



Inshore Fisheries and
Conservation Authority

Annual Plan 2011 to 2012





This page: Wolf Rock (Cornwall Sea Fisheries)

Front cover: Small Boats in Coverack Harbour (Cornwall Sea Fisheries)

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Chairman's Foreword

With the publication of our new Management Plan for Cornwall IFCA, we are now moving onwards from the highly successful past of Cornwall Sea Fisheries Committee. From 1st April this year we shall encompass the marine environment alongside the fisheries, the seas out to 6 miles and the estuaries. Over the next 4 years we will be updating older byelaws, introducing new ones where necessary and working in conjunction with MMO, EA and NE to be responsible for a healthy marine environment where a viable fishing industry can have a sustainable future.

It is our challenge to provide a framework for the fishing industry to operate within, mindful that recent times have seen a significant reduction in the fleet. Healthy seas are just as important to each and every fisherman as they are to each environmentalist. Let's use this common goal to work together for the common good; let's not forget the fisherman is as much of an endangered species as any that swim in the seas!

With additional funding and staff to operate the IFCA I am confident that we shall have the tools for the job. Chief Officer Eddy Derriman and his team have put in a huge amount of work to have Cornwall's IFCA up and running ahead of 1st April. We have a sensible budget and the right equipment to take us through the first four years and I would ask everyone connected with the seas and marine environment to join in and give their full backing to Cornwall's new IFCA.



Tony Tomlinson MBE

Overview

The Cornwall Inshore Fisheries and Conservation Authority (CIFCA) is created under Section 150 of the Marine and Coastal Access Act 2009 (MaCAA) and was fully vested on 1st April 2011. The IFCA District is created under Section 149 of the Act.

Section 177 of MaCAA requires every IFCA to publish an annual plan. This is the first annual plan of the Cornwall Inshore Fisheries and Conservation Authority.

As the inshore champion for a sustainable marine environment and fisheries, we will build on the firm base and successes of the forgoing Cornwall Sea Fisheries Committee which was constituted on 27th March 1890 and dissolved on 31st March 2011.

Our focus for 2011-12 will be the continuity of our existing services and functions, whilst establishing the basis for our future growth and development as the emphasis of our work evolves over the period of this plan and into future years. Significant effort will be required to advance the corporate understanding and knowledge base, particularly for the new geographical areas (mainly estuarine) which the Authority has jurisdiction over, and for the new spheres of work such as nature conservation.

Effectively working towards the seven Success Criteria and their associated high level objectives (HLOs) will be critical to our continued development over the coming four years, and will provide a framework for working level objectives and individual staff work objectives for the period April 2011 to April 2015. Figure 1 demonstrates the process.

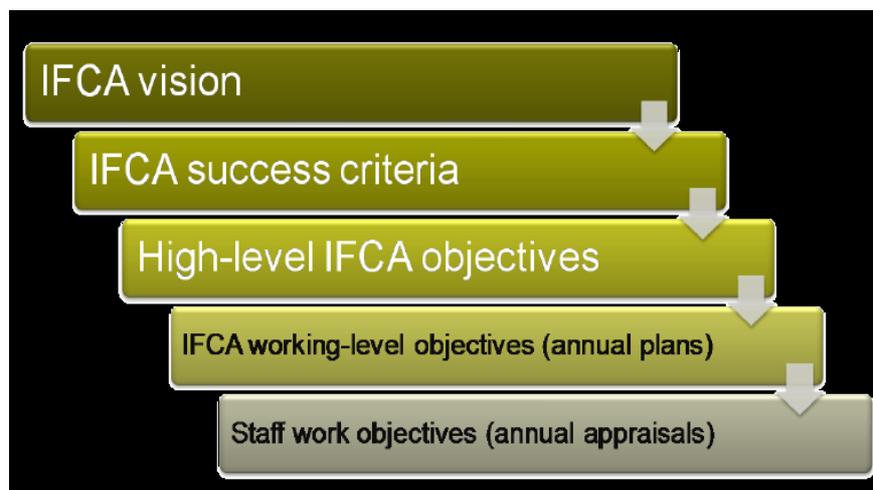


Fig. 1

The IFCA 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.”

From the nationally agreed Vision, seven Success Criteria have been developed by a number of national working groups over the last 18 months which, if followed, will help with delivering the Vision.

Our Success Criteria

1. IFCAs have sound governance and staff are motivated and respected.
2. Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district.
3. A fair, effective and proportionate enforcement regime is in place.
4. IFCAs work in partnership and are engaged with their stakeholders.
5. IFCAs make the best use of evidence to deliver their objectives.
6. IFCAs support and promote the sustainable management of the marine environment.
7. IFCAs are recognised and heard.

The next section shows the high level objectives, the expected outcomes and agreed performance indicators for each of the Success Criteria.

Success Criterion 1: IFCA's have sound governance and staff are motivated and respected

High level objective		Outcomes	Performance Indicators
1a	By April each year, publish an annual plan that meets the minimum standards as set out in Defra's guidance, setting out the Authority's main objectives and priorities for the year.	The IFCA has an annual plan that clearly sets out its main objectives and priorities for the coming year, in a way that is easy to understand.	The annual plan will be prepared and published by 31 March each year.
1b	Demonstrate a long term, strategic approach to sustainable marine management, in line with duties in MaCAA (first formal review in 2015).	Report reviewing marine sustainability issues and fisheries management in the District and proposing new management measures to address concerns.	By 31 March 2012, officers will have started to identify and prioritise any issues relating to the impact on sea fisheries resources and their interaction with the marine environment within the District, leading towards the introduction of suitable management plans to be in place by April 2015.
1c	Develop and deliver a people capability strategy, which ensures that staff can deliver the organisational objectives as set out in annual plans.	Gaps in the capability of the IFCA to meet its duties and objectives are assessed; proposals for addressing problems are in place.	Staff resources and capability will be assessed against the IFCA objectives and duties with a gap analysis by 31 March 2012. Plans for addressing problems and progress against them will be reflected in future annual plans and reports.
1d	Staff management systems are in place that include: <ul style="list-style-type: none"> • An annual staff performance monitoring system; and • A performance improvement procedure 	A staff management system will be in place to meet the requirements of the objective.	A staff management system, including training and development plans, will be developed and tested during 2011. The system will be implemented during 2012 following approval by the Committee and staff.
1e	By September 2012, demonstrate that staff are engaged with the objectives of the organisation, can influence the direction and development of the organisation and are free to constructively challenge decisions without reproach.	Motivated and committed staff and Members.	Work will start during 2011/12 on developing and implementing systems that enable all staff and Members to contribute to, and comment on, all IFCA policies and business. This work will be completed by September 2012. The systems will follow best practice/principles in investing in people.

Success Criterion 2: Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the District

High level objective	Outcomes	Performance Indicators	
2a	<p>By April 2015 demonstrate that:</p> <ul style="list-style-type: none"> • Key issues likely to impact on the sustainable management of the marine environment in the IFC District are identified and evaluated using the best available evidence and a range of management options is considered; • The impacts that different courses of action might have in managing those key issues are thoroughly evaluated; • Proportionate regulation (for example introducing a legal mechanism such as a byelaw) is used as a last resort; • The effectiveness of interventions to improve the delivery of beneficial outcomes is continuously monitored; and • There is a clear IFCA Committee process for dealing with agreed interventions quickly, efficiently and effectively, particularly for emergency byelaws. 	<p>Agreed policies and processes in place to review and amend byelaws and make new ones as required.</p> <p>Process to decide on the most appropriate management measure to apply to address fisheries and wider sustainability concerns as they arise, including the making of emergency byelaws.</p> <p>Process to assess the effectiveness of management measures in the District.</p>	<p>From April 2011, assessment of issues impacting sea fisheries resources within the IFC District will have begun to identify, prioritise and, where appropriate, develop suitable management plans to be in place by April 2015; management plans and progress against them will be reflected in annual plans and reports.</p> <p>All byelaws made after April 2011 will meet the requirements of Defra guidance.</p> <p>From April 2011, work will be progressively initiated to ensure necessary records and database systems are in place to inform decision making.</p>
2b	<p>By April 2015, all legacy byelaws have been reviewed and evaluated against current evidence base; redundant and duplicate byelaws have been removed and gaps covered.</p> <p>All byelaws meet the management and enforcement goals of IFCA at all times.</p>	<p>By April 2015, all legacy byelaws will have been reviewed and evaluated against current evidence base; redundant and duplicate byelaws have been removed and gaps covered.</p> <p>The byelaw review will be started during the first quarter of 2011/12 and every effort will be made to complete the process by April 2013.</p> <p>All byelaws made after April 2011 will meet the requirements of Defra guidance.</p>	

Success Criterion 3: A fair, effective and proportionate enforcement regime is in place

High level objective		Outcomes	Performance Indicators
3a	Demonstrate the use of a transparent, risk-based enforcement framework that meets the minimum standard set out in government guidance and is continuously reviewed and improved.	Develop and review annually an enforcement framework that is compliant with government best practice.	An annual enforcement risk register will be published on the Cornwall IFCA's website and available for viewing at the CIFCA's office by 30 April 2011.
3b	Develop a code of conduct for inspections that aligns IFCA activity and procedures with national standards.	IFCA officers conduct inspections in a professional manner which is relevant to the circumstances encountered. Due regard will be given to practices carried out by other enforcement authorities to allow a consistent approach where practicable.	A code of conduct for inspections, both ashore and at sea will be created by 30 October 2011. This will be reviewed annually. The code of conduct will be published on the website and available from the CIFCA office.
			A SLA will be developed between IFCA's, MMO, NE and the EA during 2011 regarding the provision of standardised enforcement training and the secondment process, for completion by 30 April 2012.
			Each enforcement officer's (IFCO's) enforcement knowledge and performance is assessed to nationally determined standards (developed by 30 April 2012) on a biennial or triennial attendance of the national enforcement training course.

Success Criterion 4: IFCA's work in partnership and are engaged with their stakeholders

High level objective	Outcomes	Performance Indicators
4a	<p>By April 2011, develop Memoranda of Understanding (MOUs) or Service Level Agreements with key partners, including Cefas, MMO, Natural England and the Environment Agency, that outline agreed ways of working and sharing information and, by April 2012, demonstrate that they are being utilised.</p>	<p>IFCA's and key partners have a clear understanding of their roles and joint responsibilities.</p> <p>The production of a comprehensive package of national and local Memoranda of Understanding (MOUs) and/or service level agreements (SLAs).</p> <p>Efficient and effective partnership working between all relevant parties and each IFCA.</p>
4b	<p>By April 2012, develop a stakeholder engagement and communication strategy with corresponding plans that:</p> <ul style="list-style-type: none"> • Demonstrate transparency and a balanced approach to dealing with key stakeholders; and • Enable consideration of stakeholder views when making decisions. 	<p>Initial MOUs will be agreed and adopted by end of April 2011.</p> <p>Discussions will have been held with partner organisations with regard to SLAs; SLAs (if required) are agreed and adopted by 31 March 2012.</p> <p>Each MOU and SLA will be reviewed annually to ensure effective delivery of objectives as defined in the annual plan; progress against MOU action plans will be reflected in annual reports.</p> <p>A database of stakeholders from the current list will be set up by April 2011. The list will be updated continually, but as a minimum every 6 months. The contacts list will be reviewed annually.</p> <p>By December 2011, a website will have been developed to give access to current information and all regular forms and documents will be provided for downloading electronically by 30 March 2012. The website will be reviewed and updated monthly.</p> <p>Interpretation and information boards will be mounted around fishing stations and harbours to allow greater interaction with stakeholders by 31 March 2012.</p>

Success Criterion 5: IFCA's make the best use of evidence to deliver their objectives

High level objective		Outcomes	Performance Indicators
5a	By April 2012, put procedures, plans and appropriate records systems in place that demonstrate that the best available, quality-assured evidence, whether acquired in-house or externally, is used appropriately in decision-making at all levels. These procedures, plans and records systems must meet minimum standards as set out in government guidance and EU legislation.	The IFCA is provided with accurate and timely evidence-based information upon which to base its management decisions and the reasons for decisions are clear, transparent and communicated effectively.	By 31 March 2012, Committee to sign off the strategic research plan, which has undergone consultation, covering the period until April 2015.
			The research plan will be published each year.
			Future IFCA annual reports will demonstrate how evidence has been used in decision making processes.
5b	By April 2012, have an agreed action plan of how key, mutually-beneficial information will be shared between IFCA's and with key delivery partners to improve efficiency and the delivery of beneficial outcomes.	IFCA's provide relevant information to, and have access to relevant information from, key delivery partners.	By 31 March 2012 develop and agree MOUs with delivery partners and review annually.
			IFCA representative will take part in annual IFCA scientific conference.
			IFCA representative will be proactively involved in relevant evidence networks to share best practice, e.g. Technical Advisory Group.
5c	By April 2013, demonstrate that there is the in-house capability to collect, analyse and interpret evidence to inform management policy decisions and meet the minimum requirements laid out in government guidance on evaluation and monitoring.	IFCA's have the technical capability to collect, analyse, interpret and manage evidence. IFCA's have personnel within the organisation with appropriate skills to ensure that management decisions make the best use of available evidence.	The IFCA annual plan and report will demonstrate use of evidence, resources and capability as per strategic research plan.
			Research reports will be peer reviewed where appropriate prior to publication.

Success Criterion 6: IFCA's support and promote the sustainable management of the marine environment

High level objective		Outcomes	Performance Indicators
6a	By April 2012, with partner organisations develop shared objectives for the sustainable management of the District's marine environment and ensure that they are reflected in annual plans.	Shared objectives for management of the marine environment have been identified with partner organisations and IFCA's meet their own objectives in conjunction with others, where possible.	By 31 March 2012 shared objectives in managing the marine environment will have been identified with partner organisations. In the same time frame, the likely impact on the IFCA's objectives will have been identified.
			Shared objectives will be set out in future annual plans.
			Progress of shared objectives will be reported on in annual reports.
6b	By April 2013, develop and implement action plans for communicating and educating coastal communities about sustainable management of the marine environment.	Raised awareness of IFCA's work allows marine and coastal users to be better able to engage with the sustainable management of the marine environment.	Work will be initiated in 2011 to start to develop plans and processes for raising awareness of IFCA's work. This work is not targeted to be completed until 31 March 2013.
			Examples of engagement will be set out in annual reports.
			Feedback from relevant stakeholders regarding the effectiveness of engagement will routinely be sought. First survey will be completed by 31 March 2012.
6c	By April 2015, demonstrate adoption of the principles of best practice in sustainable management of marine environment for the District, as exemplified using tools such as Strategic Environmental Assessments.	<p>IFCA's are aware of and adopt the principles of best practice in sustainable management of the marine environment for the District.</p> <p>IFCA's are adopting the principles of the UK's Marine Policy Statement and marine plans.</p>	By 31 March 2012, officers will have started to identify and prioritise any issues relating to sea fisheries resources and their interaction with the marine environment within the District, leading towards the introduction, where appropriate, of suitable management plans to be put in place by April 2015.
6d	By April 2015 at the latest, but showing progress from April 2011, demonstrate adoption of minimum standards (for example in line with government guidance on sustainable development) and a precautionary approach for the management and protection of sites of special scientific interest, national nature reserves, Ramsar sites, European marine sites, and/or Marine Conservation Zones within the IFC District.	<p>IFCA's are working in partnership with key delivery bodies to enable marine protected areas (MPAs) within their Districts to be managed sustainably.</p> <p>IFCA's are delivering the principles of sustainable development, as set out in government guidance.</p>	Assessment of the condition of marine protected areas by statutory bodies, where available, will have been taken into account when developing suitable management plans, by 31 March 2012.
			The IFCA will be able to demonstrate effective representation on relevant management boards/steering groups for marine protected areas, where appropriate, by 31 March 2012.
			IFCA's can demonstrate delivery of the principles outlined in Government guidance on sustainable development (ongoing commitment from April 2011).

Success Criterion 7: IFCA's are recognised and heard

High level objective		Outcomes	Performance Indicators
7a	By April 2012, demonstrate ability to effectively engage with local and central Government and key partner organisations at a national level, to the benefit of IFCA's as a whole.	The IFCA's create an Association to represent their interests on a national and collective basis.	By 31 March 2012, the IFCA will be actively involved, through membership, in the direction, good governance and running of the Association.
		The production of a comprehensive package of national and local Memoranda of Understanding (MOUs) and/or service level agreements (SLAs).	Initial MOUs will be agreed and adopted by end of April 2011; SLAs (if required) will be agreed and adopted by 31 March 2012. Each MOU and SLA to be reviewed annually to ensure effective delivery of objectives as defined in the annual plan.
		Efficient and effective partnership working between all relevant parties and each IFCA.	By 31 March 2012, partnership working will be embedded in the IFCA (and partner organisation), evidenced on an annual basis by regular liaison meetings and joint or collaborative activities as defined in the annual plan.
7b	By April 2013, develop a strategy and corresponding action plan for promotion of the work of IFCA's and the benefits that they offer to the local community, and demonstrate implementation of the action plan by April 2015.	A strategy and corresponding action plan for the work of IFCA's is delivered by 2013.	Work will be initiated during 2011 toward developing a strategy for the promotion of the IFCA's work, including the development of promotional / communication plans. This work is to have been completed by 31 March 2013. Promotional / communication plans will be reviewed annually.
		Promotional/Communication plans developed by each IFCA as a part of a "listening and learning policy".	By 31 March 2012 a 'compliments, comments and complaints' data collection system will be developed, to analyse data received from stakeholders and general public. Information on the collected data will be included in future annual reports.
		Each IFCA annual report contains evidence and information on progress of the IFCA in delivering the promotions strategy.	By 30 April 2011 all IFCA staff will be badged so as to be recognisable as IFCA officers who, following internal training, will be able to speak with authority on the IFCA's aims and objectives.
		IFCA staff fully trained to promote the aims and objectives of the Authority.	By 31 March 2012, annual staff appraisals will be undertaken to measure the standard of behaviour toward, and interaction with, stakeholders, the general public and officers/staff of partner organisations.

Focus and Priorities for 2011/12

This annual plan lays out the main activities we will undertake in our first year and the next section will detail the Cornwall IFCA's outputs and actions for 2011-12.

In order to assist us in our aspirations, we will build strong relationships with partner organisations and stakeholders to develop new and more efficient ways of working. Through the development of memoranda of understanding (MOUs) with key partner organisations, agreement will be reached regarding shared use of resources and data, wherever possible, including sharing training facilities.

Training, mentoring and new skills development will help develop and deliver a people capability strategy to ensure that every member of staff can assist the delivery of organisational objectives as set out in annual plans. Backing up this capability strategy for the staff, Members of the Authority will be offered suitable training sessions throughout the year.

We will make an early start on reviewing and evaluating all the legacy byelaws (Cornwall and Devon SFCs and Environment Agency), to ensure redundant and duplicate byelaws have been removed and any gaps are covered. This work is not nationally programmed to be completed until April 2015, but in Cornwall we consider that an early start in the process will be beneficial, particularly for those stakeholders that will be directly affected by the measures, by dispelling any confusion and uncertainty as soon as possible. We are working towards an end date of April 2013, but that deadline is reliant on partner organisations internally streamlining the byelaw process to ensure that no unnecessary hold-ups occur.

By April 2012, we will have put procedures, plans and appropriate records systems in place to demonstrate that the best available evidence, whether acquired in-house or externally, is used appropriately in decision making at all levels. By April 2012 we will have developed a stakeholder engagement and communications strategy with corresponding plans that demonstrate transparency and a balanced approach to dealing with stakeholders, and enable consideration of stakeholder views when making decisions.

By April 2012, shared objectives for the management of the marine environment will have been identified with partner organisations and agreed. By April 2012 we will have developed and consulted upon a strategic research plan and published it.

Workplan 2011/2012

Success Criterion 1: IFCA's have sound governance and staff are motivated and respected

Action	Intention	Performance indicator	Q1	Q2	Q3	Q4
Gather evidence/information to feed into next years annual plan, ensuring it reflects Member, staff and stakeholder input.	Annual plan (2012/13) published by end of March 2012.	Plan is published by 31 March 2012.				
Workstream started toward developing management plans which have to be in place by April 2015.	Long term approach to sustainable marine management can be demonstrated.	Work is started to identify issues impacting on sea fisheries resources and marine environment in the District.				
Identify any gaps in capability of IFCA.	Develop a people capability strategy.	Staff resources and capability assessed against IFCA objectives and duties.				
Staff management system developed and tested during 2011.	Staff management system will be in place by 2012.	Training and development plans are developed during the year.				
Develop system to allow staff and Members to contribute to, and comment on IFCA policies and business.	System is in place to allow staff and Members to contribute to all IFCA policies and business. To be completed by September 2012.	Work will have started to develop a suitable system to allow staff and Members to contribute to all IFCA policies and business.				

Success Criterion 2: Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the District

Action	Intention	Performance indicator	Q1	Q2	Q3	Q4
Assessment work started in April 2011 and carried on throughout the year to identify any issues impacting on the resources in the District.	Work toward developing suitable management plans that are to be in place by April 2015.	From April 2011, work will have been started to assess the issues impacting on fisheries resources and the marine environment within the District.	←————→			
Defra guidance for making byelaws is assimilated and followed by relevant officers and all Members. Training put in place where necessary.	Ensure that all newly made byelaws follow national guidance.	All byelaws made after April 2011 will meet Defra guidance.	←————→			
Work with Information Services (IS) and partner organisations to help identify necessary data required, and best formats for storage/use.	To develop a clear Committee process for dealing with agreed interventions quickly, efficiently and effectively, particularly for emergency byelaws.	From April 2011, work is progressively initiated to ensure necessary records and database systems are in place to inform decision making.	←————→			
Start byelaw review of all legacy byelaws (CSFC, DSFC and EA).	All legacy byelaws will have been reviewed and evaluated against current evidence.	Byelaw review is started during first quarter 2011.	←————→			

Success Criterion 3: A fair, effective and proportionate enforcement regime is in place

Action	Intention	Performance indicator	Q1	Q2	Q3	Q4
Develop a risk based enforcement plan. Review quarterly and at end of year.	Risk based enforcement plan produced and in operation. Stakeholders are aware of the contents.	Risk based enforcement plan is published on CIFCA website by 30 April 2011.	→	↔	↔	↔
Develop a code of conduct for inspections, aligning CIFCAs activity and procedures with national standards.	IFCOs conduct professional inspections consistent with those of other enforcing authorities.	Code of conduct will have been created by 30 October 2011. It will be available from the website and the office.		↔		
Work with partner organisations to develop a SLA regarding provision of standardised enforcement training.	Standardised enforcement training is available nationally and between enforcement authorities (IFCAs, MMO and EA).	SLA will have been developed during 2011 in conjunction with partner organisations.	↔			
Nationally determined standards are developed for officers' enforcement knowledge and performance.	Suitable standards are produced for assessing officers' enforcement knowledge and performance. For any officer not reaching the standard, a personal development plan will be agreed.	Nationally determined standards will have been developed for assessing officers' enforcement knowledge and performance by 30 April 2012.		↔		
All enforcement officers to undertake national biennial or triennial enforcement training.	All IFCOs are trained to national standards.	Officers attend enforcement training on a rolling basis.				↔

Success Criterion 4: IFCA work in partnership and are engaged with their stakeholders

Action	Intention	Performance indicator	Q1	Q2	Q3	Q4
Work with partner organisations to agree national MOUs, outlining ways of working and sharing of information.	Production of practical and workable national MOUs with partner agencies.	Initial MOUs will have been agreed and adopted by April 2011.	➔			
Discuss with partner organisations if specific and additional SLAs are required.	Determine if additional SLAs are necessary and if so, suitable documents are developed. They will be reviewed annually.	The need for additional SLAs will have been assessed, and, if required, documents will have been developed and agreed by 31 March 2012.		↔		
Develop a database from the current list of stakeholders. Review every six months.	Develop a strategy of engagement with the wider public.	A database of stakeholders will be setup by April 2011 and updated every six months.	➔		↔	
Forms and other documents to be made electronically available via the CIFCA website.	To assist stakeholders, all regular forms (statistics and application forms etc) will be available from the CIFCA website, in addition to paper copies.	CIFCA website will give access to current information and all regular forms and documents may be downloaded by stakeholders by December 2011.	↔			
Develop and produce interpretation and information boards and site around suitable harbours and fishing stations.	Provide information to casual recreational anglers (particularly for young people) about the fish species likely to be caught around Cornwall, the MLS and other interesting information.	Interpretation and information boards will have been mounted around suitable fishing stations and harbours by 31 March 2012.	↔			

Success Criterion 5: IFCA's make the best use of evidence to deliver their objectives

Action	Intention	Performance indicator	Q1	Q2	Q3	Q4
Develop strategic research plan, consult and incorporate relevant comments, Committee considers and approves following any necessary amendments.	A strategic research plan is produced following full consultation with Members, partner organisations and other stakeholders.	Committee signs off strategic research plan (2012 – 2015) by 31 March 2012.	←————→			
Develop an action plan of how key, mutually-beneficial information is to be shared between IFCA's and other key delivery partners.	An action plan developed regarding sharing of relevant information.	By 31 March 2012, MOUs will have been developed and agreed with delivery partners.	←————→			
Representative research/scientific officer(s) to attend annual science conference.	Annual scientific conference is attended to help develop best practice and common understanding of approaches, methodologies and protocols across all IFCA's.	CIFCA officer(s) will attend annual IFCA scientific conference.		↔		
Representative CIFCA officer(s) to be proactively involved in TAG and other relevant national networks to share best practice.	CIFCA will have information to hand to make decisions, obtained from methods and protocols that follow best practice and have been developed nationally.	CIFCA officer(s) will be proactively involved in relevant evidence networks to share best practice e.g. TAG.	←————→			
Ensure annual plan demonstrates the use of evidence, resources and capability as per the strategic research plan.	All annual plans will use the best possible sources of information including the strategic research plan.	2012/13 annual plan and report will demonstrate use of evidence, resources and capability as per the strategic research plan.				←————→
All research plans are considered for peer review following TAG agreement.	Best practice and common understanding of approaches, methodologies and protocols are used across all IFCA's.	Research plans are peer reviewed where appropriate.	←————→			

Success Criterion 6: IFCA's support and promote the sustainable management of the marine environment

Action	Intention	Performance indicator	Q1	Q2	Q3	Q4
Work with partner organisations to develop shared objectives for the sustainable management of the District's marine environment.	To help CIFCA meet its own objectives, shared objectives for the management of the marine environment are identified.	By 31 March 2012, shared objectives in managing the marine environment will have been identified with partner organisations.	←————→			
Plans for educating and communication with coastal communities will be developed and followed. <i>Ad hoc</i> meetings or sessions will also be arranged wherever possible.	Work toward a planned completion date of 31 March 2013, to produce plans for informing general public/stakeholders about CIFCA's work on sustainable management of the environment.	Plans and processes for raising awareness of CIFCA's work will be initiated during the last two quarters of the year (not planned for completion until 31 March 2013).	←————→			
Survey of relevant stakeholders is planned and undertaken. Responses to be fed into next year's communication plans.	Feedback about effectiveness of engagement by CIFCA from relevant stakeholders is sought and acted upon.	First stakeholder survey completed by 31 March 2012.	←————→			
Work to start the process of identifying and prioritising issues impacting in the District will be initiated third quarter of 2011.	CIFCA is able to demonstrate adoption of principles of best practice in sustainable management of marine environment (possibly through SEA or similar) by April 2015.	Work will have started towards identifying and prioritising any issues impacting on the sea fisheries resources and marine environment in the District by 31 March 2012.	←————→			

Success Criterion 7: IFCA's are recognised and heard

Action	Intention	Performance indicator	Q1	Q2	Q3	Q4
Effectively engage with local and central government and partner organisations.	An Association is created and well run, to represent the interests on a collective and national basis.	CIFCA will be actively involved with the good governance and direction of the Association of IFCA's by 31 March 2012.	←————→			
Arrange/attend regular liaison meetings and <i>ad hoc</i> joint or collaborative activities.	Efficient and effective partnership working is embedded into the CIFCA (and partner organisations).	Regular liaison meetings will be held by 31 March 2012. Joint and collaborative activities will be attended.		↔		↔
A "listening and learning policy" is worked on for completion by April 2015.	Promotional/communication plans are developed as part of a listening and learning policy.	Strategy for promotion of CIFCA's work will be initiated during 3 rd and 4 th quarters.			←————→	
A "compliments, comments and complaints" data collection system to be developed.	"Compliments, comments and complaints" data collection system developed as part of the listening and learning policy.	By 31 March 2012, a "compliments, comments and complaints" data collection system will have been developed.			←————→	
CIFCA website updated monthly.	Website is up to date with relevant information and all forms are available for stakeholders to access.	Records kept showing CIFCA website is reviewed and updated monthly.	↔	↔	↔	↔
All CIFCA officers will be provided with, and will wear new IFCA uniforms.	Officers are recognised and respected as IFCOs.	All CIFCA staff are badged and are recognisable as IFCA officers by 30 April 2011.	→			
Develop staff appraisal system suitable for CIFCA staff.	Staff appraisal system introduced to measure standard of behaviour toward and interaction with stakeholders, general public and officers/staff of partner organisations.	Staff appraisals will have been undertaken by 31 March 2012.	←————→			

Risk Management Strategy

As a statutory body, the CIFCA must take all reasonable steps to ensure that the main services are maintained in all foreseeable circumstances. To do this, the activity of risk assessment and business continuity research needs to be reassessed each year and as an ongoing activity.

Risk Management

Cornwall Inshore Fisheries and Conservation Authority has responsibilities for the inshore fisheries and marine environment, and to provide a service to both Cornwall's residents and visitors. It is essential that the Authority protects and preserves its ability to continue to provide that service by ensuring that its assets, both tangible and intangible, are protected against loss and damage. The service provided is subject to a number of risks which, if not controlled, will greatly affect the Authority's ability to discharge its responsibilities to the environment, the community and its employees.

Risk management is the process of measuring, or assessing, risk and developing strategies to manage it. Strategies include reducing the negative effect of the risk, avoiding the risk, transferring the risk to another party and accepting some, or all, of the consequences of a particular risk if it is low. Traditional risk management focuses on risks stemming from physical or legal causes and the impact they may have on the Service e.g. natural disasters or fires, accidents, death, and legal challenges.

Annual risk assessments for personal health and safety purposes are carried out for both boat and shore based work and for the office, to ensure that all CIFCA staff are working in as safe an environment as possible. The risk assessments look at all working environments such as around harbours, boarding boats, RIB work, shoreline work, lone working and the hazards of working with machinery and equipment. Risks are reduced as far as possible, through planned professional training such as fire-fighting and sea survival, and monthly shipboard drills.

All documents are "live" and are revisited if an unexpected incident occurs to see what lessons can be learnt and what measures can be put in place to reduce the likelihood of it occurring again. These are lengthy documents which may be examined at the office if required.

Business Continuity

Business continuity is a similar process and fundamental partner of the risk assessments. Where risks are identified that could have a significant or catastrophic impact on a business or service, it makes sense to consider how the business will continue if an event does occur. It also helps to identify possible actions that could inherently reduce the risk of the event occurring.

In conjunction with all staff, senior officers have set aside time to assess the risks to the Authority and where possible to put in place management strategies to eliminate, or reduce the risks. The sort of risks identified were loss of the vessel, loss of records by fire in the office, large scale or long-term staff illness, legal challenges and so on.

Business Continuity

Risk Category
Operational
Financial
Health & Safety
Environmental
Political
Statutory duty

Risk	Management of the risk	Possible Implications	Risk Category	Potential Mitigation	Comments
Total loss of large patrol vessel through foundering, collision or fire	Fully certified and trained officers. All fire equipment regularly inspected and serviced. Regular monthly fire drills. Regular maintenance of hull valves, shafts and openings etc.	No ability or reduced capacity to patrol District. ----- Loss of enforcement capability. ----- Loss of crew.	O, F, H, E, P, S ----- O, E, P, S ----- O, H	Short term- hire of Devon's and/or other IFCA vessel. Mid term- source vessel for hire until full time replacement can be delivered. ----- As above and heavier presence in the ports to inspect landings. ----- Request secondments from other IFCAs and agencies (MFA, EA etc).	Any vessel should be considered but it could simply be the spare coded RIB for short daily patrols, particularly in the summer months. ----- Without a vessel, restricted enforcement could only be carried out in the ports as and when fish/shellfish is landed. ----- If this scenario occurred, to all intents and purposes, CIFCA would cease to exist until new staff had been appointed and trained. Realistically, this would take several months to achieve.
Loss of road vehicle(s)	Ensure proper and regular maintenance of vehicle(s). Staff to drive with full care and attention to the conditions of the road.	Lack of ability to patrol ashore effectively. Unable to move research/survey kit to area under study.	O, F	Staff use own vehicles to patrol ports/harbours. ----- Hire 4X4. ----- Emergency purchase of 4X4 made with agreement of Chairman/V. Chairman etc.	Staff vehicles would not be able to tow trailer and RIB, or transport seized nets/fish. High cost of travel claims. ----- Possibly costly. ----- Would have to have regard to procurement rules.

Risk	Management of the Risk	Possible Implications	Risk category	Potential Mitigation	Comments
Loss of office space through fire, or loss through theft	Ensure all fire precautions and security procedures are followed.	No physical desk space ----- Loss of physical records (fishing vessel files etc) ----- Loss of computers and systems ----- Loss of telephones, internet etc	O, ----- O, S, P ----- O, F, P, S ----- O,	Seek emergency accommodation- CC ----- Keep scanned electronic copy of documents. ----- Seek 'spare' (possibly old) computers from IS ----- Use official and personal mobiles	Temporary home-working; email and web access ----- Backed up from G drive each night to central CC servers ----- Temporary home-working; email and web access ----- Telecoms informed of need for temporary replacement or diversion of service
Insufficient financial resources to complete work	Annual Plan and work plans to identify possible shortfalls in advance of budget negotiations. Members to be involved in prioritising conflicting demands.	Delays in gaining necessary data/information for Authority's regulatory and management work.	O, F, P, S	Seek alternative sources of funding for non -statutory work (grants, earned income etc).	Budgets and reserves are coming under increasing pressure due to a variety of factors, not least that the EU Commission and Defra require IFCA's to use their own budgets to obtain newly imposed tools i.e. Omega gauges. New powers, duties and obligations under MaCAA have raised expectation levels of some sectors to unattainable levels. This expectation has to be managed by prioritising the Authority's activities and being proactive in explaining this prioritisation.

Edwin Derriman
Chief Officer

Last reviewed Dec 2010

Governance and Committee Membership

The CIFCA is led and directed by a Committee which is made up of 21 Members. Membership is drawn from Cornwall Council councillors (7 Members), appointments from stakeholders by the MMO (11 Members) and officers from MMO, Natural England and Environment Agency (3 Members). The Members are:

Tony Tomlinson (Chairman)	Marine Management Organisation
Geoff Brown (Vice-Chairman)	Cornwall Council
Anthony G Berry	Marine Management Organisation
Collin Brewer	Cornwall Council
Roger Covey	Natural England Officer
John Fitter	Cornwall Council
Alex Folkes	Cornwall Council
Neil Hatton	Cornwall Council
Dr Miles Hoskin	Marine Management Organisation
John Lakeman	Marine Management Organisation
Pam Lyne	Cornwall Council
Celia J Mitchell	Marine Management Organisation
David Muirhead	Marine Management Organisation
Colin Pringle	Marine Management Organisation
Robert Shotter	Marine Management Organisation
David Thomasson	Marine Management Organisation
Simon Toms	Environment Agency Officer
Dr Nick Tregenza	Marine Management Organisation
George Trubody	Cornwall Council
Justin Williams	Marine Management Organisation Officer
Ruth Williams	Marine Management Organisation

Appointees to IFCA's are legally required to represent all the local commercial and recreational fishing and marine environmental interests in the waters of the IFCA District in a balanced way, taking full account of all the economic, social and environmental needs of that District. Members should recognise that they are part of a Committee and must not regard themselves as representing solely one particular interest within the IFCA District. The Members are collectively and individually responsible for providing governance and direction for the Authority and for promoting the efficient use of resources within the CIFCA.

All Members must declare their interests prior to participation in any discussion of a relevant matter by the Committee, in order that open and transparent dialogue can take place. Where those interests are such that a decision to be made by the Committee would directly or indirectly affect a personal interest of a Member, or that of a business or other body in which a Member may have an interest, or may represent, they may speak (for example, to explain issues and provide information) and may vote but only if in line with the local authority code of conduct (made under the Local Government Act 2000) and as contained in the CIFCA constitution.

Members must not undermine the credibility of the CIFCA. Any Member found to have been convicted for an offence under fisheries or environmental legislation, or any other matter relevant to their appointment to an IFCA, will have their appointment terminated, and they will not be eligible for re-appointment (section 11 & 12 of the Cornwall Inshore Fisheries and Conservation Order 2010 SI 2188/2010). Members must not, in their official capacity or any other circumstances, conduct themselves in a manner which could reasonably be regarded as bringing their office, the Cornwall IFCA Committee or IFCA's in general into disrepute.

The Chief Officer (Head of Service) and his senior officers are responsible for the day to day management and operational leadership of the Authority. As the officer accountable for the CIFCA's budget and reserves, the Chief Officer is guided by Cornwall Council's Head of Finance to ensure all financial regulations and internal procedures are followed. The Chief Officer has general responsibility for taking reasonable action to provide for the security of the CIFCA's assets and for ensuring that the use of the resources is legal, is properly authorised, provides value for money and achieves best value.

The CIFCA is audited annually both internally by the Cornwall Council Audit Team, and also the Annual Statement of Accounts has to be externally examined and signed off by the Audit Commission.



RIB Avalon in choppy sea (Cornwall Sea Fisheries)

Service Description, Objectives and Standards

Like many businesses or organisations, the CIFCA Service unit needs to have clearly identified objectives and work standards to attain. It also requires good delivery mechanisms if it is to improve on a yearly basis. The increasing pressures on budgets and a desire for the organisation to be open and transparent to stakeholders and revenue providers, requires us to formally set and record the processes to provide the necessary scrutiny.

Service Description

The Authority is an employer under section 165 of MaCAA 2009, having an establishment comprising 11 full time staff. Most of the officers have dual roles.

- | | | |
|--|---|---|
| <i>Chief Officer</i> | - | Edwin Derriman – responsible for:- <ul style="list-style-type: none">o Management of Service and resourceso Budget controlo Health and Safetyo Trainingo Data Protection and Folo Relief Master of patrol vessel |
| <i>Senior Officer (Enforcement)</i> | - | Simon Cadman – responsible for:- <ul style="list-style-type: none">o Managing enforcement officers' activitieso Enforcement regimeo Programming patrolso Renewable energy consultationo Byelaw monitoringo Enforcement duties |
| <i>Senior Officer (Research)</i> | - | Sam Davis – responsible for:- <ul style="list-style-type: none">o Research programmeso Marine environment issueso Statutory consultationo Websiteo Enforcement Duties |
| <i>Patrol Vessel Master</i> | - | Shane Liddicoat – responsible for:- <ul style="list-style-type: none">o Command of patrol vesselo Safety of patrol vessel and crewo Upkeep of safety equipment for all vesselso Official ship's paperwork for all vessels |
| <i>Chief Engineer</i> | - | Mike Bedford – responsible for:- <ul style="list-style-type: none">o Maintenance of all machineryo Ordering of consumables and partso Arranging and managing refits |
| <i>2nd Engineer/Enforcement Officer</i> | - | John Keast – responsible for:- <ul style="list-style-type: none">o Maintenance of machineryo Relief for Chief Engineero Some Enforcement Officer duties |
| <i>Enforcement Officer</i> | - | Dan Matthew – responsible for:- <ul style="list-style-type: none">o Enforcement Officer dutieso Upkeep of RIBs and Kerwyno Victualling (provisions) |

<i>Research/Enforcement Officer</i>	-	<p>Colin Trundle– responsible for:-</p> <ul style="list-style-type: none"> o Enforcement Officer duties o GIS/website o Research o ROV
<i>Enforcement Officer</i>	-	<p>Zac Haining– responsible for:-</p> <ul style="list-style-type: none"> o Enforcement Officer duties o LandRover o Upkeep of RIBs and Kerwyn o Boat shed
<i>Administrative Officer</i>	-	<p>Clare Woolcock– responsible for:-</p> <ul style="list-style-type: none"> o Managing office systems o Ordering and purchasing o Administration of Data Protection and Freedom of Information requirements o Equalities
<i>Administrative Support Officer</i>	-	<p>Briony Crookes- responsible for:-</p> <ul style="list-style-type: none"> o General administration o Statistics data entry o Shellfish permits o Paper records

The majority of CIFCA staff members are mobile, mostly being based aboard the patrol vessel. Officers also regularly visit up to 54 harbours, coves and landing places around Cornwall by road. The administrative officer and administrative support officer are office based. The chief officer and senior officers spend large amounts of time in the office but still have a requirement to be mobile when required, spending time at sea and on the road. A wide range of meetings are also attended throughout the year.

The main work streams for the Service are:-

- i. Enforcement of relevant fisheries and marine nature conservation legislation at sea and ashore;
- ii. Collecting data through research and survey (practical and desk based);
- iii. Management and maintenance of the District's natural marine resources;
- iv. Administration, including finance, data protection and record keeping;
- v. Providing advice (official consultations, general fisheries and environmental enquiries and *ad hoc* stakeholder enquiries);
- vi. Management and maintenance of the Authority's physical resources; and
- vii. Acting as intermediary and facilitator.

The objectives of the Service are as follows:-

- i. To provide a professional, effective, efficient and equitable enforcement regime in the inshore waters around the Cornish coast;
- ii. Ensure the best possible general and fishery management practices and research techniques are utilised as an ongoing process;
- iii. Continue to improve our standards and monitor our performance;
- iv. Provide stakeholders and the general public with information and/or data, and improve access to that information/data by electronic means;
- v. Work in partnership with other organisations (e.g. CEFAS, MMO, EA, NE, research bodies, NGOs) to help ensure a better service is delivered through

- shared sources of information; and
- vi. Proactive Involvement with stakeholders and interested parties by means of public meetings and structured presentations, and obtain feedback.

Service Delivery Priorities

Delivery of the Service will be through the following mechanisms:-

- A proactive and reactive enforcement regime both on shore and at sea. A high level of land based enforcement will back up and complement the sea patrolling operations.
- Reports to the CIFCA on a quarterly and annual basis setting out activities of the Service, measured against the performance indicators and other criteria.
- Technical and research documentation for the benefit of the Authority and wider scientific community, based on practical experiences and survey work.
- Information, downloadable forms and byelaws available on the website for stakeholders to access.
- A proactive role in identifying and undertaking research, monitoring and other initiatives for the benefit of Cornish inshore waters.
- A reactive role in responding to consultation or similar documents.
- Involvement in additional activities (including a gap analysis) that have, or could have, an impact on the marine environment and fisheries resource.
- Collection of shellfish landing statistics to build up data on the District's crustacean fisheries.
- A professional and effective enforcement regime operated largely on a risk based approach to known, suspected, and the more probable areas of regulation infringement(s).
- A programme of consultation meetings (biennial and *ad hoc*) with stakeholders in the fishing industry (including recreational interests) to ensure that any substantive issues raised are drawn to the attention of the Authority.
- Regular engagement with all partner agencies.
- Endeavouring to write reports and correspondence in "Plain English" wherever possible (any necessary training will be undertaken).
- Actively seek external funding support for any relevant projects.

Service Standards

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

Employees will:-

- Identify themselves when dealing with anyone.
- Answer telephone calls within 5 rings whenever the office is staffed.
- Answer letters or send a holding letter within 5 working days of receipt.
- Deal with complaints in accordance with the CIFCA's procedures.
- Be courteous and endeavour to be helpful at all times.
- Provide information on our services and facilities.
- Consult on important issues and ask for people's views about our services.
- Greet someone within 1 minute, when they attend our office.
- Provide confidential interview facilities if needed.
- Notify any suspected offenders, where an offence is to be prosecuted in Court, within 6 months of detection of the offence.

Training and Development

The CIFCA is committed to the training and development of staff and Members. A well designed training and development plan assists in achieving the Authority's objectives, so a comprehensive training plan for Members and staff is being developed and will sit under this annual plan as a live document. Strategic issues arising from it can be converted into an individual's personal working objectives over a given time period. Below is a general discussion on the subject.

Training can be obtained and delivered through a variety of routes or methods, including:-

- Teaching through formal 'classroom' facilities
- E-learning - via CDs, DVDs and web based programmes
- Being mentored by an experienced person
- Role play - for certain situations, particularly where procedure is important
- Experience 'on the job' - this is often forgotten as a training aid
- Blended activities which draw from some, or all, of the above options

The Service has used all of the above options at some point in recent years to train new and existing staff members. The flexibility of the options allows a cost-effective process to be used to train people to the minimum standards, and beyond.

Members

Authority Members should have regular guidance and training available through each quadrennial period which assists them to comply with their obligations and duties under the MaCAA and other various pieces of legislation under which it operates. In addition, it is good management practice for all Members to be well briefed on subjects which impact or affect their core interests.

Members have agreed they may need training in:-

- Byelaws
- Democratic Processes
- Chiring Skills
- Code of Conduct
- Financial Management
- Team Working
- Partnership Working, and
- Subject knowledge for each of the areas within the Committee's remit.

As the Members' future areas of work develop from the new duties arising from the MaCAA, various options for training will be brought to the Committee. Members are encouraged to suggest training sessions that they think will be useful. All Members of the CIFCA may also attend general training events offered by Cornwall Council for members and co-opted members.

Members have agreed that training in the application of science and evidence based management and research, relevant site visits, shadowing of survey work or field trips by officers and training in new areas of work should be added to the Plan. There is an open invite to Members to arrange to spend a day at sea aboard FPV Saint Piran and/or to visit the administrative offices in Penzance to get a better understanding of the day to day working of the officers.

Enforcement Officers and Boat Crew

The seagoing officers are required to undertake statutory safety courses (firefighting, first aid and survival at sea) and fisheries enforcement training on a regular basis (every two to three years) to ensure they are completely up to date with emerging and existing fisheries legislation. MaCAA has introduced a whole raft of new powers for officers, and they will be trained formally through the Enforcement course and informally by in-house training sessions throughout the year.

Administrative Staff

Administrative staff are able to access a number of specialist courses as required. They are also encouraged to undertake the first aid course (every three years) when the enforcement and boat crew do theirs to ensure there is sufficient first aid cover in the office. Other beneficial (personal development) training can be provided as part of the planning process for all members of staff as required. The individual staff training requirements will be agreed with every member of staff during annual appraisals, culminating in a personal development plan.

The statutory and specialised training already identified has helped to populate the table below. As the year progresses, other courses will be identified for attendance and in particular it is anticipated that training courses or sessions will be made available, possibly in conjunction with partner organisations, to assist staff to understand and deliver the new environmental duties that the Authority has the remit to deliver. Regular update reports will be taken to CIFCA meetings as required.

As the building blocks of a staff management system are developed and put in place during the forthcoming year, the annual plan for 2012/13 and training plan will have a great deal more information on the staff, and Member training.

Staff statutory and non-statutory training required in 2011/12

	Enforcement	Fire	Sea Survival	RIB Training	Engineer's Refresher	Other specialist training courses
E Derriman		✓	✓			
S Cadman		✓	✓			✓ ¹
S Davis						✓ ¹ ✓ ² ✓ ⁶
S Liddicoat						
M Bedford					✓	
J Keast	✓			✓		
D Matthew		✓				
C Trundle				✓		✓ ² ✓ ³
Z Haining	✓	✓	✓			
C Woolcock						
B Crookes						✓ ⁴ ✓ ⁵

¹ Leadership and management training

² EUNIS Training

³ European Computer Driving License (ECDL)

⁴ Sun Financial training

⁵ PA Training

⁶ National Marine Biological Analytical Quality Control Scheme (NMBAQS) marine fish I.D. course

Communication and Information Technology Strategy

Good two-way communication with all interested bodies and people is crucial if the CIFCA is to get the important message about its work across to others. In addition, the Committee needs to learn from, and be informed by, stakeholders if it is to be cognisant of factors upon which it has responsibility in its District.

Communication

The following essential elements of communication will be followed.

Internal

- The Chief Officer will hold monthly staff meetings.
- The Chairman of the CIFCA will be invited to attend one of the staff meetings during the year.
- Staff suggestions for efficiency savings, or effective working practices, will be encouraged, with full credit going to the individual making the suggestion.
- All staff will have access to a copy of the Annual Plan and will be encouraged to contribute to its contents and formulation.
- Attendance of all officers at relevant national and regional conferences will be encouraged, with the officers reporting back to the Service on the findings.

External

- The CIFCA website will provide easy electronic public access to the CIFCA's byelaws, minutes and agendas of past meetings, plus a wide collection of information and data. It will be regularly updated, as a minimum once a month.
- The existing SFC's Publication Scheme, as required under the Freedom of Information Act 2000, will be revisited and updated as necessary to reflect the IFCA's interests.
- Proactive liaison with stakeholders will be maintained and where possible, enhanced.
- Proactive liaison with Governmental departments will be maintained and developed further.
- Presentations about the Committee's work will continue to be offered to interested organisations, whenever the opportunity presents itself.
- The CO and other officers are members of several national or regional bodies/committees, on which Cornwall's interests are highlighted and furthered. This avenue of communication will be continued and developed further as required.

Information Technology

Given the advances in technology over the last decade or so, future opportunities appear to be endless for better and quicker ways of communicating between people and organisations. Nevertheless, personal contact with individuals, where possible, is the primary and preferred contact method, but where people demand electronic means, that will also be provided as far as possible.

The CIFCA Service and the forgoing Sea Fisheries Service has provided some degree of e-service provision on the Authority's behalf. The new website will continue to offer several downloadable documents (as PDFs) for printing out by the end user. Work will be initiated to look at the feasibility of offering a web-based form completion service, although there are possibly significant legal and technical problems to overcome.

The previous website of the Cornwall Sea Fisheries Committee had a searchable database installed, which provided the opportunity for students and other interested people to search for fishing information. Work will be initiated to assess the possibility of this provision on the new site, and for additional years' statistical data to be made available on the same database, thereby providing a comprehensive time series of data.

A graphical information system (GIS) software package is used to interpret and graphically illustrate data which are collected routinely for enforcement and environmental purposes.

Making all this possible is the local network of six computers that were installed in the previous fisheries office in June 2004. The office network is a part of the extensive Cornwall Council Wide Area Network, which provides very efficient and secure exchange of large packets of information/data. An equipment replacement plan will be developed during the year 2011/12, to ensure that officers have the best facilities to analyse data and to manipulate images and video files (from ROV etc) effectively.



Traditional fishing punt (Cornwall Sea Fisheries)

Financial Statement

CIFCA is a statutory body, made by Order on the 1 October 2010 and vested with its full powers on 1 April 2011. Under Article 16 of the Order, the Authority's expenses (or budget) "must be defrayed by Cornwall Council".

The Authority has inherited relatively healthy reserves, thanks to the predecessor Cornwall Sea Fisheries Committee having the foresight in 2007 to set aside a sum of money each year for three years to increase the reserves to a sensible level. This enables it to effectively respond to unexpected, as well as expected issues that arise. In the event of any big problems occurring, such as an engine breakdown, computer failure or extensive staff sickness, the necessary money can be found from within the Authority's own reserves. In addition, officers have worked hard to successfully find revenue generating options where they exist, to ease the pressure on the public purse.

There will be future demands on the Authority's budgets from the perspective of the patrol vessel. The "FPV Saint Piran" is now nearly eleven years old and, therefore, just under a half of her projected lifespan of 25 years. A mid-term refit will be due in around 2 years time when the vessel is between 12 and 15 years old with estimated costs of between £175,000 and £350,000. Discussions started with Cornwall Council to explore the options for financing this, but recent changes in the staffing structure and with many officers leaving County Hall, means that the inertia has been lost and no formal agreements have been reached as yet. In the longer term, Saint Piran's future replacement requirements have to be decided and agreed formally. It may seem to be in the far distance before the replacement is needed on station, but due to the enormous cost of capital equipment and long lead in times for building vessels, there must be serious discussions in the next year or two on how the project is to be financed. As with the mid-term refit, discussions were held with Cornwall Council officers about the replacement options and agreements more or less reached, but nothing was formally agreed before those officers left the Council, creating an uncertainty.

The IFCA will undertake the duties currently overseen by the Cornwall Sea Fisheries Committee and in addition is required to undertake a number of additional duties under MaCAA 2009. The Department for Food and Rural Affairs (Defra) has stated that any additional burdens would be funded through the Area Based Grant regime. Following a short consultation, Defra has published a report¹ on its decision on the allocation.

Government decided that Option 2 (out of the four options offered) would be the basis on how the new burdens grant would be divided between the ten IFCAs. The Option takes account of likely additional costs such as new staff requirements, an allocation for an IFCA Association and new MPAs. In Cornwall's case the Option allocates £324,838 as Defra's contribution to the running costs of the CIFCA, in addition to the Cornwall Council levy previously set £684,000, making a total budget for 2011/12 of £1,008,838. The annual allocation from Defra of £324,838 is for an initial period of four years until the next Comprehensive Spending Review in 2014, at which time consideration will be given to Government's support for a further four years, taking into account the effectiveness and performance of the IFCAs over the period.

The budget figures for 2011/12 are below.

¹Summary and Government response to the consultation on allocating new burdens funding to Inshore Fisheries and Conservation Authorities and their funding local authorities: 14 January 2011

Cornwall Inshore Fisheries and Conservation Authority Budget 2011/12

	Administration	Research	Patrol Vessel	TOTAL
Expenditure				
Employees	109,000	63,200	254,150	426,350
Premises	4,050	-	350	4,400
Transport	4,050	750	1,200	6,000
Operational	-	-	159,200	159,200
Office supplies	10,350	300	1,400	12,050
Other supplies	9,000	850	6,100	15,950
Support Services	<u>18,050</u>	<u>-</u>	<u>-</u>	<u>18,050</u>
Total Expenditure	154,500	65,100	422,400	642,000
Income	-1,050	-	-4,450	-5,500
Reserve contrn.	<u>25,000</u>	<u>-</u>	<u>22,500</u>	<u>47,500</u>
Existing Budget	178,450	65,100	440,450	684,000

Add IFCA costs financed by DEFRA grant to Cornwall Council:

Employees*	51,100	69,250	38,750	159,100
Transport*	4,500	4,500	4,500	13,500
Operational*	-	65,000	10,000	75,000
Office supplies*	-	1,500	1,500	3,000
Other supplies*	13,000	20,000	10,000	43,000
Support services*	<u>31,238</u>	<u>-</u>	<u>-</u>	<u>31,238</u>
	99,838	160,250	64,750	324,838

Net 2011/12 Budget financed by Levy on Cornwall Council **1,008,838**

* Note: these breakdown figures are provisional.

IFCA Reserves 2011/12

	Opening Balance	Contributions	Closing Balance
Survey & Refit	40,000	22,500	62,500
General Reserve	100,777	25,000	125,777
Research & Projects	3,794	-	3,794
Grant Reserve	<u>500</u>	<u>-</u>	<u>500</u>
	145,071	47,500	192,571



Saint Piran's wake (Cornwall Sea Fisheries)

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