



# Publication Scheme

**Freedom of Information Act 2000**

**August 2018**

# D&S IFCA Policy Documentation

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# D&S IFCA Policy Documentation

## Purpose of the Publication Scheme

- To Comply with the Freedom of Information Act 2000
- To help you understand what work we do and what we have available
- To inform you on how to view the information and if charges apply
- To make you aware that personal data is excluded from the scheme

## How to find the information that is of interest to you?

- This Document explains what information we have available
- The D&S IFCA website<sup>1</sup> is often the best way to find the information.
- The website has a range of display pages
- The website also has a more stable publications resource library
- The website resource library mirrors the layout of this document
- Information can also be circulated in electronic or hard copy form.
- Due to the use of imbedded information (hyperlinks), some information is more suited to be viewed in electronic form

## An Overview of the Authority

The Marine and Coastal Access Act 2009 details how IFCA's have been established, their duties and powers along with their membership and proceedings. The area of the District is 4522 Km<sup>2</sup> and is defined in the Statutory Instrument (2010 No.2212)<sup>2</sup>. The D&S IFCA District includes the areas of Devon, Somerset, Gloucestershire County Councils; Bristol City and Plymouth City Councils; North Somerset and South Gloucestershire Councils and all adjacent waters out to six nautical miles offshore or the median line with Wales.

- The D&SIFCA must manage the exploitation of sea fisheries resources in its district
- The D&SIFCA must seek to ensure that the conservation objectives of any Marine Conservation Zone in the district are furthered

In meeting the main duties, the work is basically divided into two key areas –

### ***Enforcement Work and Research Work.***

A significant amount of the information generated by D&S IFCA is relevant to either one of these two work streams. Research and survey work adds to evidence bases subsequently used to manage fishing activities via the introduction of local management measures that can include legislation (Byelaws).

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<sup>1</sup> Some information may at times be temporally unavailable

<sup>2</sup> The Devon and Severn Inshore Fisheries and Conservation Authority Order 2010

# **D&S IFCA Policy Documentation**

## **Core Classes of Information**

**The following pages set out eight identified core classes of information.**

Within each section, information has been inserted to help you understand what the information consists of and also any notes that are relevant. A table of charges is listed in the final section of this document. Certain classes of information are only held for a limited time.

### **Categories:**

- A) Role, Function and Management of the Authority**
- B) Internal Practice and Procedure**
- C) Audits and Accounts**
- D) Human Resource, Working Practice and Procedure**
- E) Legislation and Management Relevant to Functions**
- F) Byelaw Review Work & Impact Assessments**
- G) Authority Publications & Communications**
- H) Environment & Research**

## **D&S IFCA Policy Documentation**

### **A) Role, Function and Management of the Authority**

#### **Description of Information:**

Duties, functions, vision, success criteria, planning, high level objectives:

**Location to View Information:** [Website – Resource Library File A](#)

#### **Relevant Publications**

**D&SIFCA Annual plans**

**D&SIFCA Quarterly reports**

**D&SIFCA Annual Enforcement plans**

**D&SIFCA Annual Research plans**

**D&S IFCA Enforcement & Compliance Strategy**

#### **Additional**

**Decision Making & the Precautionary Principle (explanation)**

**D&S IFCA High Level Objectives**

**Marine and Coastal Access Act 2009**

(Internet browser only)

**Enforcement Compliance Strategy**

#### **Notes**

Before the beginning of each financial year every IFCA must make and publish a plan setting out the Authority's main objectives and priorities for the year. Annual plans are approved by the Authority members in the month of March each year.

Annual and quarterly reports are currently produced for Full Authority meetings. These are posted on the website and are available in hard copy format

## **D&S IFCA Policy Documentation**

### **B) Internal Practice and Procedure**

#### **Description of Information:**

Procedures, organisational developments, standing orders, codes of conduct for members, complaints procedure:

**Location to View Information:** [Website – Resource Library File B](#)

### **Relevant Publications**

#### **Full Authority Meetings**

(Minutes produced each quarter)

(Officer Papers for members)

#### **Byelaw & Permitting Sub-Committee**

(Minutes produced each quarter)

(Officer papers for members)

#### **Finance and General Purposes Committee**

(Minutes produced each quarter)

#### **Standing Orders**

#### **Customer Complaints Procedure**

#### **Notes**

As per standard practice, all minutes are first created in draft form. Minutes are approved at the following meetings and are then displayed on the website or can be more widely circulated in hard copy. Annual and quarterly reports are currently produced for Full Authority meetings, are posted on the website and are available in hard copy format.

## **D&S IFCA Policy Documentation**

### **C) Audits and Accounts**

#### **Description of information:**

Planned expenditure, detailed statements of accounts, containing auditor's reports and financial statements:

**Location to View Information:** [Website – Resource Library File C](#)

### **Relevant Publications**

#### **Financial Overview**

(Within the D&S IFCA Annual Plan)

#### **Finance and General Purposes Committee**

(Minutes produced each quarter)

#### **End of Year Accounts**

#### **Notes**

D&SIFCA undergoes a non-mandatory external audit each year which is conducted by Devon County Council (DCC). A statement of accounts is prepared each year by DCC and presented to the Full Authority at each Annual General Meeting held in June.

## **D&S IFCA Policy Documentation**

### **D) Human Resource, Working Practice and Procedure**

#### **Description of Information:**

List of staff, roles undertaken, employment conditions, grievance and disciplinary procedure, health and safety policy:

**Location to View Information:** [Website – Resource Library File D](#)

### **Relevant Publications**

#### **List of Employees and their Roles**

(Staff Structure)

#### **Recruitment Procedure**

(Advertisements for vacant positions)

#### **Grievance and Disciplinary Procedure**

(Hard copy)

#### **Data Protection Policy (& standards)**

**Data Protection Policy (Privacy policy)**

**Publications Scheme**

#### **Health and Safety Policy**

(Including the use of vessels)

(Handling chemicals – COSH)

#### **Standard Operational Procedures**

(For a range of scenarios)

(For a range of specialised equipment)



## **D&S IFCA Policy Documentation**

### **E) Legislation and Management Relevant to Functions**

#### **Description of Information:**

Byelaws, EU and domestic legislation, management of fishing activities:

**Location to View Information:** [Website – Resource Library File E](#)

#### **Relevant Publications**

**D&S IFCA Byelaws (booklet)**

**D&S IFCA Permit Byelaws (Technical permit requirements)** (+ Direct issue)

**Annexes (Charts) Relevant to Byelaw Spatial Management** (+ Direct Issue)

**Policy/clarity on Elements of the Permit Conditions** (+ Direct Issue)

**Additional Charts (non–byelaw) Spatial Management**

**Minimum Conservation Reference Sizes**

**Permit Application Process** (on-line applications are also available on home page)

**Guidance on Financial Administrative Penalties**

**Voluntary Codes of Conduct** (Various)

#### **Notes**

Links are provided on the D&S IFCA website to other organisations responsible for certain legislation. This includes the other IFCAs, the Environment Agency and also the Marine Management Organisation.

## **D&S IFCA Policy Documentation**

### **F) Byelaw Review Work & Impact Assessments**

#### **Description of Information:**

Impact Assessments (for new byelaws), consultation reports, fishing industry statistics, numbers of permits issued, research plans, evidence bases, the outcomes of research assessments:

**Location to View Information:** [Website – Resource Library File F](#)

#### **Relevant Publications**

**Impact Assessments** (for current work on byelaw/s)

**Impact Assessments** (historic)

**Byelaw Development/Consultation Reports**

(Principles, rationale, evidence base and outcomes)

#### **Notes**

Impact Assessments must be completed when new byelaws are developed. D&S IFCA has also adopted a permit-based byelaw model. There is a procedure that must be followed if any amendments to the flexible permit conditions are proposed. The Byelaw Development Reports document the process and all decision making.

## **D&S IFCA Policy Documentation**

### **G) Authority Publications (Guides) and Communications**

#### **Description of Information:**

Latest news items, press release and guides for stakeholders:

**Location to View Information:** [Website – Resource Library File G](#)

#### **Relevant Publications**

**A Guide to All Aspects of the Byelaw Review**

**A Guide to the Work of the Byelaw & Permitting Sub-Committee**

**Communication Guide/Strategy**

**D&S IFCA Official Press Release (Various)**

**D&S IFCA News Items (Various)**

**Information Flyers**

**Presentations**

# D&S IFCA Policy Documentation

## H) Environment & Research

### Description of Information:

Latest news items, press release and guides for stakeholders:

**Location to View Information:** [Website – Resource Library File H](#)

### Relevant Publications

A significant portion of the D&S IFCA research work informs the Authority of how to consider future management. Individual reports often inform the overall evidence base used in the creation of new byelaws or voluntary management initiatives.

The D&S IFCA website is used to display a mixture of latest news stories on the home page. Links to more comprehensive documentation is often inserted within the news stories. There is a large volume of publications that can be viewed within the files that have been created and sub-divided with examples set out below:

<b>Angling:</b>	Strategy/Angling Zone Development/etc
<b>Aquaculture:</b>	Strategy/Mussel/Oyster/Scallop/etc
<b>Crustacea:</b>	Brown Crab/Lobster/Spider Crab/etc
<b>Ecosystem Based Approach:</b>	IFCA Reports/Position Statements
<b>EMS:</b>	Different Sites – Lundy/Exe etc
<b>External Research Reports:</b>	Otter Mortality (EA)/ Sea Angling (Defra) etc
<b>Fin Fish:</b>	Sub-divided into multiple species/different content
<b>Fisheries Research/Management:</b>	Final FMRPs/FRMP Development/FRMP Project
<b>Hand Working:</b>	Bait Digging/Crab Tiling/Intertidal Handwork
<b>Invasive Species:</b>	Bio Plans/Crustacean/Mollusca
<b>Marine Environment Matters:</b>	Consultation Resp./External Policy/Position Statements
<b>MCZ:</b>	Tranche 1, 2 & 3
<b>Mollusca:</b>	Multiple species – Survey reports/Project reports
<b>Projects:</b>	EUROHAB/Pioneer Program/MPA Projects/Project UK
<b>Seagrass:</b>	Reports – Areas/Density etc
<b>Student Reports:</b>	Masters Projects - Impacts, Methodology, Habitats etc PhD Research – Bass, Fishers Impact etc

## D&S IFCA Policy Documentation

### Notes

Provision for the collection of relevant fisheries data is stated within permit-based byelaws; however, the Authority does not collect or store data that is not considered of use. D&S IFCA has a both a Data Protection Policy and a Privacy Policy.

### Table of Charges

Information posted on the D&S IFCA website can be viewed free of charge. Other information can be requested. An administration charge may be levied to cover printing, photocopying and postage of hard copies of the requested information.

Because of the diverse nature of information produced by the Authority (which is available for circulation), each item may be subjected to different charges dependent on its nature or overall size (including imbedded information in the form of hyperlinks)

Options for the circulation of information are as follows:

- Information can be sent free of charge upon request to stakeholders who supply a current and functioning email address
- Hard copies of information can be circulated to stakeholders but a charge will be levied for the cost of postage. Stakeholders should contact the D&S IFCA office so the charges can be clarified and then send a stamped addressed envelope of the correct size as specified
- Hard copies of information can be printed and collected from the D&S IFCA office

### Responsibility and Contact Details

The Chief Officer is currently responsible for the management of the publications.

If you have an enquiry about specific information please contact Devon and Severn Inshore Fisheries and Conservation Authority.

Chief Officer  
Devon and Severn Inshore Fisheries and Conservation Authority  
Brixham Laboratory,  
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