



# Annual Report 2011 to 2012



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## 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."*

## IFCA 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.

## Foreword

This is the first annual report of the Cornwall Inshore Fisheries and Conservation Authority. It is a complementary document to the Authority's 2011 to 2012 Annual Plan that was published in March 2011. This report looks back over the year and gives an overview of activities of the Authority during 2011 to 2012.

Section 178 of the Marine and Coastal Access Act 2009 requires "As soon as is reasonably practicable after the end of each financial year, every IFC authority must prepare a report on its activities in that year".

The Authority is funded through an annual levy on Cornwall Council. The majority of the funding (approximately two thirds) is levied on the Council directly, with the 'New Burdens Funding' balance flowing through the revenue support grant from the Department for Environment, Food and Rural Affairs (Defra).

The inaugural 2011 to 2012 year proved to be very testing with several unexpected hindrances, but it was also fulfilling through what was achieved during the year, both by Members and officers. Serious delays with recruiting the necessary new staff, coupled with a steep learning curve for the existing staff particularly for the new areas of jurisdiction for the Authority, created an intense pressure on the workforce to individually and jointly deliver the expected service.



## Overview

The 2011-12 financial year was the first year of operation for the Members and officers of the newly created Cornwall IFCA. The whole team pulled together and worked well above what would be usually expected, putting in additional hours and days as necessary, in a proactive effort to ensure that not only was the day to day service maintained and extended, but significant progress was made on a number of the nationally agreed High Level Objectives (HLO).

### Committee Members

The full Committee of the Authority met on five occasions; 8<sup>th</sup> April, 20<sup>th</sup> June, 14<sup>th</sup> October, 9<sup>th</sup> December 2011 and 13<sup>th</sup> March 2012. All minutes and meeting papers may be downloaded from the Cornwall Council website. Other formats are available on request. A brief summary of each meeting is contained in the Committee report section of this document.

Initial meetings of the Committee concentrated on the governance aspects of the Authority, with Members agreeing a constitution and standing orders, the year's budget and Annual Plan. Training of Members for declaration of interests, and information on how meetings would be managed was provided by officers from the Legal and Democratic Services department of Cornwall Council.

Although the nationally agreed byelaw review is not programmed to be completed until April 2015, Cornwall IFCA considered that an early start in the process would be beneficial. This is particularly so for those stakeholders who will be directly affected by the measures, as there is a need to dispel any confusion and uncertainty as soon as possible. The Committee debated and agreed to create a Byelaw Working Group (BWG) of five Members to work closely with officers on the existing sixty four byelaws that were inherited from the Cornwall Sea Fisheries Committee, Devon Sea Fisheries Committee and the Environment Agency. The Members of the BWG received specialist training prior to starting their work. The full Committee was also provided with suitable training before it considered the first recommendations from the BWG. Brief details of the work carried out by the BWG during the year are contained in HLO 2b.

## **Staff Recruitment and Turnover**

It was an extraordinary year for Cornwall IFCA in respect of staff recruitment and turnover, when compared with the movement of staff in the old Sea Fisheries Committee. Five new posts were created (of which four were filled by the end of the year), two of the existing officers were promoted, two had their roles restructured, and two members of staff left the Authority and were replaced.

### Promotions / Restructure

With the formation of Cornwall IFCA and the rationalisation of the staff structure, the following changes to roles were made:-

- Simon Cadman and Samantha Davis were made Principle Enforcement and Principle Scientific Officers respectively and they are the responsible managers of the enforcement and research teams.
- Dan Matthew and Colin Trundle were promoted to Senior Enforcement and Senior Scientific Officers respectively, becoming the designated lead officer and supervisor for the two teams.
- John Keast acted up for the Chief Engineer during an absence and he also gained seagoing qualifications enabling him to undertake RIB coxswain duties alongside his engineering and enforcement functions.

### New Appointments

- Ben Beckwith was appointed in February 2012 to the position of Policy and Strategy Support Officer.
- Gavin Purcell, Nicola Saunders and Nigel Beswetherick were appointed during February/March 2012 as Enforcement Officers.
- Kimara McCrindle was appointed as Scientific Officer to start in April 2012.

### Staff Turnover

- A long standing enforcement officer of Cornwall Sea Fisheries, Zac Haining, left the service and was replaced by one of the new enforcement officers.
- Briony Crookes, Administrative Assistant, was replaced by Amy Scott, who in turn was replaced by Michelle Menari.

## Feedback on focus and priorities of 2011/12

In our first Annual Plan, we prioritised the need to build strong relationships with partner organisations and stakeholders to develop new and more efficient ways of working. A great deal of time and effort has been invested in this objective, and through the development of a number of formal Memorandum of Understanding (MOUs) with key partner organisations, agreement has been reached on ways we will work together. In addition to this rather formal arrangement, the goodwill and enthusiasm of officers from all the partner organisations to work closer together has reaped benefits, including more efficient use of resources, more effective enforcement and better information for stakeholders.

In addition to the usual communication channels, in a bid to meet and talk with as many stakeholders as possible, officers have regularly visited angling shops, shellfish merchants, beaches, ports and harbours. Preparatory work was started to plan for and deliver twelve coastal 'sea fishing meetings' in Cornwall during the winter months of 2012.

The shared use of resources and data (where appropriate), including sharing training facilities, was another priority under the Annual Plan and this has been proactively explored nationally and locally. In Cornwall, this has resulted in an agreement that the MMO and Cefas will relocate and share the Cornwall IFCA office facilities in Penzance, which will have real measurable benefits for stakeholders and the general public through providing a 'one stop shop' centre for fishing and marine conservation issues.

A number of joint training activities have been successfully completed during the year, nationally, regionally and locally with, for example, Cornwall IFCA officers attending MMO provided courses in Plymouth and Blackpool and 'in-house' joint training with EA, MMO and IFCA officers. Operationally, several joint activities with the EA, MMO and/or Police have been successfully carried out in Cornwall. Some of those operations resulted in formal investigations being launched and prosecution files being produced. Cornwall IFCA has provided training opportunities for Isles of Scilly IFCA staff in operational enforcement techniques and has run training for Isles of Scilly, Devon and Severn and Southern IFCAs for working with GIS (Geographical Information Systems).

The newly appointed Cornwall IFCA enforcement staff started on an intensive training package immediately after being appointed to enable them to achieve full working capacity in as short a time as possible. Once the training has been completed, the officers will be awarded their full warrants and other related authorities. The training, mentoring and new skills development has helped inform the development of a people capability strategy to ensure that every member of staff will be able to assist the



delivery of organisational objectives as set out in annual plans. The strategy is in the process of being finalised and signed off and, following training, the process will go live in June 2013.

We undertook to put procedures, plans and appropriate records systems in place to demonstrate that the best available evidence is used appropriately in decision making at all levels. The entire record keeping system was reviewed and by year's end, the refresh for the computer filing system was underway. The expected office move for December 2011 was delayed by seven months and caused a number of practical difficulties due to the majority of paper and documentary records being boxed in anticipation of a quick move. Many thousands of individual monthly catch statistic sheets for the fleet, for the years 1996, 1998, 2001, 2003, and 2005 to 2011 have been scanned and are now stored electronically as PDF documents, in addition to the raw data being entered into secure databases. This work will continue for the outstanding years' information (1993 onwards), until all the catch data records have been scanned and stored.

Older documents will be scanned and stored electronically where appropriate and the paper copy will be disposed of under our retention guidelines. Where documents are of historical value, or needed for legal purposes, they will be stored electronically and in paper format. The security of the data held by the Authority is important, so physical and electronic security systems have been put in place.

We worked towards developing and producing a strategic research plan by the end of the year. Regrettably, due to shortages of staff in the first six months of the year and the changing nature of the issue, the plan has not been completed. Work is ongoing to produce and widely consult on a suitable strategic research plan as soon as possible.



## Report on Cornwall IFCA marine assets for 2011/12

Cornwall IFCA relies heavily on its sea going capability for effective conservation of marine resources in the District.



### Saint Piran

- 27m patrol vessel (Damen Shipyard, The Netherlands).
- Two 1300hp V12 twin turbo Cummins diesel engines.
- Max speed: 22 knots; cruising speed: 17 knots.
- Effective range: 1000 nautical miles at 14 knots.
- Accommodation for 8 persons.
- Acts as mother ship to the RIB Lyonesse.

Saint Piran is the largest of the four seagoing vessels operated by Cornwall IFCA. The main role of Saint Piran is to patrol the Cornwall IFCA District. Patrol areas are dictated by identified enforcement risks, known fishing patterns, weather conditions and tides. In the year 2011/2012, Saint Piran conducted 76 patrols, spent 610 hours at sea covering 7078.4 nautical miles and over 260 fishing vessels were boarded through the use of its RIB. Patrol numbers were slightly down on previous years. This was mainly due to a shortage of experienced and qualified crew whilst new enforcement officers were being appointed and trained.

It is notable that since becoming an IFCA, vessel inspections often take considerably longer. This is due to the recording of more data whilst on board fishing vessels for inputting into the national vessel monitoring system.

Over the 2011/12 year, Saint Piran undertook a number of chartered patrols for the MMO. Some were carried out entirely within our District, whilst other were up to 40 miles offshore and included monitoring and boarding foreign vessels. The feedback from the MMO has been very positive and it is anticipated that further chartered patrols will be undertaken in the future.

Saint Piran undertook three survey trips under a MOU with Natural England, which saw the fitting of an Olex 3D seabed mapping system in 2010. The three survey trips consisted of;

- A reef habitat survey off the Isles of Scilly;
- A survey of Hatt Rock, 8.5 nautical miles west of the Eddystone. This involved mapping the seabed with the Olex system before undertaking detailed visual investigation using a Remote Operated Vehicle (ROV) operated from the dedicated research vessel Kerwyn; and
- A visual survey of the main channel in the River Fal using a drop down camera.

In the 2011/12 year Saint Piran was involved in a number of day to day seagoing incidents such as the towing of broken down boats or searching for missing boats or persons, continuing the excellent working relationship with the Coastguard and the RNLI. Saint Piran also provided assistance to a Royal Navy search and rescue helicopter crew as a platform for a winch training exercise.

## Engineering Report

### Main engines and generators

All routine maintenance and scheduled servicing of the two main engines and two generators was carried out according to plan. Inspections by engineers of those parts subject to wear and tear, together with laboratory tests on oil samples, proved that the machinery was being serviced at appropriate intervals.

### Ancillary engineroom equipment, deck machinery, electrical and hydraulic systems etc

Regular maintenance, repairs, monitoring and testing was carried out as required. Detailed records were made for all the work undertaken by engineers, including any that was done by contracted engineers for certain specialist tasks.

One major issue arose at the beginning of 2012 when there was a serious fault with one of the main engine turbo units. Catastrophic internal damage to the turbo occurred after just six hours of operation following a full service of the turbo by a specialist company. No fault could be found with its subsequent refitting or the operation of Saint Piran which could account for the failure. Swift action by the crew averted main engine damage, but the Saint Piran was out of action for almost a month whilst waiting for a new turbo and for other parts to be checked, delivered back and refitted. Insurers are involved in resolving the large cost of the replacement turbo and the work done by specialists to ensure internal engine and heat exchanger damage had not occurred.

### New installations

A new davit lifting arm was fitted to the port side aft deck to provide for much improved deployment and retrieval of submersible survey equipment. The davit widens the potential for survey work at sea.

### Saint Piran biennial refit

In preparation for the refit of Saint Piran which is due to go ahead within a few months, there has been an extensive contribution by the engineers to the tender document which must be made available to ship and boat yards throughout the EU.



### **Lyonesse**

- 6.4m Rigid Inflatable Boat (RIB) (Mulder & Rijke, The Netherlands).
- Inboard 225hp Volvo Penta diesel engine coupled to a Hamilton jet drive.
- Max speed: 32 knots.
- Effective range: 150 nautical miles.
- Launched from Saint Piran or trailer.

Lyonesse was built in 2000 and has continued to run reliably, covering 717 nautical miles in 93 hours at sea during this period. Lyonesse is kept aboard our patrol vessel, Saint Piran, but is also capable of undertaking stand alone patrols. She has been used for routine boardings in all areas of the District and has taken part in joint patrols with both the MMO and the Environment Agency at all times of the day and night. She has also responded to search and rescue situations including the towage of a large yacht. Her water jet propulsion is perfect for boarding work as it is possible to match the speed of any vessel, and the lack of exposed rudders and propellers reduces the risk of entanglement with fishing gear or injury to persons in the water.



### **Avalon**

- 6.8m RIB (Ribcraft, UK).
- Inboard 230hp Yanmar diesel engine coupled to a Hamilton jet drive.
- Effective range: 150 nautical miles.
- Max speed: 32 knots.
- Launched from trailer or stand-in boarding craft on Saint Piran if Lyonesse is out of service.

Avalon was built in 2000 and purchased by Cornwall IFCA in 2004, providing us with an additional boarding and patrol platform. She normally works as a stand alone patrol craft and is kept ashore on her trailer but can also be accommodated in the stern ramp of Saint Piran if necessary. She has covered 780 nautical miles in 119 hours at sea during the year. Mechanically she will soon need some routine refurbishment and

reconditioning which should ensure her reliability into the future. Avalon has been used on normal patrol and boarding inspections and joint patrol work with the MMO, Environment Agency and the Police at all times of the day and night. Avalon can be towed to any part of the county and launched within two hours which enables good coverage of the District. Her water jet propulsion is ideally suited for shallow water work and close quarters manoeuvrability but can be compromised if there is an abundance of weed as is common in many of the estuaries.

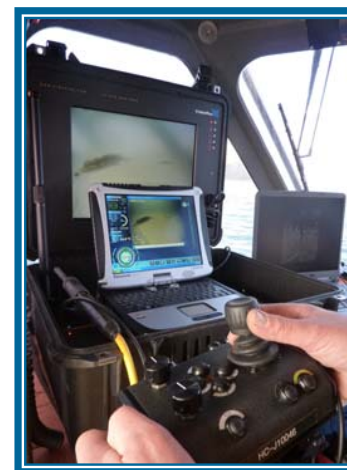


### **Kerwyn**

- 7.2m fibreglass trimaran (Cheetah Marine, UK).
- Inboard 185hp Yanmar diesel engine coupled to a Hamilton jet drive.
- Max speed: 10 knots.
- Primarily used for survey and research work.






Kerwyn has been used for various survey and enforcement tasks during the year. She is kept on a swinging mooring in Penryn river where she can be accessed at nearly all states of the tide. She is the ideal platform for working with our Remotely Operated Vehicle (ROV) and sidescan sonar. Her water jet propulsion is perfect for working with expensive umbilical cables and ROVs as there is little risk of damage to either equipment




or the boat. Her work has included underwater camera filming with the ROV in many areas of the District and also small fish surveys in the upper reaches of some of the estuaries. The shallow draft and high manoeuvrability has enabled her to work very close inshore in some extremely rocky areas where few survey vessels would venture. This has resulted in some stunning video footage which will increase our understanding of certain important habitats. Much of her work has been as part of a joint agreement with Natural England at various locations in both Cornwall and the Isles of Scilly. Kerwyn's relatively slow top speed of 10 knots does restrict her daily range but when larger distances have been required she has been successfully towed by Saint Piran at up to 20 knots.



## HLO and Annual Plan report for 2011/12

### Success Criterion 1: IFCAs have sound governance and staff are motivated and respected

High level objective		Cornwall IFCA 2011-12 Work Plan Action	Cornwall IFCA 2011-12 Work Plan Performance Indicator	Status
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.	Gather evidence/information to feed into next years annual plan, ensuring it reflects Member, staff and stakeholder input.	Plan is published by 31 March 2012.	
1b	Demonstrate a long term, strategic approach to sustainable marine management, in line with duties in MaCAA (first formal review in 2015).	Workstream started toward developing management plans which have to be in place by April 2015.	Work is started to identify issues impacting on sea fisheries resources and marine environment in the District.	
1c	Develop and deliver a people capability strategy, which ensures that staff can deliver the organisational objectives as set out in annual plans.	Identify any gaps in capability of IFCA.	Staff resources and capability assessed against IFCA objectives and duties.	
1d	Staff management systems are in place that include: <ul style="list-style-type: none"> <li>An annual staff performance monitoring system; and</li> <li>A performance improvement procedure.</li> </ul>	Staff management system developed and tested during 2011.	Training and development plans are developed during the year.	
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.	Develop system to allow staff and Members to contribute to, and comment on IFCA policies and business.	Work will have started to develop a suitable system to allow staff and Members to contribute to all IFCA policies and business.	

-  - Target met / work complete
-  - Work underway / working towards target
-  - Target not met



## Success Criterion 1: Narrative report

### HLO 1a: Annual Plan ●

Annual Plan approved unanimously by Cornwall IFCA Committee and published by 31 March 2012.

### HLO 1b: Long term strategy ●

Work continues well on the strategic long term forward planning of the management of our District. The annual Enforcement Plan is based on an annually reviewed risk matrix built from ongoing intelligence reports. A five year strategic research plan is under way. This is slightly behind schedule due to the need to incorporate developments arising from national Marine Conservation Zone (MCZ) and European Marine Site (EMS) plans and procedures. Cornwall IFCA has undergone a significant program of recruitment and capacity building and is currently reviewing the skill base of all staff to maintain a flexible, professional and highly competent workforce. Work is underway in further engaging with key stakeholders from the recreational sector and commercial fishing communities, as well as wider non-governmental organisations (NGOs) and statutory bodies to ensure that Cornwall IFCA is preparing for future needs.



## HLO 1c & 1d: Performance management and People Capability Strategy ●

The performance indicator for HLO 1c and 1d state.

HLO 1c "Staff resources and capability will be assessed against the IFCA objectives and duties with a gap analysis by 31 March 2012"

HLO 1d "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."

These targets will not be met. This is due to higher priorities and a delay in the appointment of key staff. Work to meet HLO 1d commenced in February 2012. A project brief was accepted by Cornwall IFCA Committee to create, test and deliver a performance management system, which would include a Skill Gap Analysis for IFCA staff. The Cornwall IFCA Performance Management and Development Programme has been approved by senior managers and is about to start a formal consultation process with all Cornwall IFCA staff, after which it will be submitted for approval by the Committee in September 2012. Following this, manager training will be undertaken, and all staff will participate in a Team Day, where Codes of Conduct, professional expectations and operational objectives will be defined for and by the whole team, for the following year. The Performance Management and Development Programme will start in April 2013.

Cornwall IFCA has, through staff consultation, drafted a matrix of tasks and skills required to fulfill its responsibilities under the Marine and Coastal Access Act 2009. As part of the first Performance Management and Development Programme review meeting, all staff will have an opportunity to look at the tasks, skills and training required to fulfill all areas of their role. This will allow individuals and managers to assess where additional training or development may be required. These training requirements may arise as a result of skill fade (not having done something for a long time), undertaking new responsibilities, the new work areas associated with the formation of the IFCA or because an individual is new to the role. The completed Skill Gap Analysis will allow individuals to honestly and reflectively explore where they could develop to carry out their roles more effectively and to create a roadmap for personal and career progression. This will enable managers to have a better understanding of the capacity of their teams and to identify gaps. It will also allow Cornwall IFCA as a whole to mitigate risks to business continuity resultant from staff turnover, sickness and other identified risks. The results of the Skill Gap Analysis will be published in the People Capability Strategy in June 2013 (HLO





1c). The Skill Gap Analysis will then be reviewed and incorporated into an induction pack for new starters to Cornwall IFCA, as part of the work towards Investors In People status (see HLO 1e)

#### **HLO 1e:** Staff involvement and engagement ●

Cornwall IFCA has commissioned an external company to support the instigation of the Performance Management and Development Programme, undertake a 'health check' and conduct an Investors In People assessment in 2013/14. Work towards this is continuing well and it is anticipated that in 2014, Cornwall IFCA will be awarded the status of Investors in People. The date of 2014 has been established as it will represent one full year of the new performance management system.



**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		Cornwall IFCA 2011-12 Work Plan Action	Cornwall IFCA 2011-12 Work Plan Performance Indicator	Status
2a	<p>By April 2015 demonstrate that:</p> <ul style="list-style-type: none"> <li>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;</li> <li>The impacts that different courses of action might have in managing those key issues are thoroughly evaluated;</li> <li>Proportionate regulation (for example introducing a legal mechanism such as a byelaw) is used as a last resort;</li> <li>The effectiveness of interventions to improve the delivery of beneficial outcomes is continuously monitored; and</li> <li>There is a clear IFCA Committee process for dealing with agreed interventions quickly, efficiently and effectively, particularly for emergency byelaws.</li> </ul>	Assessment work started in April 2011 and carried on throughout the year to identify any issues impacting on the resources in the District.	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.	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.	From April 2011, work is progressively initiated to ensure necessary records and database systems are in place to inform decision making.	
2b	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.	Start byelaw review of all legacy byelaws (CSFC, DSFC and EA).	Byelaw review is started during first quarter 2011.	

## Success Criterion 2: Narrative report

### HLO 2a: Byelaws created using sound procedures and evidence ●/●

There is a statutory process which governs the making of new IFCA byelaws. Any byelaw made by Cornwall IFCA must further the conservation of sea fisheries resources in the District. Ideally, this should be done by demonstrating strong scientific evidence, but in some cases it is not easily available and reliance on the knowledge of officers, Members and stakeholders has had to be given weight, together with an overall 'common sense' approach. Greater emphasis on gathering fishing statistics and other more detailed research work was underway this year to help with evidence which could support new byelaws.

Impact Assessments were begun for every draft byelaw. This aspect proved quite problematic for some byelaws where it was at best difficult, and sometimes impossible, to show certain evidence through scientifically quantifiable facts. In addition, each draft byelaw was tested for its Likely Significant Effect in respect of European Marine Sites (EMS) and this was done in conjunction with Natural England.

### HLO 2b: Byelaws review ●

Almost one year before the creation of IFCAs in April 2011, there was a recognition by officers of this Authority that there would be a large number of legacy byelaws to review from the out-going Cornwall Sea Fisheries Committee (SFC) and Devon Sea Fisheries Committee, plus those of the Environment Agency made for seafish conservation in the rivers and estuaries of Cornwall. That led to officers of Cornwall SFC and Devon SFC meeting in 2010 to discuss variations in byelaws applied at the adjoining District boundaries, with a view to future harmonisation so far as practicable. For the time being, Cornwall IFCA can enforce the legacy byelaws through an Order, but within a few years any byelaw enforced by the Authority will need to be made by Cornwall IFCA. With the number of byelaws applied to the Cornwall District rising from 20 to 64 on 1 April 2011, and with a review period deadline

of April 2015, there was a lot of work at local, regional and national levels to get the review process properly underway. It was important to find consistent approaches which satisfied IFCAs, the MMO and Defra. Despite some lack of clarity or evolution to the advice officers were receiving from Government, there was reasonable progress on this task.

A Byelaw Working Group (BWG) was set up to make byelaw recommendations to the full Authority at its statutory meetings.






- It met twice in the period and considered in detail 41 of the legacy byelaws;
- Recommended the making of 16 new Cornwall IFCA byelaws; and
- Recommended the drafting of 15 byelaws based on the legacy byelaws (amended/amalgamated).

As a consequence, officers developed and drafted six new byelaws in the period. Whilst the draft byelaws were then made by Cornwall IFCA, they remain subject to further work following comments received back from the MMO through their byelaw reviewing team. That team was built up during the period and began to have much greater involvement latterly. All new byelaws will eventually require sign off by Defra. For a few byelaws, it is envisaged that this may have to occur shortly after the review deadline date. Advice received from Defra indicates that it is acceptable for a new byelaw, resulting from work done in the review period, to be confirmed after April 2015.

With the arrival of newly confirmed byelaws will come the consequential requirement to revoke all 64 of the legacy byelaws. Where a legacy byelaw serves no useful purpose at all and does not need a new equivalent byelaw, revocation can be done and Cornwall IFCA agreed that it should occur for six such byelaws. Other revocations must wait until a new byelaw is confirmed to take its place. Whilst in the past this was a simple and non-bureaucratic process, it has now become quite onerous, even requiring an Impact Assessment.

From the outset of the byelaw review work, there has been an understanding by Members of Cornwall IFCA that there will not be time to consider entirely new byelaws if we are to meet the HLO deadlines whilst maintaining the increasing workload. Unless a critical situation for fisheries or marine conservation arises, entirely new byelaws will not be considered until after 2014/15.

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

High level objective		Cornwall IFCA 2011-12 Work Plan Action	Cornwall IFCA 2011-12 Work Plan Performance Indicator	Status
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 a risk based enforcement plan. Review quarterly and at end of year.	Risk based enforcement plan is published on Cornwall IFCA website by 30 April 2011.	
3b	Develop a code of conduct for inspections that aligns IFCA activity and procedures with national standards.	Develop a code of conduct for inspections, aligning Cornwall IFCAs activity and procedures with national standards.	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.	SLA will have been developed during 2011 in conjunction with partner organisations.	
		Nationally determined standards are developed for officers' enforcement knowledge and performance.	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.	Officers attend enforcement training on a rolling basis.	

### Success Criterion 3: Narrative report

#### HLO 3a: Risk-based enforcement framework ●

Cornwall IFCA is committed to a transparent, evidence based enforcement policy. The Enforcement Plan was published on 30 April 2011. It included a section for risk-based enforcement using a matrix system to determine the level of risk to fisheries resources from all known fishing activities carried out in the District. This part of the document drew upon the knowledge and experience of Cornwall IFCA officers and will be fully reviewed on an annual basis, learning from the enforcement experiences of the previous year and from any new information provided through other sources, such as research work carried out in-house or by other organisations.

#### HLO 3b: Codes of conduct ●/●

Cornwall IFCA used national guidelines to draft and adopt a code of conduct for officers carrying out the boarding and inspection of fishing vessels. It is available from the office or can be viewed and downloaded from the website. It will be reviewed on an annual basis.

Cornwall IFCA established Memoranda of Understanding (MOU) with the MMO, EA, Natural England and CEFAS. Work on Service Level Agreements (SLA) was commenced in the period for services which are delivered to Cornwall IFCA by departments of Cornwall Council.

Officers must be trained in enforcement/investigative skills and be sufficiently knowledgeable and experienced to be competent as a lead enforcement officer, before they can hold a Cornwall IFCA warrant. Work continues on establishing national standards for assessing enforcement officers' knowledge and performance through the national training body (MMO and IFCA's). In the current absence of a set standard, and as part of the work towards the People Capability Strategy, Cornwall IFCA is establishing its own objective standards which all relevant officers will be required to meet. Successful completion of the IFCA National








Enforcement Training Course is an essential element for possessing a warrant and it is expected that officers will attend every three to five years (dependant on their experience). Two officers attended during this period.

In preparation for the implementation of the Performance Management and Development Programme, Cornwall IFCA officers will be agreeing performance objectives for enforcement work (see HLO 1c and 1d).



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

High level objective		Cornwall IFCA 2011-12 Work Plan Action	Cornwall IFCA 2011-12 Work Plan Performance Indicator	Status
4a	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.	Work with partner organisations to agree national MOUs, outlining ways of working and sharing of information.	Initial MOUs will have been agreed and adopted by April 2011.	
		Discuss with partner organisations if specific and additional SLAs are required.	The need for additional SLAs will have been assessed, and, if required, documents will have been developed and agreed by 31 March 2012.	
4b	By April 2012, develop a stakeholder engagement and communication strategy with corresponding plans that: <ul style="list-style-type: none"> <li>• Demonstrate transparency and a balanced approach to dealing with key stakeholders; and</li> <li>• Enable consideration of stakeholder views when making decisions.</li> </ul>	Develop a database from the current list of stakeholders. Review every six months.	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 Cornwall IFCA website.	Cornwall IFCA 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.	Interpretation and information boards will have been mounted around suitable fishing stations and harbours by 31 March 2012.	

#### Success Criterion 4: Narrative report

##### HLO 4a: MOU and SLA ●

Cornwall IFCA has established MOUs with all relevant bodies, CEFAS, the EA, MMO and Natural England. Cornwall IFCA also has a MOU with Natural England specifically relating to the use of survey vessel time and equipment.

SLAs have been drawn up between Cornwall IFCA and Cornwall Council where needed and will be reviewed in line with the recommendations from the Employment Working Group established in March 2012.







##### HLO 4b: Stakeholder engagement ●/●

The current permit holder database and stakeholder lists have been reviewed and maintained.

Cornwall IFCA's website was developed and published by April 2011. During 2011/12 the website was developed and the documents specified in Cornwall IFCA's publication list were uploaded for public access. Work will continue to develop and maintain the Cornwall IFCA website.

Work commenced on drafting stakeholder surveys which will form part of the Communication Strategy. It is intended that over the following year, a strategic document will be produced which will baseline current good engagement work and will identify further developments in engaging stakeholders.

**Success Criterion 5: IFCAs make the best use of evidence to deliver their objectives**

High level objective		Cornwall IFCA 2011-12 Work Plan Action	Cornwall IFCA 2011-12 Work Plan Performance Indicator	Status
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.	Develop strategic research plan, consult and incorporate relevant comments, Committee considers and approves following any necessary amendments.	Committee signs off strategic research plan (2012 – 2015) by 31 March 2012.	
5b	By April 2012, have an agreed action plan of how key, mutually-beneficial information will be shared between IFCAs and with key delivery partners to improve efficiency and the delivery of beneficial outcomes.	Develop an action plan of how key, mutually-beneficial information is to be shared between IFCAs and other key delivery partners.	By 31 March 2012, MOUs will have been developed and agreed with delivery partners.	
		Representative research/scientific officer(s) to attend annual science conference.	Cornwall IFCA officer(s) will attend annual IFCA scientific conference.	
		Representative Cornwall IFCA officer(s) to be proactively involved in TAG and other relevant national networks to share best practice.	Cornwall IFCA officer(s) will be proactively involved in relevant evidence networks to share best practice e.g. TAG.	
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.	Ensure annual plan demonstrates the use of evidence, resources and capability as per 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.	Research plans are peer reviewed where appropriate.	

## Success Criterion 5: Narrative report

### HLO 5a: Strategic Research Plan ●

Cornwall IFCA has not yet published its five year Strategic Research Plan although work had commenced on this earlier in the year. The evolving national policy changes and the revised approach with respect to the delivery of new management measures for existing and new Special Areas of Conservation (SAC) and Special Protection Areas (SPA), collectively referred to as European Marine Sites (EMS) would have rendered any document out of date as soon as it was produced. This is particularly important to Cornwall IFCA as we currently have five EMS within our District. The national IFCA Technical Advisory Group conference to be held in October 2012 will be focusing on how we can address the likely levels of evidence gathering and assessment required to meet these new policy objectives, and the potential opportunities for sharing resources and equipment, as well as collaborating on joint projects to reduce the burden on individual IFCAs.

There is also a high degree of uncertainty regarding the implications of the implementation of the Marine Conservation Zone (MCZ) network, which is again of particular relevance to this IFCA as up to 12 MCZs are proposed within our District. It is likely that this process will offer both opportunities and challenges to us in terms of future research; however the detailed requirements are yet to be finalised nationally.

### HLO 5b: Information sharing ●

Cornwall IFCA has a MOU with Natural England regarding the allocation of days at sea for the deployment of survey equipment and associated personnel and vessels, centred on the use of our Remotely Operated Vehicle (ROV), Olex system and sidescan sonar. This MOU has the flexibility to transfer this allocation across financial years and as a result, six surveys were undertaken in 2011/12 on both estuarine and coastal sites on the south Cornish coast and in the Scillies, involving partnership working with personnel from Natural England, Cefas, Isles of Scilly IFCA, Plymouth University and Falmouth Harbour Commissioners. Data

gathered during these surveys has been used to inform the management of three European Marine Sites (EMS) through both statutory monitoring programmes (for the Fal & Helford, Plymouth Sound & Estuaries and Isle of Scilly SACs) and collaborative research projects (Fal & Helford SAC), in addition to investigative work regarding fisheries interaction with conservation features (Hatt Rock, part of Prawle Point – Plymouth Sound & Eddystone SAC). This MOU has demonstrated the value of this approach of sharing assets, expertise and information between key delivery partners in order to maximise both the utilisation of restricted budgets and the integration of joint research priorities.

Cornwall IFCA research staff have also been involved in the delivery of training to a number of other IFCAs including Devon & Severn, Isles of Scilly and Southern regarding survey techniques and the use of GIS.

The ROV and sidecan sonar have also been used in joint operations with Devon & Cornwall Police.

Links have been developed with Falmouth Marine School in order to create a partnership between the organisation which then provides opportunities for students to undertake research projects with Cornwall IFCA which have reciprocal benefit for our work, as well as enabling students to gain practical experience of survey techniques and equipment. Cornwall IFCA staff also lecture on several of the relevant degree courses.

Cornwall IFCA continues to play an active role in various liaison and management groups including the Fal & Helford SAC Management Forum, where officers are part of a working group responsible for redrafting the existing management scheme for this site. Officers were also responsible for the facilitation of the stakeholder led process in Cornwall as part of the Finding Sanctuary Marine Conservation Zone project, which in turn resulted in considerable input into the development of the final recommendations reports during this period. Officers also contributed to the development of the new Cornwall Maritime Strategy and sat on the relevant working group led by Cornwall Council.

There were no national IFCA scientific conferences in 2011/12 however officers did attend several national conferences regarding fisheries and marine management e.g. the Inaugural Marine Management Organisation (MMO) Conference in Plymouth and the Defra Science Conference in London, in addition to a national workshop on Marine Conservation Zones in Peterborough. Research officers also attend SAGB Crustacean and Molluscan Committees. Officers and Committee members are due to attend the SAGB conference.

Officers are active within the IFCA Technical Advisory Group and input into the Small Fish Survey Group. Through links developed by TAG, officers have both received training from and provided training to other IFCAs, including Devon & Severn, Isles of Scilly and Eastern, regarding sharing best practise for survey and monitoring techniques.






#### HLO 5c: Evidenced based policy ●/●

The Annual Research Plan was published in March 2011 and highlighted our main targets for survey and monitoring work, which were then undertaken as programmed, including biannual cockle surveys, a prawn scoping survey, weekly shellfish landings monitoring and juvenile fish surveys, in addition to the extensive habitat mapping work which was undertaken as part of the MOU with Natural England, as detailed in HLO 5b. Enforcement duties were often incorporated into the research work as the research officers also hold warrants, resulting in several prosecutions particularly in relation to offences uncovered whilst undertaking monitoring of shellfish landings. Officers have also participated in the Port of Truro Oyster Fishery surveys with harbour staff and Cefas, in order to begin to develop expertise in this fishery in preparation for possible responsibility for this fishery after the existing Regulating Order finishes in 2014.

Officers have been involved in regional and national workshops and projects focused on different aspects of fisheries management, for example, the Defra/Cefas Ecosystem Approaches to Fisheries Management Steering Group and a joint Cefas/Shellfish Association of Great Britain (SAGB) Chemical Water Quality Workshop. Participation in these groups enables the transfer of information to and from the IFCA as well as enabling informed policy development locally, regionally and nationally, which will in turn set the context for future Cornwall IFCA management.



**Success Criterion 6: IFCAs support and promote the sustainable management of the marine environment**

High level objective		Cornwall IFCA 2011-12 Work Plan Action	Cornwall IFCA 2011-12 Work Plan Performance Indicator	Status
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.	Work with partner organisations to develop shared objectives for the sustainable management of the District's marine environment.	By 31 March 2012, shared objectives in managing the marine environment will have been identified with partner organisations.	
6b	By April 2013, develop and implement action plans for communicating and educating coastal communities about sustainable management of the marine environment.	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.	Plans and processes for raising awareness of Cornwall IFCA'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.	First stakeholder survey 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.	Work to start the process of identifying and prioritising issues impacting in the District will be initiated third quarter of 2011.	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.	
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.			

## Success Criterion 6: Narrative report

### HLO 6a: Shared objectives ●

Cornwall IFCA worked with Natural England on the development of the draft conservation objectives for the Lands End & Cape Bank, Prawle Point to Plymouth Sound & Eddystone and the Lizard candidate Special Area of Conservation (cSAC) sites. Early discussions were conducted with key partner organisations about wider shared objectives for sustainable management within the Cornwall IFCA District but at this stage, there did not appear to be a clear way forward at this level and it was felt more effective to focus on site based objectives.

### HLO 6b: Communication and education ●

Plans are underway for the communication strategy (see HLO 4b). A stakeholder survey will take place as part of “sea fishing meetings” in late 2012, in preparation for the publication of the Communication Strategy in 2013.

### HLO 6c/6d: Evidence based policy ●/●








Cornwall IFCA has been involved in the early stages of the development of Project Inshore with other partner organisations, which aims to adopt a strategic environmental assessment approach to inshore fisheries. A surveyor was appointed on a fixed term contract to gather information on sea angling within the District as part of the Sea Angling 2012 Project.

### HLO 6d: Evidence based policy ●

Initial work has been started on the structured methodology for gathering information on fishing effort within the District, using the patrol boat for direct sightings observations, in addition to targeted liaison with operators working within protected sites, for example the Lizard cSAC. The majority of work undertaken within the plan period regarding this objective focused on improving baseline data within protected sites, as detailed in HLO 5b.



## Success Criterion 7: IFCA's are recognised and heard

High level objective		Cornwall IFCA 2011-12 Work Plan Action	Cornwall IFCA 2011-12 Work Plan Performance Indicator	Status
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.	Effectively engage with local and central government and partner organisations.	Cornwall IFCA 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.	Regular liaison meetings will be held by 31 March 2012. Joint and collaborative activities will be attended.	
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 "listening and learning policy" is worked on for completion by April 2015.	Strategy for promotion of Cornwall IFCA's work will be initiated during 3 <sup>rd</sup> and 4 <sup>th</sup> quarters.	
		A "compliments, comments and complaints" data collection system to be developed.	By 31 March 2012, a "compliments, comments and complaints" data collection system will have been developed.	
		Cornwall IFCA website updated monthly.	Records kept showing Cornwall IFCA website is reviewed and updated monthly.	
		All Cornwall IFCA officers will be provided with, and will wear new IFCA uniforms.	All Cornwall IFCA staff are badged and are recognisable as IFCA officers by 30 April 2011.	
		Develop staff appraisal system suitable for Cornwall IFCA staff.	Staff appraisals will have been undertaken by 31 March 2012.	

## Success Criterion 7: Narrative report

### HLO 7a: Effective engagement

Cornwall IFCA has been involved with the formation of the Association of IFCAs (AIFCA) and has fully participated in all AIFCA business and meetings, with regular attendance by the Head of Service, Eddy Derriman. The Chief Executive of the AIFCA, Dr. Steven Bolt, presented to the February 2012 Cornwall IFCA Committee meeting.

### HLO 7b: Service development and promotion / /

Cornwall IFCA has not published a Complaints, Compliments and Comments policy. This, along with the Listening and Learning policy have been combined and are forming a part of the major Communications Strategy project currently underway. It was felt that it would be more beneficial to combine these various strands rather than creating ad hoc documents in a piecemeal manner. This will allow for wider involvement of staff, Committee Members and stakeholders in the formation of these key documents. Work on this will progress in 2013.

All staff carry ID cards, wear branded uniforms and if appropriate, carry warrant cards. Staff are knowledgeable as to the policy, practices and vision of Cornwall IFCA. This has ensured that Cornwall IFCA maintains a professional, recognisable and authoritative presence within the District. Cornwall IFCA's website is professional, user friendly and regularly updated.

Cornwall IFCA continues the work of establishing measurable standards of behaviour and expectations. As stated before this work will not meet the deadline, however it will be in place by April 2013 (see HLO 1c, 1d and 1e).

## Incidents, issues and lessons learned

**Incident** - Saint Piran out of service due to engine fault.

**Issue** - In January/February 2012, Saint Piran was out of service for several weeks resulting from main engine turbo failure. The turbo-charger had just been reinstalled after being refitted and overhauled by a specialist company. Due to the circumstances surrounding this incident and the necessity to restrict liability through insurance claims, an official protest situation existed creating a degree of friction between the main players, thereby creating the situation where time was wasted with the vessel laid up and unable to proceed to sea.

**Lessons learned** - Cornwall IFCA instigated the mitigation plan by operating the shore-based RIB from the trailer and undertaking greater shore patrols to ensure the District was adequately covered. This process worked well and would be used in the event of another incident in future where the patrol vessel was unavailable. However the main lesson learned was that, where possible and where appropriate, critical pieces of equipment need to be immediately available 'off the shelf' or held within our own stores, so that the process of discussing which organisation was culpable for an incident could go on as a separate process and with the vessel back at sea.

\*\*\*\*\*

**Incident** - Lack of qualified and experienced staff.

**Issue** - Staff turnover resulting in lack of experienced officers. In October, one of Cornwall IFCA's experienced enforcement officers left the service to develop his maritime career. This occurred at a time of high workload preparing for the recruitment of new officers and whilst the preparation for the development of greater capacity in the enforcement team was underway, but not yet complete.

**Lessons learned** - This issue was resolved through reducing the amount of research work undertaken and using one of the warranted research officers as part of the enforcement team. With all the team pulling together an enforcement presence was maintained. This issue should not arise in the future due to the recent addition of three new enforcement officers and the development of the 2<sup>nd</sup> Engineer to act as a warranted RIB coxswain. All research officers also have an enforcement function and two are qualified as RIB coxswains.

The incident demonstrates the need for all Cornwall IFCA officers to be multi-role, whether that be in a supporting or leading manner.

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**Incident** – St Ives Bay Gillnet Fishery temporary closure.

**Issues** - Over the Christmas and New Year period, large numbers of seabirds congregated in the west of St Ives Bay. Unfortunately, this coincided with nets being used by local fishermen causing some of the birds to become entangled and drown. The measures contained in a byelaw designed to protect seabirds from this situation had to be invoked for the first time and meant that a temporary 21 day closure of the fishery was introduced. The closed period began at midday on 5 January 2012 and continued until midday 26 January 2012. It would have been an offence for anyone to use a net for sea fish in a specified area during the closure period and anyone found guilty of doing so would have been subject to a fine of up to £50, 000. Officers had to stall existing work and immediately concentrate on the problem, which included engaging directly with fishermen, placing of notices at harbours, on the website and in the press. Observation of the problem area, day and night, was regularly undertaken.

**Lessons learned** – As this was the first time the temporary closure measure was used, the legal and administrative steps were unproven. Whilst the incident confirmed the effectiveness of the theoretical plan which had been prepared, it also highlighted a weakness, in that a list of individuals that needed to be contacted had not been drafted previously. This has since been addressed.

The event also caused a substantial problem in respect of staff working hours, as officers needed to regularly check that fishermen were not in the closed area. For the area concerned in St Ives Bay, it was found that a web-cam could be monitored on the internet. This gave officers another continual 'real time' viewing option during daylight hours. This incident has made the Authority aware that a network of publically available web-cam video streams is available around many vantage points in Cornwall which may be used purely for monitoring purposes. There is also clear potential for these systems to assist with the direction of physical resources to emerging or suspected problems.



## Committee report

The Cornwall IFCA Committee met formally on five occasions during the year. A brief summary follows of each meeting with subjects covered and decisions agreed.

### Committee Meeting April 2011

#### Public questions

'With regard to the recent Scientific Report concerning the dumping of dredged waste into Whitsand Bay it is now undeniable that it is having a negative effect. Is this damage justifiable?'

#### Issues discussed

- Response to non-formal English scallop order consultation.
- The Angling and Fisheries Summit 2011 – 21 March 2011.
- Marine Stewardship Council accreditation.

#### Resolutions, Member representation on outside bodies and attendance at events and conferences

- Resolved: That Councillor Brown be appointed to represent the CIFCA at meetings of the Port Isaac Harbour Commissioners for the period of three years.
- Resolved: That Celia Mitchell be appointed to represent the CIFCA at meetings of the Portloe Harbour Commissioners for the period of three years.
- Resolved: That Celia Mitchell be appointed to represent the CIFCA at meetings of the Mevagissey Harbour Trust for the period of three years.
- Resolved: That Colin Pringle be appointed to represent the CIFCA at meetings of the Hayle Harbour Advisory Committee for the period of two years.
- Resolved: That David Muirhead be appointed to attend the forthcoming Shellfish Association of Great Britain's 42nd Annual Conference to be held on 17 May 2011.
- Resolved: That on the establishment of the Association of Inshore Fisheries and Conservation Authorities (AIFCA), the Chairman, or in his absence the Vice-Chairman of the Committee be appointed to act as representatives of the Authority at meetings of that body.

- Resolved: That responsibility to appoint a Member of the Committee to attend conferences on behalf of the CIFCA, as they arise throughout the year, be delegated to the Chairman and CIFCA Chief Officer.

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### **Committee Meeting June 2011**

#### Public questions

None.

#### Issues discussed

- Sea Angling 2012 survey project.
- CIFCA response to consultation on reform of domestic.
- Fisheries management arrangements in England.
- Shellfish Association of Great Britain conference.
- Cornwall Council maritime strategy presentation.

#### Resolutions, Member representation on outside bodies and attendance at events and conferences

- Resolved: That the constitution be adopted by the CIFCA.
- Resolved: That:
  1. A Byelaw Review Working Group be created and the Terms of Reference be approved;
  2. That five IFCA Members be appointed to the Byelaw Review Working Group;
  3. The Byelaw Review Working Group be authorised to request and receive data, information and/or evidence as it may decide;
  4. The Byelaw Review Working Group develops recommendations for approval by the full Committee; and,
  5. The Byelaw Review Working Group aim to complete its work by April and within that overall timeframe be permitted to decide its own timetable and work-plan for the review of each of the Bylaws.

\*\*\*\*\*

## Committee Meeting October 2011

### Public questions

None.

### Issues discussed

- CIFCA and fire partnership agreement.
- Bribery Act 2010 risk and mitigation.
- Reform of CFP draft response.

### Resolutions, Member representation on outside bodies and attendance at events and conferences

- Resolved: That Councillor Brown be appointed by the CIFCA to the Board of Trustees of the National Lobster Hatchery.
- Resolved: That the Bribery Act 2010 Risk and Mitigation document be noted.

\*\*\*\*\*

## Committee Meeting December 2011

### Public questions

'The CFSA, with 1200 Members, believe that some of the existing minimum landing sizes (mls) are inappropriate and we ask that the transfer of existing mls to the IFCA be delayed until such time as stakeholders have a full opportunity to participate in an informed and transparent debate.'

### Issues discussed

- Marine Conservation Zones and Finding Sanctuary.
- New challenges and opportunities facing marine fisheries science conference.
- Shellfish Association of Great Britain conference.

### Resolutions, Member representation on outside bodies and attendance at events and conferences

- Resolved: That Colin Pringle be appointed to attend the Shellfish Association of Great Britain Conference 2012 on behalf of the CIFCA.

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## Committee Meeting March 2012

### Public questions

None.

### Issues discussed

- Association of Inshore Fisheries and Conservation Authorities.
- Closure of St Ives Bay gillnet fishery.

### Resolutions, Member representation on outside bodies and attendance at events and conferences

- Resolved: That
  1. An Employment Working Group be established.
  2. Councillor Geoff Brown, Councillor Lyne, Colin Pringle and Tony Tomlinson be appointed to the Employment Working Group.

\*\*\*\*\*

All working papers, supporting documents, minutes and agendas are available from the following link if more details are required.  
<https://democracy.cornwall.gov.uk/mgCommitteeDetails.aspx?ID=801>

## Budget outturn and financial position

### Summary

This report details the 2011-12 outturn position for Cornwall IFCA against the Budget that was set for the year. The 'year to date' statement in Appendix 1a shows the final position to the 31 March 2012. Cornwall IFCA 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 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 to increase the reserves to a sensible level. This enables it to effectively respond to unexpected, as well as planned, 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.

Net Cornwall IFCA expenditure is £655,000 for 2011-12 against an original budget of £829,000. During the year, the budget was revised down to £707,000 and against this the service has underspent by £52,000, which creates an additional contribution to reserves.

Appendix 1b shows the position of the Committee's reserves at the end of March 2012. The total reserves (specific and general) are £522,559.86 at the end of the financial year. This includes the original budget contribution of £182,085 and an additional contribution of £152,745 for the year due to underspent budgets, mainly staffing and office equipment.

## **Issues**

### Administration

The budgeted expenditure for 2011-12 was £261,000, actual spend was £173,000. As posts were vacant for several months, an adjustment was made to the budget to transfer the underspent budget into reserves. This has revised employee budgets to be in line with actual spend.

Premises and transport related costs are slightly below budget for the year to date. Supplies and services are £5,000 below budget. Previously this was reported as an £18,000 underspend due to delays in Byelaw advertisements (£8,000) and reduced AFICA subscription fee (£7,500). Advertisement savings have been transferred to reserves therefore reducing the reported underspend.

### Patrol Vessel

The patrol vessel is £15,000 under budget and the main variances are £14,000 on fuel due to the lay up of St Piran and the year end fuel credit, plus smaller supplies and services lines which contribute another £7,000 underspend. These underspends have been partially offset by an overspend of £9,000 on repair and maintenance due to the replacement of the damaged turbo.

### Research

Research costs are £12,000 below budget, mainly due to employee costs (£3,000) and supplies & services (£7,000).

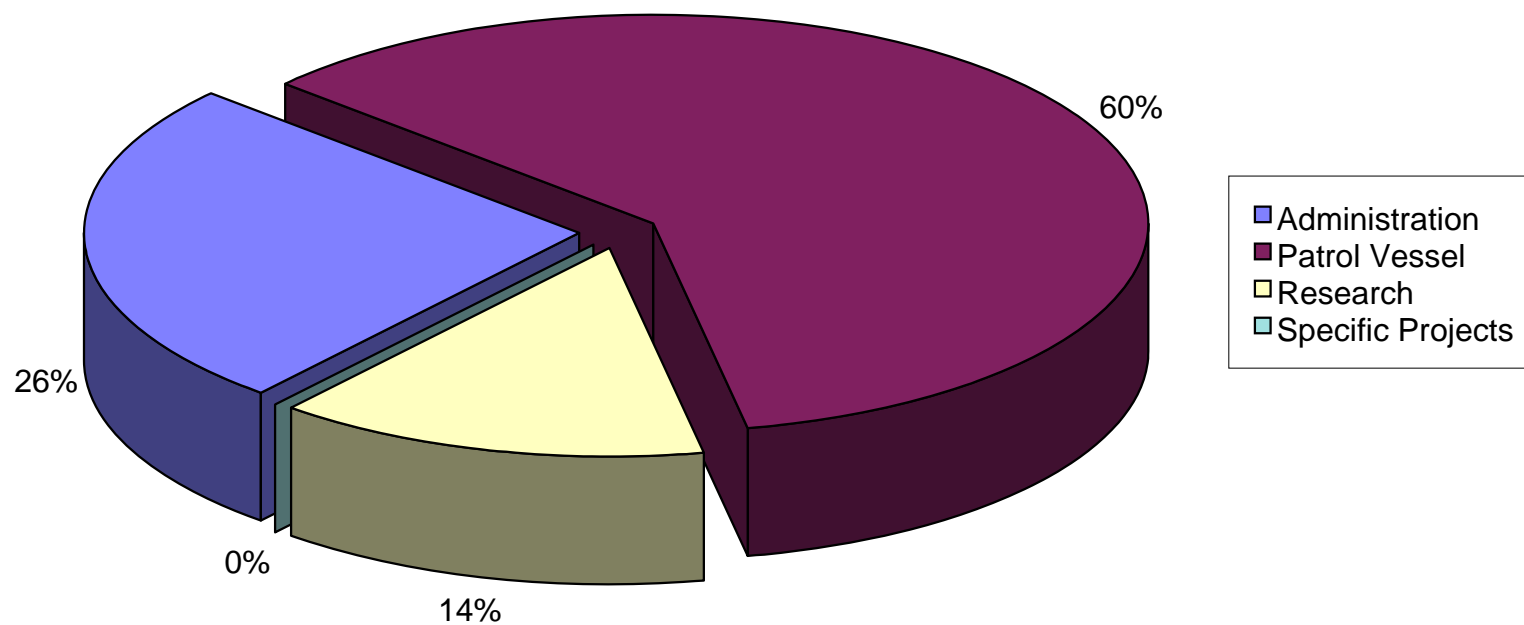
## Appendix 1a. Budget outturn

Revenue Budget Monitor Report for the Financial Year 2011/2012								
REVENUE SUMMARY	Year to Date			Full Year				
	Actuals plus Accruals to date £'000	Profiled estimate to date £'000	Variance from profiled estimate £'000	Latest forecast £'000	Previous forecast £'000	Variance from previous forecast £'000	Original estimate 2011/2012 £'000	Variance from original estimate £'000
<b>Outturn Report</b>								
<b>Expenditure</b>								
<b>Administration</b>								
Employee related expenses	132	133	(1)	132	141	(9)	157	(25)
Premises related expenses	0	1	(1)	0	1	(1)	5	(5)
Travel Related Expenses	7	8	(1)	7	8	(1)	10	(3)
Supplies and services	29	34	(5)	29	45	(16)	68	(39)
Audit fees	1	1	0	1	1	0	4	(3)
Support services	4	8	(4)	4	8	(4)	17	(13)
	<b>173</b>	<b>185</b>	<b>(12)</b>	<b>173</b>	<b>204</b>	<b>(31)</b>	<b>261</b>	<b>(88)</b>
<b>Patrol Vessel</b>								
Employee related expenses	227	225	2	227	220	7	254	(27)
Supplies and services	36	43	(7)	36	38	(2)	32	4
Fuel oil	78	92	(14)	78	73	5	92	(14)
Refit	0	0	0	0	0	0	0	0
Repair and maintenance	39	30	9	39	31	8	31	8
Insurance	26	31	(5)	26	26	0	32	(6)
	<b>406</b>	<b>421</b>	<b>(15)</b>	<b>406</b>	<b>388</b>	<b>18</b>	<b>441</b>	<b>(35)</b>



Research									
Employee related expenses	69	72	(3)		69	82	(13)		111 (42)
Transport	5	7	(2)		5	9	(4)		8 (3)
Supplies and services	22	29	(7)		22	22	0		15 7
	96	108	(12)		96	113	(17)		134 (38)
Specific Projects									
ROV/Olex Project	0	0	0		0	0	0		0 0
Special Area Conservation	0	0	0		0	0	0		0 0
	0	0	0		0	0	0		0 0
Total Revenue Expenditure	675	714	(39)		675	705	(30)		836 (161)
Income									
Prosecution costs	(5)	(2)	(3)		(5)	(2)	(3)		(2) (3)
Grant from Natural England	0	0	0		0	0	0		0 0
Other Income	(15)	(5)	(10)		(15)	(5)	(10)		(5) (10)
Project income	0	0	0		0	0	0		0 0
									0 0
Total Revenue Income	(20)	(7)	(13)		(20)	(7)	(13)		(7) (13)
Net Expenditure	655	707	(52)		655	698	(43)		829 (174)
Other									
Interest on balances	(3)	(2)	(1)		(3)	(3)	0		(2) (1)
Contribution to Refit Reserve	23	23	0		23	23	0		23 0
Contribution from Refit Reserve	0	0	0		0	0	0		0 0
Contribution from Other Reserves	0	0	0		0	0	0		0 0
Contribution to Other Reserves	334	281	53		334	291	43		159 175
Total Other	354	302	52		354	311	43		180 174
Levy	(1,009)	(1,009)	0		(1,009)	(1,009)	0		(1,009) 0
Net Committee Expenditure	0	0	0		0	0	0		0 0

## 2011/12 Actual expenditure breakdown



## Appendix 1b. Reserves

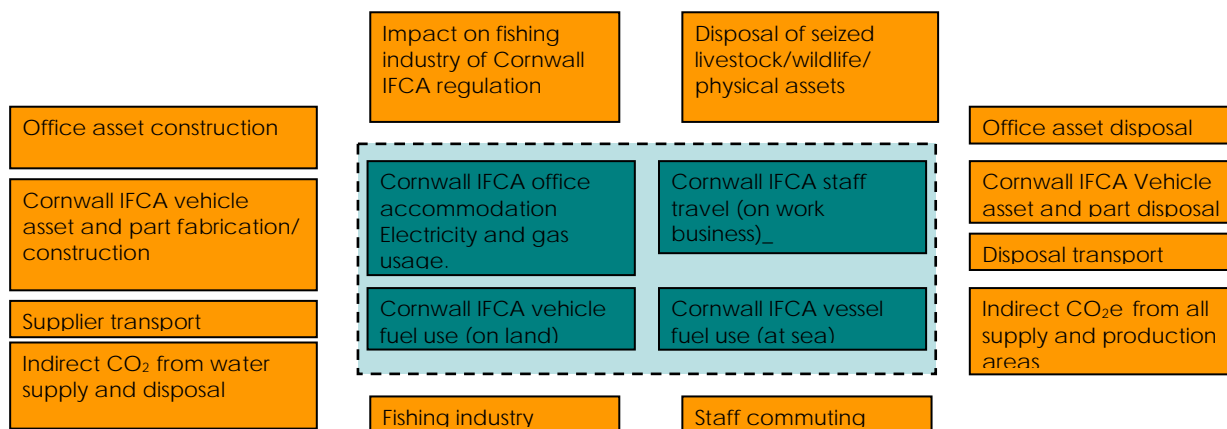
### Reserves

	Balance as at 1st April, 2011 £	Actual Movement		Balance as at 31st March 2012 £	Comments
		To Reserve £	From Reserve £		
<b><u>Reserve</u></b>					
- <b><u>Specific Reserves</u></b>					
Survey & Refit	40,000.00	22,500.00	0.00	62,500.00	
- <b><u>General Reserve</u></b>					
Sea Fisheries BER	120,936.26	334,830.00	0.00	455,766.26	
Research & Project Reserve	3,793.60	0.00	0.00	3,793.60	
Grant Reserve	500.00	0.00	0.00	500.00	
<b>Sub Total General Reserves</b>	<b>125,229.86</b>	<b>334,830.00</b>	<b>0.00</b>	<b>460,059.86</b>	
<b>Total</b>	<b>165,229.86</b>	<b>357,330.00</b>	<b>0.00</b>	<b>522,559.86</b>	

## Appendix 2. Cornwall IFCA Carbon Baseline 2011/12

Cornwall IFCA is committed to lead, champion and manage a sustainable marine environment and inshore fisheries. As part of its commitment to sustainability, Cornwall IFCA will undertake a carbon reporting procedure, reporting to the Committee at the second quarter's meeting for the previous 12 month reporting period (1 April to 31 March for the preceding year). Below is a synopsis of the first year baseline figures for the 2011/12 reporting period.

### Cornwall IFCA Carbon Boundary



Business Area	Subsection	Consumption Type	Carbon Dioxide Equivalent CO <sub>2</sub> e (kg)
Cornwall IFCA buildings	Office *	Electricity Usage	5424.54
		Gas Fired Boilers (heating)	2866.17
Cornwall IFCA maritime vessels	Saint Piran	Fuel Usage	357857.90
		Electricity Usage (external source)	577.08
	Lyonnesse	Fuel Usage	3282.51
	Avalon	Fuel Usage	3112.73
	Kerwyn	Fuel Usage	2267.66
Cornwall IFCA land based vehicles	Peugeot 308 (since Aug 2011) (WL11 JYS)	Fuel Usage	2095.23
	Land Rover † (WK57 SNV)	Fuel Usage	3097.66
	Ford Ranger (since Aug 2011) (WK11 BJV)	Fuel Usage	1876.03
	Own vehicle use	Fuel Usage	247.27
Staff travel	Travel to meetings (other transport)	Air	649.97
		Train	1151.93
		Hire Car	772.75

Table1: Greenhouse Gas equivalent production by Cornwall IFCA

\* Estimated figure based on a proportion of overall building use. A proportion figure of 8/242 is based on the 2011/12 Cornwall IFCA staffing level and an occupancy survey of office building undertaken in 2009.

† This figure does not include the additional weight of the trailer.

The Cornwall IFCA carbon assessment baseline for 2011/12 is 386.29 tonnes of CO<sub>2</sub>e.

This report represents the first year of operation for Cornwall IFCA. Over that year the team has grown from 11 staff to 16 (one post as yet still vacant) and has acquired the lease of two new vehicles. It is anticipated that an additional road vehicle and trailer based sea vessel will be acquired by Cornwall IFCA in the next 12-18 months.

Cornwall IFCA moved into the current, temporary, accommodation in December 2010 and is due to be moving to new offices in May 2012. As a result of this temporary accommodation the baseline figure for electricity and gas usage for 2011-2012 is an estimate. The new accommodation will allow for more effective monitoring of energy usage.

With the addition of new untrained staff, Cornwall IFCA is still in a transition period. It is expected that the following year will see an increase in energy use. In order to generate a comparative figure, accepting that comparisons will not be valid until working patterns are established, a per-staff member figure will be generated. For the 2011/12 reporting period, Cornwall IFCA had an average of 10.5 full time equivalent staff.

For the 2011/12 reporting period the *per-staff* CO<sub>2</sub>e figure for Cornwall IFCA is 36.8 tonnes CO<sub>2</sub>e.

