaining office systems, personnel records, data records, computer records, ordering and purchasing, IT and website, GDPR.
<b>Admin Assistant (part-time)</b>	<b>Deborah Carr</b> Management of office filing systems, maintaining paper records, audio typing, general office duties and administrative support.
<b>Admin Assistant (part-time)</b>	<b>Angela Gray</b> Audio typing, general office duties, updating office systems and administrative support
<b>Finance Officer</b>	<b>Julian Sutton</b> Budget control and maintaining financial records

## Inshore Fisheries and Conservation Officers (“IFCOs”)

<b>Chief Inshore Fisheries &amp; Conservation Officer</b>	<b>Alastair Browne</b> Line Manager for IFCOs, liaison with CEO. Managing all aspects of Authority’s vessels, operations, and shore enforcement including joint working. Deputy Chief IFCOs Appraisals, timesheets/expenses, monthly TCG and Rota meetings. Liaise with other organisations as applicable, head liaison regarding chartering of Authority’s vessels and equipment. Attend various meeting. Prepare and present prosecution reports. Byelaw review. Plus where required Skipper Patrol Vessel, Enforcement Duties including Coxswain of Authority RIBs.
<b>Deputy Chief Inshore Fisheries &amp; Conservation Officer (Operations)</b>	<b>Mark Southerton</b> Skipper Patrol Vessel. Enforcement duties. Deputise for Chief Officer when necessary. Heading Ground Truthing/Surveying. Health and Safety Officer (vessel and office). Operational IFCO Appraisals. Managing all safety equipment for officers, vessel and office. Assist Environmental Team regarding Survey work. Coxswain of Authority’s RIBs.
<b>Deputy Chief Inshore Fisheries &amp; Conservation Officer (Environmental)</b>	<b>Jonathan Green</b> Head of Authority Conservation work including marine and environmental issues, research programmes and the Authority work in relation to EMS, MCZs, SEA and Byelaw Reviews. Also liaison with Authority IFCOs (Environmental) and the Chief Executive, Chief Officer and other IFCOs as necessary. Environmental IFCO Appraisals. Plus where required Enforcement Officer duties including Coxswain of Authority RIBs.
<b>Inshore Fisheries &amp; Conservation Officer /Engineer</b>	<b>Justin Cooke</b> Engineer on board patrol vessel. Maintenance of Authority’s vessels and equipment. Enforcement Officer duties. Coxswain of Authority RIBs. Assist Environmental team regarding survey work.
<b>Inshore Fisheries &amp; Conservation Officer</b>	<b>Darren Graham</b> Relief Skipper of Authority’s Patrol Vessel. Managing all Boarding equipment/documentation for all vessels. Assist Environmental Team regarding Survey work. Enforcement Officer Duties. Coxswain of Authority RIBs.
<b>Inshore Fisheries &amp; Conservation Officer (Environmental &amp; Scientific)</b>	<b>Natalie Wallace</b> Authority Environmental and Conservation work in conjunction with and reporting to the Deputy Chief IFCO (Environmental). Duties include the development of research priorities, MPA assessments, survey work, report writing, stakeholder engagement, attending meetings, responding to consultations and enforcement duties as required.
<b>Inshore Fisheries &amp; Conservation Officer (Environmental &amp; Scientific)</b>	<b>Alex Aitken</b> Authority Environmental and Conservation work in conjunction with and reporting to the Deputy Chief IFCO (Environmental). Duties include the development of research priorities, MPA assessments, survey work, report writing, stakeholder engagement, attending meetings, responding to consultations and enforcement duties as required.
<b>Part-time Officer (Environmental &amp; Scientific)</b>	<b>Andrew Boon</b> Authority Environmental and Conservation work in conjunction with and reporting to the Deputy Chief IFCO (Environmental). Duties include the development of research priorities, MPA assessments, survey work, report writing, stakeholder engagement, attending meetings, responding to consultations and enforcement duties as required.
<b>Inshore Fisheries &amp; Conservation Officer</b>	<b>Nick Weir</b> Enforcement officer duties. Boarding Officer. Assist Environmental team regarding survey work
<b>Inshore Fisheries &amp; Conservation Officer (part-time)</b>	<b>Eric Balsdon</b> Enforcement officers duties, Intel management, Coxswain of Authority’s RIBs. Assist Environmental team regarding survey work.
<b>Inshore Fisheries &amp; Conservation Officer (part-time)</b>	<b>Ricky Willis</b> Enforcement officers duties, Intel management, Coxswain of Authority’s RIBs. Assist Environmental team regarding survey work.

## Service Standards

The Authority Officers all have a base at the Authority office from where they go to undertake duties ashore and at sea on the Authority vessels, using their own vehicles for which they receive a car users allowance and business mileage at the local government rate. They attend at the office for meetings and administrative support. The Authority's Vehicle and shore-based RIB are stored at the Authority office and patrols can commence from the office.

The other staff are also based at the Authority office. All staff are mobile when necessary to attend meetings and to other duties relating to their role.

The main overall roles of the Authority will continue to be enforcement of fisheries and conservation legislation at sea and ashore in the Authority district; collecting data through research and survey work (practical and desk based) to inform management and with a continuation of projects particularly with Newcastle University and supported by Natural England; management and maintenance of physical resources; administration including finance, data protection, record keeping and preparation for meetings; providing advice (official consultations, general fisheries and environmental enquiries and ad hoc stakeholder enquiries); and acting as intermediary and facilitator in respect of our remit.

The objectives of NIFCA entail providing a professional, effective, efficient and equitable enforcement regime in the NIFCA district; ensuring the best possible fishery and conservation management practices and research techniques are utilised; continuing to maintain and monitor standards of performance; providing stakeholders and the general public with information and/or data and improving access thereto; and meeting with stakeholders to provide information and receive feedback.

### Service Delivery Priorities

By a proactive enforcement regime throughout the district a high quality of patrols and enforcement will continue to be achieved. There will also be reports to the Authority on a quarterly and annual basis and more frequently when required setting out the activities of the Authority measured against the IFCA Vision, Success Criteria and Local Priorities. Technical and research documentation will be produced to a high standard and made publicly available both in paper and electronic form. Research opportunities will be practically identified and developed with appropriate levels of reaction to consultation and similar documents. There will also be involvement in other activities that could have an impact on fisheries and the marine environment in the district.

The IFCA will also continue to collect data from permit returns in accordance with Byelaw provision, as well as other data which is collected to inform and support management. In addition the IFCA will seek external funding support wherever possible for relevant projects.

As part of NIFCA's customer care, the following standards have been set so that customers know what to expect when dealing with the Authority and staff.

Employees will:-

- Identify themselves when dealing with anyone
- Answer telephone calls within 5 rings whenever possible.
- Answer letters and emails or send a holding communication within 5 working days of receipt.
- Deal with complaints in a prompt considerate manner.
- Be courteous and endeavour to be helpful at all times.
- Provide information on services and facilities.

Since the inception of NIFCA the above service standards have been adhered to very satisfactorily by NIFCA and its officers/staff. It is intended to maintain and wherever possible enhance that high level of performance in 2019-20.

## 12. Governance Summary

NIFCA is governed by the system of quarterly meetings of the membership held at the Authority Office at 8 Ennerdale Road, Blyth and at other locations in the district which are as convenient as possible for stakeholders and other interested parties, including but not limited to:-

Northumberland County Council County Hall in Morpeth  
and the Quadrant, North Tyneside Council, Silverlink, North Shields

on the fourth Monday every January, April (which is the Authority annual meeting), July and October.

Governance is regulated by the Northumberland Inshore Fisheries Conservation Order 2010, the NIFCA Constitution, Standing Orders and Code of Conduct for Members, all of which documents are kept under review and updated when required. The Standing Orders provide a procedure to arrange extraordinary meetings if required.

The Authority also has member and staff handbooks for the reference of members and staff, as well as a strong suite of policies providing the necessary framework for the day to day running and management of the Authority.

NIFCA has two standing committees of members which meet before each quarterly meeting and report to the main NIFCA Committee – the Watch Committee deals particularly with issues relating to the patrol vessel, enforcement and staff matters and the Finance Committee particularly considers the Authority budget and is reported to by the Finance Officer and Chief Executive.

Subcommittees are established when necessary to look at specific issues and report to the main committee for example in relation to byelaw review.

The above system and governance documentation is kept under review by the Chief Executive in consultation with the members. Other views from officers and staff and stakeholders will also be taken into account. Any necessary amendments or updating arising from the above will be made if required.

### Current NIFCA Subcommittees/Working Group

Scientific and Technical Subcommittee  
Management Subcommittee  
Prosecution Subcommittee  
Promotion and Communications Subcommittee  
Premises Subcommittee  
Patrol Boat Subcommittee (including re new Authority RIB procurement)  
CFP/Brexit Subcommittee  
Defra and other consultations subcommittee  
Inshore Shellfishery Subcommittee  
Employment, Grading and Salary Subcommittee  
Gear Marking Subcommittee  
Permit and Byelaw Review Subcommittee  
Coquet to St Mary's MCZ Management Working Group

## 13. Training and Development Plan

NIFCA continues its commitment to the training and development of staff and members to maximise their knowledge and ability to carry out their roles fully and effectively within the Authority, with due regard to resources limitations and therefore aiming for the best standard of training and development in the most cost effective way possible. Training and development continues to be reviewed and developed to address all areas of relevance to the Authority's operation on an ongoing basis. Issues in the Authority plan can be converted over time into an individual personal working objective. By thus investing in the NIFCA staff, their value to the organisation and the respect in which they are held as individuals by NIFCA and stakeholders is demonstrated and maintained. The system of staff Appraisals established by NSFC and continued and developed by NIFCA Performance Review and appraisals is also designed so that individual staff input including concerns and suggestions is maximised and aspirations addressed and met where possible.

Training will be through a variety of media, including but not limited to formal classroom teaching and including where applicable learning, mentoring and role play, as well as experience on the job.

The attached schedule at page 37 of this document confirms the training plan for officers and staff in 2019-20, (with provision also to be made where possible and required) for members. Particularly, this will ensure fulfilment of the statutory safety courses and enforcement training which the officers are required to undertake. In addition, the Chief Executive was a member of the national cross agency (MMO, Environment Agency and IFCAs) training group which looked at a range of initiatives for future training for IFCOs and other sea fisheries and environment enforcement officers, leading in particular to the specialist training for IFCOs, with the introduction of a National Lead Training Officer for IFCAs and planned Accreditation through Skills for Justice for IFCOs and Marine Enforcement Officers.

The national IFCAs TAG, as well as providing important support to all IFCAs in respect of their environmental and scientific work, is also an excellent forum for the ongoing development of attending IFCAs officers.

Administrative staff will also continue to undertake such courses as are necessary both to maintain the standards of their work and for personal development and this process will be kept under review particularly by the Chief Executive and Administrative Officer.

Officer and staff training requirements will be agreed and kept under review with every member of staff during annual Performance Reviews/ Appraisals.

### Members

New Authority Members are offered induction training by the Chief Executive and an IFCO. Further training will continue to be offered to members in 2019-20 particularly by way of on-going events and presentations to be arranged and also by way of guidance from the Authority office by way of reports and information and at Authority meetings, as well as members on a structured and secure basis being able to shadow and support the work of IFCOs working on surveys. As part of the above, members will be briefed as much as possible on subjects which will or may impact upon or affect any core interest they may have.

As the work of the Authority continues to develop, options for training will be brought to the members' attention wherever possible and members will continue to be encouraged to participate in the same and suggest any training sessions which they think will be useful.

# Annual Training Schedule 2019-20

## List of Proposed Courses/Training

Name of Type of Course/Training	Attendance
IFCO Enforcement Training Torquay	2 x IFCOs
Advanced Enforcement IFCO Training	2 x IFCOs
First Aid (South Tyneside Marine College)	1 x IFCO
Fire Fighting (South Tyneside Marine College)	1 x IFCO
Sea Survival (South Tyneside Marine College)	1 x IFCO
Patrol Vessel Safety Training, Survey Equipment Training, (in-house)	All IFCOs
Oil spill beach training	1 x IFCO
Intelligence Training on-going (in-house)	All IFCOs
(Possible) MMO Advance Interview Course	All IFCOs
RYA Advanced Power Boat	1 x IFCO
Personal practices and responsibilities	1 x IFCO
RIB Training (inhouse)	All IFCOs
Manual Handling	All IFCOs & Office Staff
(Possible) Patrol Vessel, MCA, Stability Course	2 x IFCOs
Social Media Management training – online	Emma Cosimini
Continued Accountancy Training – distance learning	Julian Sutton

The need for additional courses (including for members) will be monitored, arranged where necessary and within budget and reported on an on-going basis to meetings of the Authority.

## 14. Strategic Planning

The ability of NIFCA to plan in the long term is influenced particularly by financial constraints, including the prevailing level of financial certainty and secondly by the national/strategic situation in relation to inshore fisheries and the marine environment, particularly as may be affected by Brexit.

In the former of the above two cases, a well-managed budget and funding provided primarily by Northumberland County Council and North Tyneside Council (including “New Burdens Funding” supplied by DEFRA) gives the level of certainty required to operate an effective budget and plan for the year ahead, whilst being aware of contingencies which may arise outside of the control of the Authority. Together with a strong workforce, support of our knowledgeable membership and strong relationships with partner agencies and stakeholders, the Authority is thus in an excellent position to undertake its function in the year ahead. In doing that and looking further ahead still, the Authority is also always conscious of the constant financial pressure faced by IFCA’s principle funders, their constituent local authorities. However, the Authority will continue to plan beyond 2019/20 as much as possible, also taking account of the fact that confirmation is awaited of the continuation of New Burdens Funding by DEFRA beyond 2020. In this situation, it is felt to be reasonable and practicable for the Authority to look ahead at least to the IFCA financial year 2020/21 and the foreseeable range of possibilities which there may then be in taking a strategic approach.

The Authority is also conscious of DEFRA’s 25 Year Environment Plan and its relevance to IFCAs, which will be particularly considered and advised upon by the Authority’s Environmental Officers on an ongoing basis. NIFCA in its work will also in the years ahead support the Defra objectives of a smooth and orderly exit from the EU, a cleaner, healthier environment, benefiting people and the economy (regarding which we will work to support cleaner, healthier, more productive and biologically diverse seas and support a sustainable seafood sector), support the objective of world leading food and farming industry (so far as applicable to the NIFCA remit), support the objective of a rural economy in the marine sector that works for everyone, contributing to national productivity, prosperity and wellbeing and also support the objective of a nation better protected against floods, animal and plant diseases and other hazards, with strong response and recovery capabilities (again, so far as applicable to the NIFCA remit).



*IFCOs Weir and Willis preparing for a RIB Patrol at Amble Marina*



The Authority has also been proactive in seeking to secure enhanced RIB capability with the ongoing project to complete the purchase of a new a cabin RIB early in 2019-20 with the aid of EMFF funding, supplemented by the Authority reserves. Together with St. Aidan that will give the Authority and its stakeholders the assurance of continued capability at sea well beyond 2019-20 both within the Authority's current district out to six miles and beyond six miles to 12 miles if and when that is required in the future.

In the event of the Authority being given additional duties and burdens beyond its present geographic limit then additional resources would be sought to ensure its existing as well as any new remit is fulfilled.

All of the NIFCA planning for the future is based on the fact that since inception we have proved adaptable and agile when dealing with additional or different requirements from those previously undertaken, strong examples of which can be seen in the area of Marine Protected Areas; another example was the introduction in 2017 by Defra of the national Prohibition on Berried Lobsters, following the announcement of which NIFCA was able to introduce with all due expedition the additional management required in the particular circumstances of our district and we will continue to be alert in the future to all necessary change.

NIFCA also sees the increase in collaborative working with partner agencies including the MMO and Natural England as being an ongoing trend into the future. This is something, particularly with our strong local relations with these organisations, that we will be able to continue to embrace. NIFCA brings to collaborative working the unique and distinct features of our organisation including our strong local knowledge and relationships to ensure effective partnership working with strong and sustainable outputs.

Looking through 2019-20 and beyond into the following IFCA year, we will continue to follow clear principles as outlined in the IFCA Vision and Success Criteria, with a particular emphasis on our local targets and priorities as outlined in this Annual Plan, whilst being always ready to adapt and take on fresh challenges which may arise. We will also continue to have the Authority policies set by our committed and knowledgeable membership working in conjunction with our officers and with delivery of policy by the said officers, reporting to Quarterly meetings of the Authority. Risk will continue to be assessed and managed and intelligence will be appropriately gathered and utilised by the Authority, to ensure fulfilment of our remit by our well-trained workforce to protect the stocks and environment with which we have been blessed in our district.



# APPENDIX 1

## NIFCA Risk Assessment Colour Code:

Once risks have been graded, they may then be reflected on a risk matrix, which acts as a useful aid to provide focus on key risk areas. By plotting impact and likelihood on the matrix, an assessment of the overall risk can be made. NIFCA's risk matrix is as follows (the colour coding is explained below, under "risk classification"):

<b>IMPACT</b> (as defined by ALARM)	4	11	12	15	16
	3	7	10	13	14
	2	3	6	8	9
	1	1	2	4	5
		1	2	3	4
		<b>LIKELIHOOD</b> (as defined by ALARM)			

### Risk classification:

NIFCA has agreed broad classifications reflecting the residual risks which it faces. These are as follows:

**Acceptable:** risks where any action to further reduce the level of risk would be inefficient, i.e. the cost in time or resource outweigh any potential impact of the risk materialising. Such risks include infrequent events with low impact. These risks are being effectively managed, and are coloured green on the matrix, scored as 1-3

**Manageable:** risks which can be reduced within a reasonable timescale, in a cost-effective manner. Any mitigating actions must be monitored and recorded. Manageable risks are coloured yellow on the matrix, scored as 4-7.

**Serious:** risks which have a serious impact, and detrimental effect on the achievement of objectives. Action plans should be developed to reduce the level of residual risk and reviewed periodically. Serious risks are shown as orange on the matrix, scored as 8-11.

**Very severe:** risks which could have a potential disastrous effect of the organisation without immediate comprehensive action to reduce the level of risk. Very severe risks are those on the matrix coloured red, scored as 12 or more.

## RISK ASSESSMENT MATRIX FOR NORTHUMBERLAND INSHORE FISHERIES AND CONSERVATION AUTHORITY

FORMING A PART OF THE NIFCA ANNUAL PLAN

**L = Likelihood | I = Impact | S = Score**

Year	Review 1	Review 2
2010	18/02/10	03/08/10
2011	22/02/11	28/09/11
2012	05/07/12	---
2013	27/03/13	8/11/13
2014	16/12/14	---
2015	01/07/15	---
2016	23/02/16	19/09/16
2017	24/03/17	18/09/17
2018	19/03/18	TBC
Date of Next Review	<b>September 2018</b>	

### Objectives:

To manage and regulate inshore sea fisheries in Northumberland and other duties particularly as laid down in the Marine & Coastal Access Act 2009 including:

- Enforcement of byelaws and other legislation.
- Supply fishing permits to approximately 124 commercial fishers (plus pot tags to 87 of these who target shellfish) and pot tags to approximately 165 recreational fishers.
- Provision of advice to permit holders and wider community
- And as referred to in the national IFCFA Vision, Success Criteria and other objectives in NIFCA Strategic documents and reports including the NIFCA Annual Plan and Report

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
1  MS	Inadequate management of health and safety of operational and office staff leading to an incident.	<p>Health and Safety Officer, Health and Safety Policy, risk assessments of all work, continually reviewed. Lone working policy in place for IFCOs and office staff, which is carefully managed to keep any necessary lone working to a minimum.</p> <p>Incidents of lone working significantly reduced and are minimal due to Health &amp; Safety Policy and rota and levels of office staffing. Officers have been issued with Personal Trackers. The Health and Safety Policy is kept up to date. Training is given to new recruits and a training manual is kept. A visitors book is also kept in office reception recording all site visitors and staff attendance at and departure from the office. A fire alarm test has been carried out during a members meeting.</p> <p>The Health &amp; Safety Officer has carried out an Annual Fire Risk Assessment of 8 Ennerdale Road since the move here in 2013 – camera system operational, as is door keypad system.</p> <p>Premises security will continue to be kept under review including front gate, the padlock for which has been changed to a combination lock and office equipment will continue to be monitored and replaced where necessary. A risk assessment has been completed for the vessel and its activities. A health and safety manual has been produced and is now kept on the vessel. All Officers have received training re. familiarisation of work on vessels. Most Officers have been given 4x4 vehicle drivers training.</p> <p>2 Officers now have Institution of Occupational Safety and Health ("IOSH") Certificate and one with NEBOSH (National Examination Board in Occupational Safety &amp; Health).</p>	1	3	7	<p>Monthly-checks including fire safety and a fire drill has taken place for all officers and staff.</p> <p>Records of regular testing and inspection also take place. There is a quarterly Health &amp; Safety Report to the Authority and the position is minuted. Quarterly report to Authority and meeting minutes. H&amp;S Officer and CEO meeting quarterly.</p> <p>All IFCOs and Office staff have completed and passed occupational health tests. IFCOs to complete Annual Occupational Health Test, office staff every other year. There is now one member of staff trained in Mental Health First Aid.</p>	M. Southerton	<p>Fire drill to take place regularly plus regular reviews of individual training needs for staff in the office and IFCOs on the vessel. The Authority now has a training policy.</p> <p>Regular Safety, Fire and Man overboard Training on-board NIFCA Vessels</p> <p>Arranging training re. manual handling and first aid for staff and IFCOs is ongoing.</p> <p>Health &amp; Safety policy to be kept up to date.</p> <p>Undertake the replacement of old office chairs.</p>	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
2a AB	An aggrieved member of the public becomes abusive leading to an incident in the field.	As above plus: building up relationships, using negotiating and influencing skills. A complaints book is also in place for anyone wishing to make a complaint about incidents in the field. Enforcement officers equipped with personal protective clothing and equipment. Vast majority of time work in pairs. Lone working risk assessed and policy and procedures in place. SOS Panic Button on Personal Trackers to call for assistance. Light Weight Body Cameras have been purchased and are being used by all Officers carrying out enforcement whilst at sea and shore and may be used to gather evidence of incidents. On the rare occasion that lone working is required, officer will text or ring in at the beginning and end of the day to notify the Chief Officer or designated duty officers or member of staff that they have started or finished. Conflict resolution training has also been given to IFCOs and all key office staff. A tracker has been added to the Ford Ranger.	1	2	3	Reporting to Chief Executive and meeting of the Authority.	Chief Executive/Chief IFCO	Keep lone working tracking under review to ensure satisfactory functioning.	Mar 2019	Sept 2019
2b ES	An aggrieved member of the public becomes abusive leading to an incident – with an office based member of staff and general office security.	As risk 1 and 2a above plus: building up relationships, using negotiating and influencing skills. The Authority's premises at 8 Ennerdale Road also have CCTV and electronic access providing extra security and the above mentioned visitors' book also keeps a record of who has been at the office in case of any difficulty. There is also an authority policy to ensure a minimum of 2 members of staff to be in the office at any time where practicably required.	1	2	3	Reporting to Chief Executive and the Committee.	Chief Executive.	Keep under review the front door self closing function (MS).	Mar 2019	Sept 2019
2c ES	Unauthorised access to the building via unlocked door/ finding lost keys resulting in unattended visitors or theft of assets.	Self closing door with entry code on the front entrance of the building. Doors are kept locked in the garage unless an Officer(s) is using the room.				Reporting to Chief Executive and the Committee.	Chief Executive and Chief IFCO	Check front door self closing function. Consider policy re. loss of keys and change of staff (including updating key code).	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
3 MH	Accusation of an officer or staff member of dishonesty or fraud leading to loss of reputation of the Authority.	Authority governance including Codes of Conduct in place and all employees have had to complete a declaration of interests form. Financial Regulations and Procedures handbook, including system requiring Officer and Chief Executive approval before any payments are made and an order approval process requiring quotes. Receipts issued for all donations; register kept for transparency. Disciplinary process. Installation of on line banking has increased security. A fireproof office safe has also now been securely installed, access to which is controlled and limited. The Chief Executive, Chief IFCO and Authority Chair also both have Authority Barclaycards all usage is checked by CEO and all expenditure is memo'd and all expenditure is reported as soon as possible to the Authority Finance Officer. Card reader now installed which also increases financial security. Sage 50 has been installed and that will continue to improve accuracy and reduce risk of errors in financial management. A policy for the card reader has been written, read and signed by those who use it.	1	3	7	Public Audit. Quarterly reporting to the Authority by Admin and Finance Officer and to Chief Executive more frequently if necessary. The Finance Officer also meets with the Chief Executive at least once a week and every day when both are in the office and also gives monthly budget reports to the CEO. The Authority is no longer required to undertake an external Audit but will continue with internal audits by NCC. Admin Officer has become a joint bank signatory to enable a banking function to be delivered whenever the Finance Officer is absent.	Chief Executive.	None.	Mar 2019	Sept 2019
4 JS	Inadequate funding leading to overspending or reduced level of service	The Authority precepts upon Northumberland County Council (83.37%) and North Tyneside Metropolitan Borough Council (16.63%). The Authority membership includes councillors with these authorities. Should funding be reduced, the Authority would seek to cut back in certain areas and renegotiate upon the level of service provided. Contingency planning between CEO, Finance Officer and Chair has been undertaken in that regard and reported to the Authority. Tight financial controls. Financial Regulations are implemented. Budget report by Finance Officer to Chief Executive as well as meeting at least once a week between Finance Officer and Chief Executive. Under the Marine and Coastal Access Act, additional funding has been awarded by DEFRA for New Burdens which is confirmed to continue until the end of 2019-20.  Base costs and overheads have increased but rigorous planning of the budget continues and there is compliance with Audit recommendations. In addition the Authority's new patrol vessel St. Aidan (replacing St. Oswald) brings increased efficiency and savings in terms of running costs and maintenance as well as increasing chartering opportunities and thereby income because of increased capability.  Periodic budget increases, as have occurred over the last few years, mitigate the risk of overspend or reduced level of service.	1	3	7	Finance Officers reporting to Chief Executive, and to the quarterly meeting of the Authority.	Finance Officer reporting to CEO	Continuing to work with NCC to strengthen procedures under the Audit Action Plan. Keep level of budget spend and possibility of budget increases or further incremental increases under ongoing review	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
5 MH	Loss of staff (e.g. through long term sickness or turnover) leading to a loss of skills, knowledge and experience and reduced capacity to deliver the service. Impact assessed based upon losing 2 staff.	Workload would be distributed between remaining staff. Recruitment of additional resource e.g. part-time/temporary staff. Notice period required is between 6 weeks and 3 months for IFCOs and office staff. Training of existing staff to do tasks of others. Training of new recruits. Financial Regulations developed for finance. There would be liaison with other Authorities to get staff from them on a temporary or permanent basis. Reconfiguration of Authority operation would take place if funding reduced. The Authority has its complement of IFCOs and Admin support at a good level.	1	2	3	CIFCO leads rota meetings with other IFCOs. Close working with Finance Officer and Admin staff. Regarding monitoring process a "Certificate of Fitness" and return to work interview upon an IFCO or staff member returning to work after a period of absence will be sought if necessary and appropriate to ensure fitness to return to work. Annual Occupational Health checks put in place for all Officers and checks every 2 years for office staff.	Chief Executive.	Keep under review business continuity planning for significant loss of staff during such as a pandemic flu outbreak. Regular meetings of the whole staff to be increased if possible to at least twice a year. Possibility of Key Man insurance or similar kept under review.	Mar 2019	Sept 2019
6a AB	Loss of boat, RIBs, vehicles, plant and equipment leading to inability to enforce byelaws and deliver service.	Employment of engineer; if engineer absent for any length of time the Deputy Chief IFCO (Operations) plus relief skipper could cover the situation for a reasonable period. PV and RIB insurance in place - replacement policy in the event of fire or sinking, duplicate documents are held on land or replacements can be obtained. PC back-up procedures in place and backup for data on pv at office. Mutual assistance could be sought through eg North Eastern IFCA and other organisations. Lead-in time for replacement new RIB is 2-3 months, but perhaps leasing during interim period. The Authority's existing RIB capability also means there is a supplementary vessel if the patrol boat is out of action.  NIFCA 4 x 4 vehicle policy is now active.	1	2	3	Reporting to Patrol Vessel Subcommittee, Watch Committee, RIB Procurement Subcommittee and main committee meetings of the Authority.	Chief IFCO.	To keep under review the need for additional engineer cover. To complete the build and purchase of the new RIB, forecast completion of April/May 2019.	Mar 2019	Sept 2019
6b MH	Loss of building e.g. through fire leading to inability to deliver service.	IT back-up provided by One IT and website back-up by Urban River. Temporary accommodation would be sought initially from NCC. Current files are held in steel cabinets. Have a fire proof safe for the most important documents and a small safe for any cash which has to be held on the premises plus keys and other small but important items. Deeds held in strong cupboard. Blue Book (electronic copy) and other records held on the boat or electronically. Insurance. Keep under review NCC ability to provide accommodation if required or possible accommodation share with the MMO.  Fire awareness for staff is built into the Authority Health & Safety Policy and planning.  Ensure the continued safe and secure disposal of surplus files and paper held by the Authority.	1	2	3	Reporting to Chief Executive.	Admin Officer	One IT Support replaced NCC in Jan 2018 - keep this arrangement under review.	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
7 MH	Failure to regulate in accordance with legislation.	Professional update will be maintained through membership of the Association of IFCA's and networking through other IFCA's and the likes of the "blue book" updates, "they work for you" from Parliament and DEFRA communications. CEO analysis with advice particularly from CIFCO and Environmental IFCO's. Admin staff scanning the internet on a regular basis. Internal communication framework. The Authority implemented its Byelaw Package from December 2015. The Authority has made a revision of byelaw 7 (to open areas) which was implemented in 2018. The Authority will also continue to regulate as may be required under the European Marine Site Revised Approach to Fisheries Management and MPAs generally. Full consultation including with the MMO is undertaken and also with Natural England, particularly re Habitats Regulations and other stakeholders. IFCA's can also make emergency byelaws and has done so re. berried lobsters in Sept. 2017 (which has now received a 6-month extension and we await approval of amendment to byelaw 3). Close/ joint working with the MMO.	2	3	10	Rota meetings. Close working with Admin staff. Staff meetings. Quarterly reporting to Committee of the Authority. Senior IFCO's of the Authority now attends the MMO's TCG meetings and an Environmental IFCO is Secretary of TAG.	Chief Executive	Byelaws continue to be kept under review. The Authority continues to act under EMS revised approach regarding Amber requirements and any regulation which may be required for MCZ's although a monitoring and control approach is now being followed.  Keep potential and actual consequences of Brexit under review.	Mar 2019	Sept 2019
8 AB	DEFRA or MMO objects to proposed new byelaw leading to management difficulties experienced by the Authority.	In developing byelaw proposals, legal expertise is sought where necessary (in addition CEO who is a solicitor (now non-practicing) with many years' experience) and reference is also made to the Defra Guidance to IFCA's on making byelaws. There is also on-going liaison with the MMO and a good relationship is maintained. IFCA's can also make emergency byelaws. The enhanced IFCA byelaw-making process including specific provision for consultation and Impact Assessments should reduce the risk of Defra or MMO objection to a proposed new byelaw.	1	3	7	All relevant staff and the Authority.  NIFCA also responded to MMO consultation in early 2018 on the byelaw making process and will monitor the outcome.	Chief Officer and Deputy Chief Officers and Chief Executive.	All byelaws are kept under ongoing review.	Mar 2019	Sept 2019
9 MH	Failure to adequately manage the continuation of the Northumberland IFCA and all duties under the implementation of the Marine and Coastal Access Act 2009.	IFCA duties and remit are now fulfilled by the Authority. NIFCA was consulted upon preparation of the Parliamentary Report by Defra on IFCA's first 4 years and the report was received in which NIFCA was very well reported on. We responded to the latest quadrennial review in August 2018 and result published last Autumn. Also now evaluation of IFCA's for Defra by RBA/ABPmer.  Throughout NIFCA's first 7 years, MOUs with partner agencies have been followed and in particular the Authority has implemented and worked with partner agencies locally upon a Joint Working Arrangement. This has ensured compliance with the provisions of the Marine & Coastal Access Act 2009 as these affect IFCA's. The IFCA followed the original High Level Objectives, Outcomes and Performance Indicators (and continue to do so for revised Success Criteria) and that has been done as much as possible bearing in mind resource limitations and extra responsibilities which have been given to IFCA's. As well as guidance to IFCA's from Defra, the IFCA has also established its Annual Plan and Annual Report which are followed in managing its role. Following review of Employment Contracts, Performance Review and Reward (ECPR&R) the Authority has fully implemented a staff Grading Structure.	1	3	7	This is built into the High Level Objectives for the IFCA in the Annual Plan and as confirmed in the revised Success Criteria. Progress and attainment of objectives should be monitored continuously and reported upon quarterly to the meeting of the Authority and in the Authority Annual Report.	Chief Executive	Adhere to monitoring process as detailed for this risk and maintain all necessary training for Officers and Staff and act upon guidance from the membership and Defra and Association of IFCA's.	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
10 ES	Inadequate or inappropriate governance leading to inappropriate decision-making and loss of reputation.	<p>Members are appointed by NCC, NTC and MMO. Also reference to Authority Constitution, Standing Orders and Members' Code of Conduct. Guidance is also given to IFCOs who have a code of conduct and other staff as appropriate as to what should be done to avoid inappropriate decisions and loss of reputation. Declarations of Interest are also completed by all Members and Staff. Control is also maintained by transparency of operation and an appropriate chain of command to ensure the correct approval for actions is obtained where required. Introduced and distributed a Staff handbook and Member handbook, both of which are living documents.</p> <p>All new Members appointed to NIFCA receive the New Members Information Pack and the provision of training.</p> <p>CEO and Chair have now undertaken review of Standing Orders and general governance, which has been approved by the Authority membership and resultant changes implemented.</p>	1	3	7	Annual Audit. Quarterly Authority meetings and Extraordinary General meetings if required. IFCOs report to Chief IFCO and Chief Executive. All emails and other written communication by IFCOs and other staff are also checked where necessary by senior officers. A secure system of emailing and data storage is also maintained by the Authority with all personnel having personal NIFCA email addresses. Officers and staff now have KPIs which contribute to enhanced working which feeds into governance decisions.	Authority Chair and Chief Executive.	Policies, staff and Member handbooks to be kept under review, including development of staff change policy.	Mar 2019	Sept 2019
11 JS	Inadequate budgetary control leading to overspending.	<p>Financial skills and experience of finance officers and use of financial regulations. Members' scrutiny of financial reports provide a quarterly challenge. Monthly (or more frequently if required) budget meetings between Finance Officer and Chief Executive. Contingency within annual budget. The Authority budget is prepared in detail with member input, with quarterly forecasts and detailed breakdowns of all heads of expenditure within the quarterly and annual accounts which are prepared by the Finance Officer working with the Chief Executive to keep spending within budget. Preparation for annual audit begins in the autumn with the Audit Section at Northumberland County Council before the Audit itself the following spring/early summer. The Authority also has reserves to cover any major contingencies which may arise.</p> <p>Sage 50 has also been successfully introduced and as referred to in 3 above.</p>	1	2	7	Annual audit and quarterly meetings plus regular liaison between Finance Officer and Chief Executive plus regular liaison with internal audit and members where necessary and Chief Officer where appropriate.	Finance Officer	Finance Officer will continue to meet the Chief Executive and other colleagues as applicable to plan for audit and budget controls and consult the Northumberland County Council Internal Audit Team. Finance Officer will also meet again if necessary with the NCC Finance team to discuss how to manage a reduced budget (particularly in case of possible future reductions).	Mar 2019	Sept 2019
12 ES	Failure to keep policies up to date.	Regularly reviewed primarily by Admin Officer in liaison with the Chief IFCO and CEO.	1	2	3	Regular liaison with the CEO and Chief IFCO. Keep under review the need for implementation of new policies.	Admin Officer/ CEO	Ongoing as stated under controls and monitoring process.	Mar 2019	Sept 2019



Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
13 AB/ Env. IFCO	Fisheries in the District impacted by the activities of developers/non-fishing industry. Insufficient time to fully consider environmental impact assessments for inshore development.	Consultations responded to by the Authority after due consideration particularly by Deputy Chief IFCO (Environmental). Liaison with consulting agencies. Developer meetings attended by Authority representatives. Database holding information on current and historical fishing activities within the district has been modernised and updated and is being further improved, particularly to aid fishers completing permit returns and NIFCA monitoring these. Development proposals will also be scrutinised by other agencies. Developments will require consent. The Authority has an Environmental Risk Register for the District which is kept under review. IFCOs sit on the Local Standing Environmental Group. Monitoring and control plans are being implemented to assess changes in fishing activities and respond to potential threats to sustainability in the district. Weekly bulletin created by environmental team and circulated to the Chief IFCO and CEO.	1	3	7	Review takes place of notices received of proposed developments and there is a set process for response to consultation, Chief Executive liaising with Environmental Officers and with Authority members where applicable. Also obtaining further information where applicable from the developer and other agencies such as MMO.	Chief Executive and Deputy Chief Officer (Environmental)	To finalise database improvement as referred to under "controls".  To continue the full implementation of Monitoring and control Plans.	Mar 2019	Sept 2019
14 AB	Failure to fully engage with stakeholders	The officers meet regularly with fishermen in the district particularly when on patrol. Meetings will also continue with fishermen, recreational sea anglers and other stakeholders in the district. Information is received through the membership and from stakeholders on any areas of concern which there may be and will be acted on as appropriate. The website continues to be improved to increase outreach. Subcommittees will consider specific issues. Regular liaison with MMO, EA and NE including through the local Joint Working Arrangement (JWA) which is now in place. There is also regular liaison with Newcastle University School of Marine Science and the Tweed Commission. Regular press releases and other appropriate liaison with the media. The Authority also uses Social Media platforms such as Facebook and Twitter which increases the ability to have regular contact with stakeholders, members and the public as well as maintaining a very proactive website. A fully comprehensive stakeholder list is also in place together with the Authority Promotion and Communications Plan upon which there is assistance from Richard Simpson Associates. The Authority also now produces a periodic newsletter and has posted on the North East Sea Angler Forum website where necessary, plus information sheets where required e.g. for the EMS Revised Approach and has also put up notices in the district and produced minimum size cards.	1	3	7	By meetings and other means of communication and reporting to members and assistance of PR Adviser.  Continually updating and distributing NIFCA information and publicity.	Chief Executive	Continue to keep stakeholder engagement under continuous review and update where necessary including posters in the district and information leaflets to stakeholders. Increased patrols particularly in the North of the District are also envisaged with new Cabin Rib	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
15 MS/ Env. IFCO	Degradation of environmentally sensitive areas due to fishing activity.	Authority byelaws and particularly permit issue and pot limitation. Also projects in conjunction particularly with Newcastle University and Natural England to enhance knowledge of the fishery and also continuous checks by officers of fishing activity leading to effective enforcement and adaptive co-management approach to fishing. The Authority also has the power to make emergency byelaws and is also engaging fully with the Defra Revised Approach to Management of fisheries in European Marine Sites (Ambers and Greens following Red Risks). The Authority also has an Environmental Risk Register in place for the district which is kept under review by the Environmental team. Monitor and Control Surveillance System (MCSS), the Automatic Information System (AIS) and the Vessel Monitoring System (VMS) including geo-fencing of specific areas are also used as monitoring tools in respect of this Risk. There are increased joint operations with the MMO and other agencies. Also monthly environmental meetings are held for the Authority officers with regular meetings between the officers, Natural England and other agencies, regarding environmental risks, taking place. Officers recording bait digging and other activities. IFCOs completing Survey Forms on an ongoing basis regarding activity within MPAs.	1	3	7	Rota meetings with IFCOs and reports to the Chief Executive. Quarterly reports by IFCOs to Authority meetings. Ground truthing and seabed mapping is also ongoing, increasing both knowledge and data. A monthly Environmental Team meeting and weekly Environmental bulletin has been introduced as well as TCG meetings both at the MMO and internally.	Chief Executive & Environmental team	To continue to consider possible MCZ management measures.  New cabin RIB will increase the capability for patrols to monitor activity throughout the district.	Mar 2019	Sept 2019
16 AB/ Env. IFCO	Stocks collapse	Permit holders have been issued with equipment such as gauges and pliers. Projects to ascertain greater details of stocks and in particular the Authority is now preparing the report on its Lobster Stock Assessment Project 2014-16 (which project is ongoing and resumed in the Autumn of 2017). The Authority also continues to monitor the MSC "Project Inshore" (now Project UK) and has continued with its Strategic Environmental Assessment. Account is also being taken of the CEFAS assessment of crab and lobster stocks programme and the Authority is also a member of the IFCA Technical Advisory Group (TAG) (Environmental IFCO is now Secretary of TAG). Crab stock assessment now underway with funding from FLAG/EMFF. Monitoring of landings. Byelaws also take account of all of this and provide controls. Effective enforcement. Consultation with the industry and all stakeholders plus partner agencies. Permit returns and data thus gathered also reduces this risk (the Authority database is being updated). Also Environmental Risk Register for the district.  Introduction of new berried lobster/crawfish SI from 1 October 2017 and emergency berried lobster byelaw from 29 September 2017 (now extended for 6 months, with a new revised byelaw 3 to include the berried lobster provision now being considered with the MMO and their legal section). Revision to byelaw 4 recreational fisher permit conditions to include mandatory use of escape gaps in pots and limit of 2 lobsters per day implemented in January 2019.	1	3	7	Rota meetings with officers and reports to the Chief Executive. Quarterly reports by officers to Authority meetings. Environmental meetings between Authority officers and regular meetings with Natural England and other agencies.	Chief Executive, Chief IFCO and Deputy Chief IFCOs	Strategic Environmental Assessment to continue to be used in the district and other actions under Controls. Keep under review level of enforcement and overview following introduction of berried lobster prohibition. Keep under review the system of permit returns and data collection.	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
17 ES	Breakdown in relations with stakeholders and other agencies including Marine Management Organisation, Environment Agency, Natural England and other IFCAs.	MoUs and regular liaison with all partner organisations and stakeholders including surveys of views and properly responding to any queries or complaints and reporting as appropriate to membership. In addition Joint Working arrangements locally with MMO, EA and NE. In addition the Authority has MoUs with the Tweed Commission, and Newcastle University. Also the Authority's compliments, comments and complaints system is kept under review. Complaints are felt to be at the lowest possible level. Chief & Deputy IFCOs attend MMOs TCG Meetings and MMO attend NIFCA TCG Meetings. The Authority also works with AIFCA on a national level. The Authority also interacts with partner organisations and stakeholders appropriately on social media and responds in a timely fashion to queries/comments raised online and in the public arena.	1	2	7	Stakeholders and other agencies can contact the Authority office and also attend NIFCA public meetings. A record is kept of any complaints or other comments requiring action and the Authority office in particular will remain proactive to foresee as much as possible likely areas which need to be dealt with to prevent any breakdown in relations. The Authority continues to engage with all stakeholders.	Chief Executive	Consider further stakeholder surveys as may be appropriate.	Mar 2019	Sept 2019
18 JG	Failure to properly fulfil responsibility including role in respect of European Marine Site, Marine Conservation Zones, bait digging and other fisheries related activities in the district.	Close liaison with Defra and other IFCAs including in respect of MPAs, Technical Advisory Group, Chief Officers Group and Association of IFCAs ensures knowledge and awareness is maintained. Strong communication between officers particularly Environmental IFCOs, Chief IFCO and Chief Executive and with Authority members and also Environmental team attending all necessary meetings particularly now on a regular basis with the Authority's Natural England member and also including Berwickshire and North Northumberland Marine Nature Partnership (MNP, formerly EMS Implementation Office) meetings. There is now a new MNP Officer with whom close working is continuing. Also full liaison with Natural England nationally and the Marine Management Organisation. Regular monitoring of MPAs including SPAs, SACs and MCZs in the district. See also the EMS Revised Approach to Fisheries Management which is followed by the Authority. Close liaison with the University in project work.	1	3	7	Regular discussions between the Authority Environmental Team and Chief Executive/Chief IFCO and also particularly with Natural England/Authority member and MNP Implementation Officer and reporting upon meetings to the Authority.  Also quarterly reporting on EMS revised approach by Environmental IFCOs to the Association of IFCAs and any resultant feedback.  Quarterly Technical and Scientific meetings of officers and members.	Chief Executive & Environmental team	Continue to hold stakeholder meetings, when required and continue with all necessary survey work .  Monitor proposed MCZ.	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
19 JS	Information technology failure leading to loss of data and affecting the Authority's ability to function.	Service Level Agreement with One IT who provide back up for data and internet security. Returned in January 2018 back from Google to Microsoft which works better for NIFCA. Paper records of documents are also kept securely and can be referred to as well as what can be accessed through computers. New hard drives/multiple locations. Now replaced 2 computers and have a 5-year plan in place to replace all old PCs.	1	4	11	Through the SLA – this includes the services of an IT Manager for the Authority with One IT Support. It is also monitored every working day by Officers and staff.	Admin Officer and Finance Officer	Finance/ Admin Officers to prioritise review of SLA with One IT Support to ensure it is working efficiently and receiving an adequate level of support. Continue to review and replace old IT equipment.	Mar 2019	Sept 2019
20 ES	Insufficient members attending an authority meeting preventing time limited or other urgent business eg. Regarding audits being approved.	Giving members sufficient notice of meetings. Trying to agree in advance of the meeting with as many members as possible that they can attend. At least one Councillor and one MMO appointed member must attend each official IFCA meeting. Changed day of the week of quarterly meetings and start time to that most suitable for Councillors. Hold meetings at county hall and NTC and other suitable venues as well where applicable. Members to give reasons for non-attendance for approval by meeting? Changed running order of Finance and Watch meetings to make more suitable for members on each committee. Sending out calendar invitations to members to ensure clear communication re. meeting dates and to allow easy reference to planned member attendance.	1	4	11	CEO liaises through Admin Officer with key members particularly Chair/ Vice Chair in advance of meetings.	CEO	To continue the discussion with the members. To keep under review quarterly meeting start time to ensure maximum accessibility for Members and possibly condensing to a half day on occasions where possible.	Mar 2019	Sept 2019
21 AB	Intelligence not being securely processed and shared/ disseminated.	MMO provided intel system and Authority has trained, prepared and experienced Intel Officers. Intel Officers and CIFCO and DCIFO (Operational) have secure CJSM email accounts. Continual assistance from MMO Intel Team and MMO Ops Room. IFCO Willis now leads on Intel processing. Data Sharing Agreement with the Police including regulated access to PNC. Standard practice for security clearance of all new employees.	2	4	12	Intel Officers liaise with Chief IFCO, monthly TCG and can seek guidance from the MMO.	Chief IFCO	Any further training and guidance to be accessed by IFCOs and staff where necessary and keep under review national consideration of security clearances for IFCOs. Ongoing liaison with the MMO required. Continue with training as necessary regarding Intel Project so IFCOs fully acquainted. Consider training another IFCO re. Intel Project to maximise continuity and expert input. Reviewing Security clearance of all IFCOs and staff.	Mar 2019	Sept 2019

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
22 ES	Emails/Website being hacked or in some other way interfered with maliciously.	Officers and staff to have strong and secure passwords for emails and website login (where applicable) to reduce the possibility of a manual hack. All NIFCA Officers and staff to be vigilant of any unusual activity on the email/website and to report immediately to the CEO.  Now introduced 2-stage authentication system for accessing NIFCA emails, reducing the chance of a hack.  Passwords changed/users removed and updated when there is a change of staff to ensure only present staff can login to the website to make changes.	1	4	11	Daily checking of the website/ emails and liaison as appropriate with Urban River/One IT.	CEO and Admin Officer	Ongoing monitoring/ liaison with Urban River/One IT.	Mar 2019	Sept 2019
23 ES	Risk of reputational damage to NIFCA via social media misuse by staff/ members/public /stakeholders.	Social media checked daily and any comments/ likes/ mentions regarding NIFCA are reported to the CEO. The above are responded to appropriately and as quickly as possible. Social media policy introduced to reduce the number of users for Twitter/ Facebook and to keep the tone of any social media presence consistent.	2	3	10	Daily checking of Twitter and Facebook by Admin Officer (with back-up by admin team) and report to CEO for response.	Admin Officer/ CEO	Ongoing monitoring and posting to social media sites	Mar 2019	Sept 2019
24 MH	Brexit and other legislative changes including the fisheries bill (to be an act of Parliament)	Regular checking of all relevant media including "They Work for You" from Parliament, Fishing News and CMS. Also working closely with the Association of IFCA's and reporting on all relevant matters to Authority Members and IFCOs/ Staff.	2	4	12	Regular checking and reporting to/review at Authority Technical and scientific quarterly meetings.	CEO	Ongoing as stated under controls and monitoring process	Mar 2019	Sept 2019
25 ES	Breach of Data Protection Act and General Data Protection Regulation with possible financial and reputational impact to the Authority	The Authority has developed a suite of policies for GDPR and is now compliant. Assistance is offered by Northumberland County Council and legal help could also be sought if required. The CEO will meet regularly on this subject with the Admin Officer (Authority DPO) and Finance Officer. All staff were briefed and trained prior to the inception of GDPR. Current contracts with external organisations updated to adhere to GDPR and data policy now on website. Now have secure bins for disposing of confidential paperwork, collected quarterly by professional shredding company.	1	4	11	DPO and CEO to keep up to date regarding GDPR and update staff where necessary.	CEO, Admin Officer and Finance Officer.	To complete and keep up to date the Authority policies and training and reporting to members.	Mar 2019	Sept 2019

DETAILS OF GUIDANCE FOR QUANTIFICATION OF RISKS AND THE SCORING GRID IS AVAILABLE UPON REQUEST FROM AUTHORITY OFFICE

## NOTES:

**NOTES:**

