



Freedom of Information Act 2000

D&S IFCA PUBLICATION SCHEME

November 2017

D&S IFCA Policy Documentation

Contents

Purpose of the publication scheme	3
Responsibility and contact details	3
An overview of the Authority.....	4
Core classes of Information	5
A) Role, function and management of the Authority.....	6
B) Internal practice and procedure	7
C) Audits and accounts.....	8
D) Human resource, working practice and procedure	9
E) Legislation and management relevant to functions	10
F) Byelaw review work, statistical and research Information.....	11
G) Authority publications	12
Table of charges.....	13

D&S IFCA Policy Documentation

Purpose of the publication scheme

The purpose of this policy document is to comply with the Authority's statutory obligations under the Freedom of Information Act 2000. A publication scheme has been designed, the purpose of which is to identify and make available a range of information that is held by the Authority for its various uses.

To aid stakeholders determine the different types of information that are available, this policy document provides a brief overview of the Authority's structure, statutory responsibilities and key functions.

The publication scheme categorises the information which the Authority publishes and provides information on additional information that could be disclosed if required. Excluded from the scheme is all the information held relating to private individuals by virtue of it being deemed personal data under the Data Protection Act 1998.

The Authority's website provides the primary platform to view the various publications that are produced. Information can also be circulated in electronic or hard copy form and this is indicated within the policy document. Due to the use of imbedded information (hyperlinks), some information is more suited to be viewed in electronic form. At the time of writing, a review of the D&S IFCA website is underway with an expectation that the site will be re-modelled to improve access to information. Following these improvements this policy document will be reviewed and amended as required.

Asterisks have been used to indicate the information that is not currently available on the website.

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,
Freshwater Quarry,
Brixham
TQ5 8BA

TEL: (01803) 854648 E-Mail: office@devonandsevernifca.gov.uk

D&S IFCA Policy Documentation

An overview of the Authority

The vision of the Authority is:

“D&S IFCA will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry”

The Marine and Coastal Access Act 2009 (MaCAA) introduced a new framework for managing the marine environment and providing greater access to it. Sea fisheries Committees were replaced by Inshore Fisheries and Conservation Authorities (IFCAs). MaCAA details how the IFCAs have been established. Main duties are defined along with their membership and proceedings.

The D&SIFCA is the largest of ten separate IFCA districts and has two separate coastlines. The area of the district is 4522 Km² and is defined in the Statutory Instrument (2010 No.2212)¹. 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 specified in MaCAA, the work of D&S IFCA 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 informs evidence bases subsequently used to manage fishing activities via the introduction of local management measures that can include legislation (Byelaws).

¹ 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 seven identified core classes of information.

Within each section, details are provided in regard to the format in which the information is most accessible. 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, statistical and research Information**
- G) Authority publications**

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:

Relevant publications

Primary format

Marine and Coastal Access Act 2009	Internet browser
D&SIFCA Annual plans	D&S IFCA website
D&SIFCA Quarterly reports	D&S IFCA website
D&SIFCA Annual Enforcement plans	D&S IFCA website
D&SIFCA Annual Research plans	D&S IFCA website
List of Authority members (Within the Annual plan)	D&S IFCA website

Notes

Before the beginning of each financial year every IFC authority 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:

Relevant publications

Primary format

Full Authority Meetings (Minutes produced each quarter)	D&S IFCA website
Byelaw & Permitting Sub-Committee (Minutes produced each quarter)	D&S IFCA website
Finance and General Purposes Committee (Minutes produced each quarter)	D&S IFCA website
Standing orders	D&S IFCA website*
Customer Complaints Procedure	D&S IFCA website
Quarterly reports	D&S IFCA website

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:

Relevant publications

Primary format

D&SIFCA Annual plan
(Basic annual financial overview)

D&S IFCA website

Finance and General Purposes Committee
(Minutes produced each quarter)

D&S IFCA website

End of year Accounts

D&S IFCA website*

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:

<u>Relevant publications</u>	<u>Primary format</u>
List of employees and their roles (Within the Annual plan)	D&S IFCA website
Staff terms and particulars	Hard copy
Recruitment procedure	Hard copy
Temporary contracts	Hard copy
Grievance and disciplinary procedure	Hard copy
Data protection policy (& standards)	D&S IFCA website*
Data protection policy (Privacy policy)	D&S IFCA website
Publications Scheme	D&S IFCA website
Record of working hours (Statistics prepared in quarterly reports)	D&S IFCA website*
Health and safety policy (Including the use of vessels)	Hard copy
(Handling chemicals – COSH)	Hard copy
Standard operational procedures (For a range of scenarios)	Hard copy
(For a range of specialised equipment)	Hard copy

D&S IFCA Policy Documentation

E) Legislation and management relevant to functions

Description of information:

Byelaws, EU and domestic legislation:

Relevant publications

Primary formats

D&S IFCA Byelaws (booklet)	D&S IFCA website
D&S IFCA Permit Byelaws (Technical permit requirements)	D&SIFCA website & Direct issue
Annexes (Charts) relevant to byelaw spatial management	D&SIFCA website & Direct issue
Policy/clarity on elements of the permit conditions	D&SIFCA website & Direct issue
Additional charts (non-byelaw) spatial management	D&S IFCA website or re-direct to other organisations
Minimum Conservation Reference sizes	D&S IFCA website
Permit Application Process	On line payment Hard copy
Guidance on Financial Administrative Penalties	D&S IFCA website
D&S IFCA Enforcement & Compliance Strategy	D&S IFCA website
Voluntary codes of conduct (Angling zones)	D&S IFCA website* & Hard copy

Notes

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

D&S IFCA Policy Documentation

F) Byelaw review work, statistical and research Information

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:

Relevant publications

Primary format

(Impact Assessments (for current work on byelaw/s)	D&S IFCA website
Impact Assessments (historic)	D&SIFCA website
Byelaw development/consultation reports (Principles, foundations, evidence base and outcomes)	D&SIFCA website & electronic circulation
HRA and MCZ Assessment reports	D&S IFCA website*
Annual Survey Plans	D&S IFCA website
Focussed D&SIFCA survey reports	D&S IFCA website
D&SIFCA funded PhD survey plans & reports	D&S IFCA website*

Notes

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.

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.

Certain reports may require sensitive information to be redacted prior to general circulation.

D&S IFCA Policy Documentation

G) Authority publications

Description of information:

Latest news items, press release and guides for stakeholders

Relevant publications

Primary format

Information guides

A guide to all aspects of the Byelaw Review
(Including the use of precautionary principles)

D&S IFCA website

Guidance on Financial Administrative Penalties

D&S IFCA website

Communication guide/strategy

D&S IFCA website

Other

Enforcement news/investigation updates
(Individual investigations/press release)

D&S IFCA website
D&S IFCA website

Other news related to IFCA working

D&S IFCA website

Information flyers

D&S IFCA website
& General circulation

Voluntary codes of conduct

D&S IFCA website*

Notes

The D&S IFCA website is used to display a mixture of latest news stories. Links to more comprehensive documentation is often inserted.

D&S IFCA Policy Documentation

Table of charges

An administration charge may be levied to cover printing, photocopying and postage of hard copies of 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 consultation reports are as follows:

- Consultation reports can be sent free of charge upon request to stakeholders who supply a current and functioning email address
- Hard copies of the consultation reports 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 the consultation reports are available for collection at the D&S IFCA office