



Freedom of Information Act 2000

D&S IFCA PUBLICATION SCHEME

June 2017

D&S IFCA Policy Documentation

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1. 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 already 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 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.

2. 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

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3. 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 sea boundaries. The D&S IFCA District¹ covers all tidal waters (out to six nautical miles from the 1983 baselines) within Devon County Council borders in the south and from the Devon and Cornwall County Council boundary up to the Gloucestershire County Council boarder and Wales in the north.

District Area = 4522 Km²

- 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

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Funding

D&S IFCA is an autonomous Local Authority in its own right. Funding of the Authority is provided by a contribution (Indicative Levy) from the following Authorities:

- Bristol City Council
- Gloucester County Council
- North Somerset Council
- Somerset County Council
- South Gloucestershire Council
- Devon County Council
- Plymouth City Council
- Torbay Council

4. 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 accessible and whether there is a fee for providing certain information. Certain classes of information are only held for a limited time and other information held indefinitely.

Categories:

- **Role, function and management of the Authority**
- **Internal practice and procedure**
- **Audits and accounts**
- **Human resource, working practice and procedure**
- **Legislation and management relevant to functions**
- **Byelaw review work, statistical and research Information**
- **Authority publications**

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4 a) Role, function and management of the Authority

Description of information:

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

<u>Relevant publications</u>	<u>Primary format</u>
Marine and Coastal Access Act 2009	Internet browser
D&SIFCA Annual plans 2011 to 2017	D&S IFCA website
D&SIFCA Annual reports	D&S IFCA website*
D&SIFCA Annual Enforcement plans 2015 2016 2017	D&S IFCA website D&S IFCA website* D&S IFCA website*
D&SIFCA Annual Research plans	D&S IFCA website*
List of Authority members (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 and are available in hard copy format.

Hard copies of annual plans are available.

A small administration charge may be levied to cover printing, photocopying and postage.

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4 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*
Annual & 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 can then be displayed on the website or more widely circulated. Annual and quarterly reports are currently produced for Full Authority meetings and are available in hard copy format.

Historical minutes of all IFCA meetings are available in hard copy form and date back to 2011.

A small administration charge may be levied to cover printing, photocopying and postage.

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4 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

Detailed Accounts
(Devon County Council (DCC) Auditors)

Contact DCC

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.

A small administration charge may be levied to cover printing, photocopying and postage.

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4 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:

Relevant publications

Primary format

List of employees and their roles (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	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) (Handling chemicals – COSH)	Hard copy Hard copy
Standard operational procedures (For a range of scenarios) (For a range of specialised equipment)	Hard copy Hard copy

Notes

A small administration charge may be levied to cover printing, photocopying and postage.

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4 e) Legislation and management relevant to functions

Description of information:

Byelaws, EU and domestic legislation:

<u>Relevant publications</u>	<u>Primary format</u>
D&S IFCA Byelaws (booklet)	D&S IFCA website
D&S IFCA Permit Byelaws (permits)	Direct issue
Annexes (Charts) relevant to byelaw spatial management	Direct issue
Technical Permit Requirements	D&S IFCA website
Policy/clarity on elements of the permit conditions	Direct issue
Additional charts (non–byelaw) spatial management	Hard Copy
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.

A small administration charge may be levied to cover printing, photocopying and postage.

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4 f) Byelaw review work, statistical and research Information

Description of information:

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

Relevant publications

Primary format

Communication strategies for byelaw development (Focussed per byelaw and within progress reports)	D&S IFCA website
(Impact Assessments (for current work on byelaw/s)	D&S IFCA website
Impact Assessments (historic)	Electronic/ hard copy
Byelaw development reports (Principles, foundations, evidence base and outcomes)	D&S IFCA website
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* & Hard copy

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.

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

A small administration charge may be levied to cover printing, photocopying and postage.

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4 g) Authority publications

Description of information:

Latest news items, press release, consultation material:

Relevant publications

Primary format

A guide to all aspects of the Byelaw Review (Including the use of precautionary principles)	D&S IFCA website
Enforcement news/investigation updates (Annual & quarterly reports) (Individual investigations/press release)	D&S IFCA website* D&S IFCA website
Focussed D&SIFCA research reports	D&S IFCA website
Other news related to IFCA working	D&S IFCA website
Information flyers	General circulation

Notes

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

A small administration charge may be levied to cover printing, photocopying and postage.