



# Annual Report 2012 to 2013





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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 second annual report of the Cornwall Inshore Fisheries and Conservation Authority. It is a complementary document to the Authority's 2012/13 Annual Plan published in March 2012. The report looks back over the year and gives an overview of activities of the Authority during the 2012/13 financial year.

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).

As Chief Officer of the Service, the 2012/13 year has been very rewarding for me watching all our new staff who were appointed during the previous fifteen months, complete their rather onerous training programmes, enforcement officers receive their warrants, and officers from other disciplines receiving certificates of completion. The training programmes were undertaken with enthusiasm and commitment, with one Cornwall IFCA officer passing out of the national IFCA enforcement training course with the 'top student award'.

Edwin Derriman  
Chief Officer and Head of Service

August 2013

## Overview

### General

The 2012/13 financial year saw Cornwall IFCA make considerable progress towards meeting its HLO commitments, as well as achieving excellent progress against an unexpected work stream associated with European Marine Sites. The officers who were appointed in the previous financial year brought a wealth of new skills and ideas to the team, as well as the need for considerable training and support to operate successfully in their roles. The expanded team and new management structure required extensive changes in the way Cornwall IFCA operated to maximise the benefit of the increased workforce.

There was a greater formalisation of working plans, and the development of a number of information and intelligence sharing systems. This change was set against the backdrop of the significant challenge caused by Defra's announcement in August 2012 of a revised approach to the management of fishing activities in European Marine Sites (EMS). There are five EMSs in the form of Special Areas of Conservation (SAC) which are either wholly, or partially, within the Cornwall IFCA District.

The 2012/13 Annual Plan had anticipated a review of the management of the European Marine Sites in the District. However, Defra's revised approach to EMS required a complete rethink and alteration of planned work streams. This included contributing towards and reviewing the risk matrix produced by Natural England, which identified and scored fishing activities which could interact with protected site features. It also included the development of site specific action plans.

Considerable direct surveying work was programmed and carried out to identify and map the site features within several of the EMSs. This, combined with considerable industry and stakeholder consultation, fed into the development and drafting of the Closed Areas (European Marine Sites) Byelaw, which needed to compliment the suite of existing Cornwall IFCA legacy byelaws.

Substantial effort was put into stakeholder consultation in 2012/13, including 12 stakeholder evening meetings held around the county. This was particularly important given the implementation of the new approach to the management of EMSs as well as the national press interest in the public consultation to the site selection of Marine Conservation Zones (MCZ). This had led to some public confusion regarding the differences between the various designations of different marine protected areas.



### Committee Members

The full Committee of the Authority met on four occasions; 13 June, 17 September, 14 December 2012 and 12 March 2013. All minutes and meeting papers can be downloaded from the Cornwall Council website<sup>1</sup>. A brief summary of each meeting is contained in the Committee report section of this document.

In the 2012/13 year, there were several changes to the complement of the Cornwall IFCA Committee. July 2012 saw the sad and untimely death of Councillor Pam Lyne. She was a long standing representative for Cornwall and served on both the Cornwall IFCA Committee and the preceding Cornwall Sea Fisheries Committee for many years. Councillor Lyne made an important contribution to her community; she was a valued member of the Committee and will be sorely missed.

- July 2012, Councillor Lyne passed away and was replaced on the Cornwall IFCA Committee by Councillor Andrew Wallis;
- September 2012, officer member Roger Covey (Natural England) was replaced by his colleague Sangeeta McNair;
- January 2013, Councillor George Trubody resigned from Cornwall Council and his seat on Cornwall IFCA was held open pending Cornwall Council elections in May 2013; and
- February 2013, Councillor Collin Brewer resigned from Cornwall Council and his seat on Cornwall IFCA was also held open pending Cornwall Council elections in May 2013.

### Staff Recruitment, Turnover and Training

The 2012/13 year saw no additional appointments for Cornwall IFCA, and no staff left the service. There was considerable investment in training the staff who had been appointed or had undertaken a new role in the previous year. All new enforcement officers underwent IFCA enforcement training and were awarded their warrants by the end of the financial year after successfully completing almost a year of continual specialised training. A number of officers undertook helmsmanship, trailer towing and other specialist training. Project management training was undertaken by policy support and scientific officers, and database design training was undertaken by one of the enforcement officers. All managers underwent training in performance management and coaching as part of the implementation of the Performance Management and Development Programme.

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<sup>1</sup> Other formats are available on request.

## Feedback on focus and priorities

There were three key priority areas of work for 2012/13:

- Staff training and development;
- Formal staff management and liaison; and
- European Marine Sites.

**Staff Training and Development:** By the end of the 2011/12 financial year, Cornwall IFCA had recruited six new members of staff into all areas of operation. All new staff required an intensive course of induction and general training as well as a range of specialist courses which has added greatly to the skill set of Cornwall IFCA. The success with which the new officers have both integrated into and helped to develop Cornwall IFCA, is a testament to both those officers newly appointed and the pre-existing staff who developed and delivered comprehensive training programmes. By the end of the 2012/13 financial year, all newly appointed officers with enforcement responsibilities had undergone relevant training and demonstrated sufficient understanding to be awarded their IFCA warrants.

**Formal Staff Management and Liaison:** The expansion of staff numbers at Cornwall IFCA, as well as the requirement to achieve Success Criteria 1, has led to a considerable development of systems and processes to formalise and improve staff management and internal communication systems. This includes the design, development, testing and roll-out of an intelligence database, the design and implementation of a performance management system, and a greater focus on staff communication. Cornwall IFCA has also taken a more formal approach to consultation with staff on policy and system changes and there was a greater expectation for all staff to be involved in, and contribute towards, policy and directional planning for the organisation.

**European Marine Sites:** The 2012/13 annual plan detailed the intention to review the management systems of the existing EMS, and to develop management structures for the three candidate sites. However, this work stream was completely overridden by the huge amount of work generated by Defra's change of management approach, and the resultant expectations placed on the IFCAs. Cornwall IFCA was involved in the national implementation group, as well as being involved in the design of the risk matrix; a tool developed by Natural England which rated fishing activities against vulnerable features. This allowed for a risk based table which rated fishing activities as red (most interaction), amber, green or blue (no interaction) according to the sensitivity of site

features to fishing activities. All IFCAs were informed that there was an expectation from Defra that there would be statutory management in place to protect the most sensitive site features from the potentially most damaging fishing activities (red) by end of December 2013.

IFCAs work on a principle of ensuring that any statutory measure is based on best available evidence. The primary evidence required was to confirm the location and presence of any site features within an EMS. This involved considerable amounts of direct survey work. It was also necessary for Cornwall IFCA to develop a precautionary protocol for the identification and subsequent protection of site features, using the application of predetermined buffer zones. Whilst the direct survey work was being undertaken, industry consultation and liaison was incorporated into the wider stakeholder communication activities. This served several benefits: informing the drafting of a preferred management option, consulting with different industry sectors, providing accurate information, dispelling misinformation, and ensuring that the industry in general was aware of the processes and principles of the management options being selected.

Cornwall IFCA drafted a byelaw in late 2012 which included a concept of permitted zones within one of the EMSs where there are areas within the site boundary which do not contain any sensitive features. This required careful liaison and communication with both industry and environmental NGO groups who advocated a complete exclusion of towed gear. The byelaw was sent to the Marine Management Organisation (MMO) and Defra for guidance in early 2013. At this time, the research team compiled the supporting evidence which was presented to the Cornwall IFCA Committee at the March Committee meeting. This was done to prepare and inform Members in preparation of submitting the Closed Areas (European Marine Sites) Byelaw to the June 2013 Committee meeting. This represented a huge amount of detailed work, undertaken against a very tight timescale. Cornwall IFCA is on schedule to make a byelaw by December 2013, meeting the expectation of Defra.

**Other Areas:** In addition, there was a focus on the byelaw review process which was delayed by the above mentioned EMS work. However, Cornwall IFCA did review and draft the Lobster, Crab and Crawfish Fishery Byelaw and the Scallop Dredge (Limited Fishing Time) Byelaw which were submitted to the September Committee meeting. Work also began on the liaison required to develop a new Regulating Order for the Fal oyster and mussel fisheries which are managed by the Port of Truro until July 2014. As well as the detailed work, there were a number of small scale projects successfully completed and an effective enforcement presence was maintained through the year.

## Report on Cornwall IFCA marine assets

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. During 2012/13, Saint Piran conducted 45 patrols, spent 354 hours at sea covering 4076.0 nautical miles. Over 157 fishing vessels were boarded as a part of the patrols.

Patrol numbers were slightly down on the previous year, and below the intended level of patrolling. The principle factors behind this reduction of patrols are:

- Biennial refit – Saint Piran was out of service for 6 weeks in the summer months for her refit;
- Staffing issues – due to the long term absence of a member of staff, the usual cover was reduced for a key role. An effective service was maintained. However, this did reduce the availability of the vessel; and
- Periods of poor weather – there were spells of particularly poor weather in this reporting period. This resulted in a reduction in fishing effort, and hence a reduction in patrols.

Whilst Saint Piran's patrols were down in this period, it is worth noting the increased use of the RIBs separate from Saint Piran as the hours at sea for the two RIBs increased over the previous reporting period.

Over the year, Saint Piran undertook a small number of chartered patrols for the MMO, both in our District and up to 40 miles offshore for the purpose of monitoring and boarding UK and foreign vessels. She also undertook side scan survey work as part of a Memorandum Of Understanding (MOU) with Natural England.

Saint Piran is also used as a response vessel being equipped with marine fire fighting equipment. Incidents involved towing three local boats back to Newlyn and the escort of a small fishing boat stranded in thick fog.

### **Engineering Report**

The regular 250 hour services to both the main and generator engines were completed on schedule. Both port and starboard main engine salt water cooling pumps had to be removed and overhauled at different times.

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

Saint Piran left her home port of Newlyn for Portland at the end of May for her biennial refit with Manor Marine. After six weeks of work, a successful trial was undertaken and the Saint Piran headed back to Newlyn.

The refit included:

- Overhaul of gearbox, generator and hydraulic coolers;
- Steering, oil and filter change on steering tanks, motors and bearings serviced;
- One fuel transfer pump and both bilge/fire pumps were overhauled;
- Generators for shipboard 240v supply were overhauled and serviced;
- All four fuel tanks were drained and cleaned;
- The freshwater, sewage and bilge/dirty oil tanks were cleaned and inspected;
- Lifting equipment was tested and certificated;
- A sacrificial plate was manufactured under the davit arm;
- Both rudders were removed and bearings and seals were replaced;
- Both tailshafts were removed, reversed with new cutlass bearings and shaft seals fitted; and
- New hull anodes and a repaint of the hull and super structure.

A twin drum winch was fitted to replace the existing single drum winch. This improves the efficiency and safety of deploying survey equipment and allows the RIB to be deployed while survey work is being undertaken.

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## 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 948 nautical miles in 141 hours at sea in this year. Lyonesse is kept aboard 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 yacht in Falmouth Bay. 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.

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## 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 2007, providing us with an additional boarding and patrol platform. She normally works as a stand alone patrol craft and is kept ashore on the trailer, but can also be accommodated in the stern ramp of Saint Piran if necessary. She covered 551 nautical miles in 90 hours at sea this year. Her engine was reconditioned this year and she had some refurbishments which should ensure her future reliability. Avalon was used on normal patrol and boarding inspections and joint patrol work with the MMO, the 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 and close quarters manoeuvrability, but can be compromised if there is an abundance of weed, as is common in many of the estuaries.

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## 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.
- Launched from trailer.

In the 3rd quarter of the year, Kerwyn was moved from her swinging mooring in the Penryn River to be stored ashore in Truro Harbour's compound at Newham. Due to her unusual hull configuration, a bespoke trailer had to be commissioned. The manufacturers were given a specific brief that the unladen weight of the trailer could not exceed 700kg but had to be capable of having a gross weight of 3,500kg which is the maximum tow weight of the Authority's vehicles. Kerwyn's limited range and speed meant that being based afloat restricted the areas in which she could work. Being stored ashore in Truro now means she is within 1.5 hours of most of the suitable slipways in the District.

### Sidescan sonar

To expand Cornwall IFCA's ability to gather evidence, a new side scan sonar was purchased. The sonar is a high frequency Seaking Towfish. The 'fish' comes with 150 metres of cable, suitable for working in depths of up to 80 metres (when weighted). Although the range of the acoustic track is narrowed with a high frequency unit, the resultant image is much sharper and can better allow the differentiation between biotopes.



## Report on Cornwall IFCA staff activities

Chart 1, below, shows the overall allocation of staff hours by activity for the 2012/13 financial year. Chart 2 on the following page shows the allocation of effort into key service areas.

### Chart 1: Overall allocation of staff hours for 2012/13

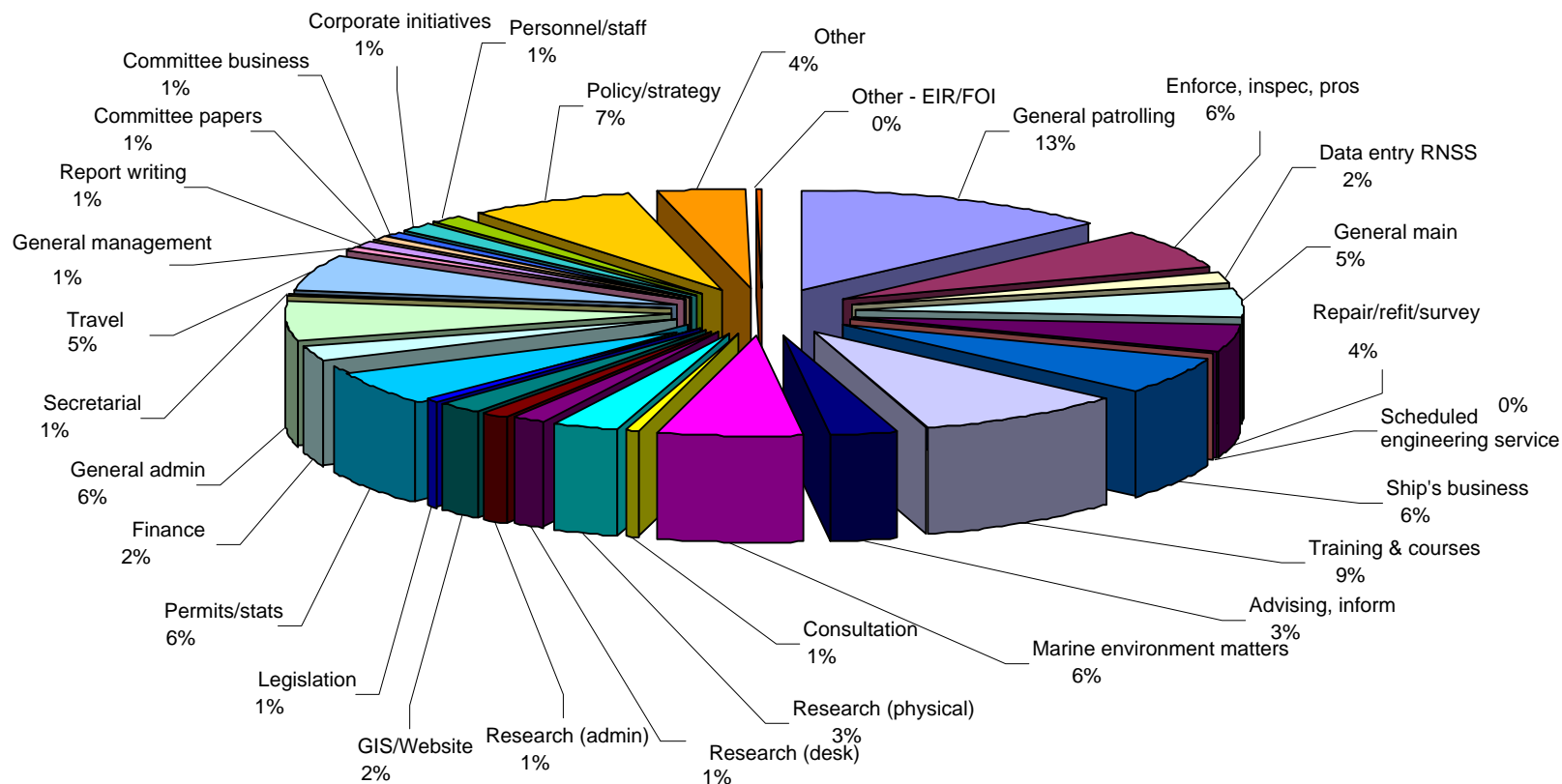
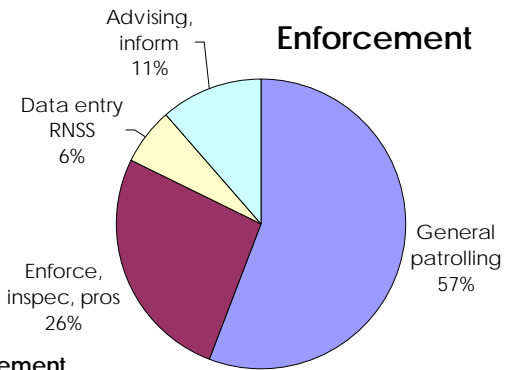
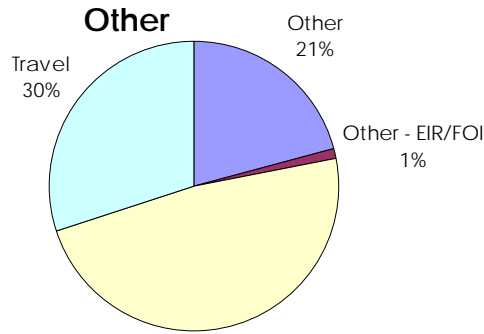
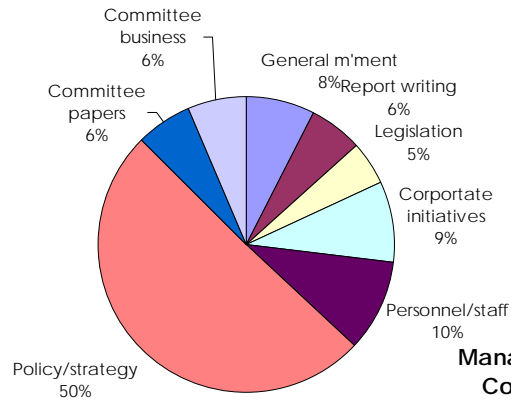
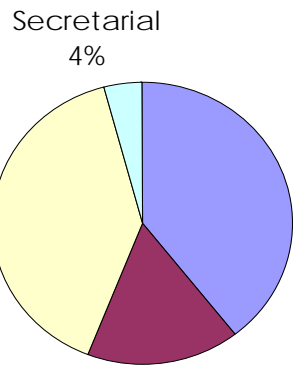
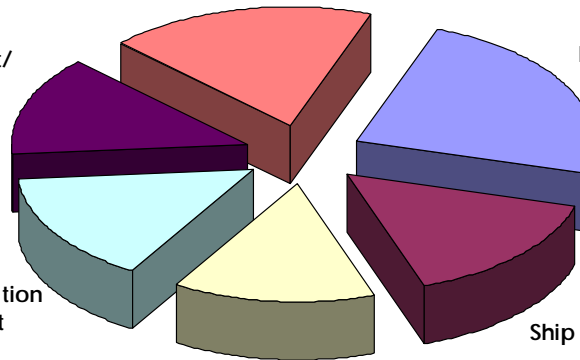


Chart 2: Allocation of effort into key service areas

**Management/Corporate**

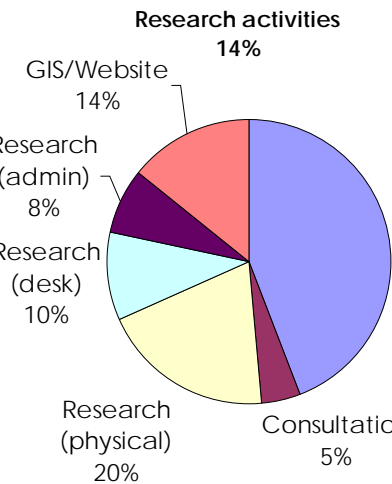


**Management/Corporate**

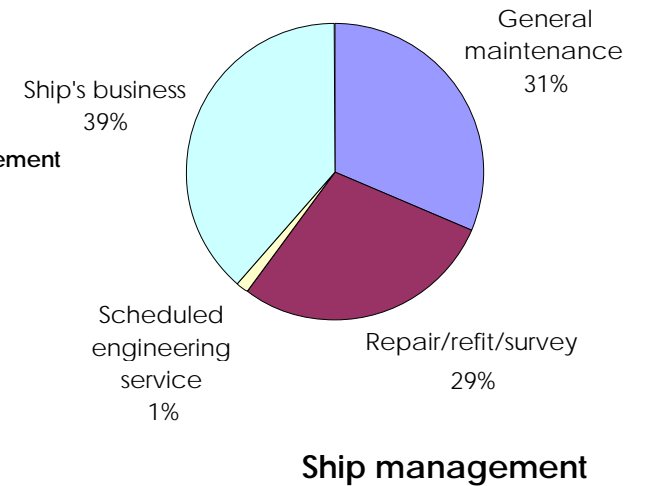


**Administration support**

**Administration support**



**Research activities**



**Ship management**

The 2012/13 financial year saw a considerable amount of formal and informal staff training, as the new recruits were supported into their roles. In Chart1, it can be seen that 9% of all staff time was spent in formal training activities. However, this figure does not include the large amount of shadowing activities, particularly for the new enforcement staff. The research activities were dominated by 'Marine environmental matters', mainly associated with the work triggered by the change in management of EMSs as well as in national and local management committees.

The dominance of the time grouped as 'Management/Corporate' by policy and strategy work is misleading. The 2012/13 year saw considerable development of policies and management systems, as well as the greater inclusion of all staff in the planning and management of Cornwall IFCA as a whole. This work was separated out as 'Policy and Strategy' to indicate the effort attributed to development work; much of it associated with meeting HLOs (see following sections). However, it could also have been attributed to the other corporate/management work streams, particularly personnel / staff, as much of this development was concerned with work towards meeting Success Criteria 1.



## HLO and Annual Plan report

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

High level objective		Cornwall IFCA 2012-13 Work Plan Action	Cornwall IFCA 2012-13 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 2013.	●
		(1.2) Gather evidence/information to feed into the first Annual Report.	Report of 2011/12 activities is produced.	●
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.	Continue to identify and assess any gaps in capability of IFCA when compared to corporate objectives.	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, tested and introduced.	Individual staff training and development plans 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.	Questionnaires for Members and staff. Appropriate culture demonstrated through appraisal system.	●

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

## Success Criterion 1: Narrative report

### HLO 1a: Annual Plan/Annual Report ●

2013/14 Annual Plan published by 31 March 2013.

2011/12 Annual Report published by November 2013.

### HLO 1b: Long term strategy ●

Cornwall IFCA has continued its work towards incorporating the river systems into the strategic approach of the management of the District. Considerable time has been employed in enforcement patrols and intelligence gathering which will feed into the review of legacy byelaws.

Cornwall IFCA has developed its own intelligence database. This will allow better interrogation of intelligence gathered by the expanded enforcement team, allowing for patterns of risk to be identified and management options to be developed.

The response to the revised approach to the management of EMSs has produced a number of working practices which form part of the business tools used by Cornwall IFCA. This work will be invaluable as the management responsibility of Marine Conservation Zones (MCZ) is anticipated in 2013, and further towards the long term management of the District.

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

The performance indicator for HLO 1c and 1d state that:

HLO 1c "Staff resources and capability will be assessed against the IFCA objectives and duties, with a gap analysis completed 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."

The 2012/13 financial year saw the development and implementation of the Performance Management and Development Programme, commencing with the Year Zero appraisal in April 2013. It will involve a Skills Gap Analysis which will ensure that staff have the ability to deliver organisational objectives as cascaded through the annual plan and personal objectives. The Skills Gap Analysis will be incorporated into the People Capability Strategy in late 2013.

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

Work continued well in involving all staff in policy and organisational development. This is reflected by the involvement of staff working groups in the development of the Performance Management and Development programme, as well as the team day in December 2012 where staff members were asked to input into the 2013/14 annual plan. Further development work will result from staff surveys in 2013/14 as part of the project to achieve Investor in People status in 2014.

**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 2012-13 Work Plan Action	Cornwall IFCA 2012-13 Work Plan Performance Indicator	Status
2a	By April 2015 demonstrate that: <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>	<b>Assessment work continued during the year to identify any issues impacting on the resources in the District.</b>	<b>Work continues to assess the issues impacting on fisheries resources and the marine environment within the District including spatial and temporal issues.</b>	
		<b>Defra guidance for making byelaws is assimilated and followed by relevant officers and all Members. Training put in place where necessary.</b>	<b>All byelaws made after April 2011 will meet Defra guidance. Byelaw Working Group (BWG) is active.</b>	
		<b>Work with Information Services (IS) and partner organisations to help identify necessary data requirements, and best formats for storage/use.</b>	<b>Work continues to ensure necessary records and database systems are in place to inform decision making.</b>	
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.	<b>Byelaw review of all legacy byelaws (CSFC, DSFC and EA).</b>	<b>Byelaw review to continue during 2012/13. Byelaw Working Group (BWG) is meeting regularly and full Committee considering BWG's recommendations.</b>	

## Success Criterion 2: Narrative report

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

A statutory process 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, the required Impact Assessment for each new byelaw should contain strong scientific evidence but in some cases it is not easily available. Reliance on the knowledge of officers, Members and stakeholders has had to be given weight, together with an overall 'common sense' approach. The problem of sourcing good evidence was partly overcome by working with other IFCAs facing similar issues and where agreement with the MMO byelaws review team had been reached. Improved gathering of fishing statistics and other more detailed research work was underway this year to provide evidence for new byelaws.

There was a sudden and unexpected revision of management approach by Defra at the end of 2012 in respect of fishing activities carried out in European Marine Sites (EMS). It meant that all IFCAs came under Government expectation to make byelaws to manage fisheries in those EMSs within their districts where fishing could potentially impact upon the designated features. For the potentially most damaging fishing activities, the IFCAs and the MMO were expected to manage them through byelaws by the start of 2014. Cornwall IFCA officers made this a top priority work stream and, together with Members, the MMO, Defra and Natural England, this work had progressed well in the period, but at the expense of time spent on byelaw review work and other HLOs.

To support the management of fishing activities in EMSs, Cornwall IFCA began exploration of the use and effectiveness of vessel monitoring systems (VMS). VMS had already been trialled on small trawling and scallop dredging vessels towing off the south Devon coast in 2011/12 and became mandatory for all scallop dredgers working in Welsh waters during 2012. VMS is already a mandatory requirement on all EU fishing vessels greater than 15 metres in length. It is believed that, in time, the technology could be fitted to any fishing vessel. Cornwall IFCA's patrol vessel, Saint Piran, was fitted with a trial unit which allows officers access to its positional, course and speed data via office computers. Officers began considerations for a new VMS byelaw that could be used to aid enforcement in the District and which can help demonstrate vessels fishing in a marine protected area (MPA) are not impacting on designated site features.



## HLO 2b: Byelaws review ●







The Byelaw Working Group (BWG) met four times in the period. The requirement to review all 64 of the Cornwall IFCA legacy byelaws was well underway, with every one having at least reached discussion stage in BWG meetings. Many issues were debated, leading to a position which allows several new draft byelaws to be formulated and presented to the BWG at future meetings. Unfortunately, much of that work had to be put on hold in this period while the initial byelaw to manage high risk fishing activities in EMSs was being developed. Faster progress with the byelaw review is expected in the next period, once that byelaw is close to confirmation by the Fisheries Minister.

Numerous multi-authority meetings at national and regional levels were held to discuss progress with new byelaws and the main difficulties being experienced. Many complex questions were raised which often required considered responses from Government to help guide IFCAs along a procedural path; hitherto unclear.

Harmonisation of byelaws made by south west IFCAs has been sought for several years. The byelaw review process has shown a willingness by officers of Devon and Severn IFCA to consider matching some of the greater conservation requirements of byelaws that are extant in Cornish waters. However, it appears that most, if not all, harmonisation type measures will not occur until after 2015.



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

High level objective		Cornwall IFCA 2012-13 Work Plan Action	Cornwall IFCA 2012-13 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 CIFCA website.	
3b	Develop a code of conduct for inspections that aligns IFCA activity and procedures with national standards.	Work with partner organisations to develop a SLA regarding provision of standardised enforcement training.	Officers are receiving 'common' training standards across all enforcement agencies.	
		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 3 year basis.	
		Annual enforcement risk register is published and available on the website.	Reviewed enforcement risk register and risk based enforcement plan are published and on website.	
		Inspections code of conduct published and available from website and reviewed annually.	A current code of practice is on the website and available from the office.	

### Success Criterion 3: Narrative report

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

Cornwall IFCA is committed to a transparent, evidence based enforcement policy. Publication of the 2013/14 Enforcement Plan was slightly later than planned due to unexpected workload which had to take precedence, such as for the new EMS byelaw. Whilst it closely mirrors the policy developed for last year, all sections have been revised, including the risk-based enforcement (RBE) strategy. On a monthly basis, enforcement officers meet to discuss work priorities and draw upon the RBE strategy. If necessary changes to enforcement priorities are identified, the strategy will be amended accordingly. It is expected that new byelaws made for the protection of MPAs will mean new enforcement challenges in 2014, leading to an assessment of the future enforcement risks to MPA site features.

#### HLO 3b: Codes of conduct ●/●

An inspections code of conduct is followed by 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.







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 IFCAs). 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). Three officers attended during this period.

Two courses run by Cornwall IFCA with an independent trainer were held for nine officers holding the IFCA warrant. Investigative skills, notebook completion and interviewing skills using the PEACE model were covered to a high level.

In preparation for the implementation of the Performance Management and Development Programme, Cornwall IFCA officers agreed 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 2012-13 Work Plan Action	Cornwall IFCA 2012-13 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.	MOUs will have been agreed and adopted and reviewed annually.	
		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 and reviewed annually.	
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 CIFCA website.	CIFCA website will give access to current information and all regular forms and documents may be downloaded by stakeholders.	
		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. Condition of boards checked every 6 months.	
		Reviewed stakeholder and communication strategy/plans complete by April 2014.	Communications and Engagement Strategy is developed and approved by stakeholders.	

#### 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. Cornwall IFCA undertakes six days per annum of survey work at Natural England's direction as our contribution to the overall purchase cost of related survey equipment used by the service. This year, the time was spent surveying in the St Austell Bay area, using a combination of sidescan survey and dropdown camera techniques to identify and map the presence of maerl (calcified seaweed) biotopes in this area.

SLAs have been drawn up between Cornwall IFCA and Cornwall Council to establish a Human Resources business partnership as well as a separate SLA relating to information services.







##### 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 2012/13 it was further developed and the documents specified in Cornwall IFCA's publication list were uploaded for public access. Maintenance, review and development of the website is a continual process.

One of the performance indicators for HLO 4b states, "Interpretation and information boards will be mounted around fishing stations and harbours to allow greater interaction with stakeholders by 31 March 2012". Cornwall IFCA did not meet this deadline. Other work pressures overtook this HLO because it was considered a priority to produce the Communication Plan and to develop the corporate identity. The interpretation boards will be produced in autumn 2013.

Cornwall IFCA developed a Communication Strategy during the 2011/12 year which is and this was published in early 2013.

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

High level objective		Cornwall IFCA 2012-13 Work Plan Action	Cornwall IFCA 2012-13 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).	
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.  MOUs are reviewed annually.	
		Representative research/scientific officer(s) to attend annual science conference.	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 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.	2013/14 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 ●

The strategic research plan has still not been completed. In light of the rapidly evolving policy landscape relating to the management of all MPAs (EMSs and the forthcoming MCZ), it was felt to be impossible at this time to write a plan which would have any longevity other than at a rather overarching and arguably bland level.

### HLO 5b: Information sharing ●






Information sharing continues to be delivered through specific working relationships, such as the MOU with Natural England which is reviewed annually. Officers from the research team attended the national Technical Advisory Group (TAG) conference in Devon as well as the planned meetings of this multi-agency group.

### HLO 5c: Evidence based policy ●/●

The development of the new EMS byelaw clearly demonstrated the benefit of gathering, analysing and using evidence to inform and refine management policy decisions.



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

High level objective		Cornwall IFCA 2012-13 Work Plan Action	Cornwall IFCA 2012-13 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 CIFCA's work. (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.	Stakeholder survey completed by 31 March each year.	
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.	Work will continue towards identifying and prioritising any issues impacting on the sea fisheries resources and marine environment in the District. Working towards the 2015 deadline.	
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 has established excellent working relationships with key partner organisations. The change of approach to EMSs required considerable collaboration with both the MMO and Devon and Severn IFCA as there are European Marine Sites which straddle the District boundaries. Cornwall IFCA also moved office to a shared site with both CEFAS and the MMO. This has been beneficial to the organisations in question and to stakeholders, providing them with a 'one stop shop' for anything to do with the management of fisheries and the marine environment.

### HLO 6b: Communication and education ●/●

Cornwall IFCA has developed a communication strategy, published 2013. This document defines the key messages Cornwall IFCA wish to publicise about itself, identifies stakeholder sectors and specific groups and organisations, and describes how Cornwall IFCA will communicate, educate and consult on its future work. This document is available from the Cornwall IFCA website or on request from the office.

During October and November 2012, twelve stakeholder meetings were held across Cornwall. These biennial meetings had a specific focus on an explanation of the change from Cornwall Sea Fisheries to Cornwall Inshore Fisheries and Conservation Authority, as well as initial consultation on the implementation of management options for the European Marine Sites. A number of industry specific meetings were also held to discuss the implications of the management options for European Marine Sites. Further engagement work was carried out, both formally and informally, regarding the industry suggestion for implementing inshore Vessel

Monitoring System (VMS). These meetings also gathered qualitative responses to the efficacy of Cornwall IFCA and acted as a precursor to future formal stakeholder survey work.

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

The change in management approach to EMSs required considerable data and literature reviews, as well as direct surveying. This accumulation of evidence justified the approach of the byelaw which was developed to manage fishing effort in Cornish EMSs. The accumulated evidence was used to demonstrate the balanced approach Cornwall IFCA was taking, facilitating buy-in from both fishing and environmental sectors. Cross-sectorial support was important in such a potentially divisive byelaw, which was being created in a very short time scale. Prioritising this research resulted in a number of previously planned research activities being postponed. However, the protocols and working practices developed as part of this work will be utilised for future byelaw development work, particularly in respect of forthcoming MCZ management issues.

**Success Criterion 7: IFCAs are recognised and heard**

High level objective		Cornwall IFCA 2012-13 Work Plan Action	Cornwall IFCA 2012-13 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 IFCAs as a whole.	Effectively engage with local and central government and partner organisations.	CIFCA will be actively involved with the good governance and direction of the Association of IFCAs 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 IFCAs 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 CIFCA'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.	●
		CIFCA website updated monthly.	Records kept showing CIFCA website is reviewed and updated monthly.	●
		All CIFCA officers will be provided with, and will wear new IFCA uniforms.	All CIFCA staff are badged and are recognisable as IFCA officers.	●
		Develop staff appraisal system suitable for CIFCA staff.	Staff appraisals will have been undertaken.	●

## 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 and Chairman. The Chairman of Cornwall IFCA is the vice-Chair of the AIFCA. Staff from the research team also participate in the national Technical Advisory Group, which reports to the AIFCA Chief Officers' Group.

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

Cornwall IFCA's Listening and Learning Policy (incorporating the Compliments, Comments and Complaints policy) has been developed during this year as part of the Communication Strategy. This was submitted to the Cornwall IFCA Committee in March 2013 for discussion. The Cornwall IFCA Committee represents a number of different stakeholder sectors and it was considered essential that the Committee be involved in the creation of the Communication Strategy. The Communication Strategy, Listening and Learning Policy and Stakeholder Promise, a document that establishes what stakeholders can expect of Cornwall IFCA, will be published in 2013.

Cornwall IFCA's website is regularly updated and used to disseminate news and details of upcoming events. In 2012/13, the website received over 6000 external hits. Aside from the home page, the most commonly viewed pages were 'Vacancies', 'Byelaws and regulations' and 'Contact us' with approximately 1500 hits each. The high proportion of traffic accessing the Byelaw and Contact us page is encouraging as these areas contain the key information we would like stakeholders to be readily able to

access. Cornwall IFCA's website is formally reviewed annually, has an agenda item on each month's staff meeting and is updated several times a month.

All staff members carry ID cards, wear branded uniforms and, if appropriate, carry warrant cards. They are knowledgeable as to the policies, practices and vision of Cornwall IFCA. This has ensured that Cornwall IFCA maintains a professional, recognisable and authoritative presence within the District.

Cornwall IFCA has developed and completed a Performance Management and Development Programme. This includes the 'expectations' which were created during a Cornwall IFCA team day, where the standards that staff set for themselves were explored. All staff will have had their first appraisals by the end of April 2013.



## Incidents, issues and lessons learned

**Incident** - Management of work life balance.

**Issue** - The previous year's recruitment drive resulted in the appointment of several untrained individuals. There was a considerable burden on experienced staff members to manage the expanded workforce, develop and deliver a training programme and maintain effective research and enforcement programmes. This resulted in a number of officers accruing an unsustainable number of lieu hours owing.

**Lessons learned** - This issue is being addressed through a closer monitoring of individuals lieu hours. However, it is not anticipated that the circumstance of so many new officers joining the service at the same time will be repeated.

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**Incident** - Long term absence of a key member of staff.

**Issue** - Due to personal issues, a key member of staff has gone on long term leave for an unspecified amount of time.

**Lessons learned** - The role which is held by the individual in question has a deputy position. The deputy has acted up very successfully leading to very little reduction in service. This has allowed Cornwall IFCA to support a member of staff in a time of need, while maintaining the potential for them to return, thereby retaining their skills and experience. This has also demonstrated the need for Cornwall IFCA to ensure that there is mutual cover for all key roles across the service, and has led to a greater sharing of knowledge and skills and the documentation of key procedures.

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**Incident** - Activity in Cornwall's rivers.

**Issues** - In 2011, Cornwall IFCA inherited the management of the fisheries in Cornwall's rivers, as well as relevant byelaws from the Environment Agency. The 2012/13 year saw a considerable amount of reported net fishing that required attention. The lack of experience of patrolling river systems, as well as the complexity of the EA byelaws, resulted in considerable enforcement effort being required for this new area.

**Lessons learned** - Cornwall IFCA will need to spend more time patrolling the river systems, particularly at night. The inherited EA byelaws need to be prioritised within the byelaw review programme and Cornwall IFCA needs to maintain its close links with other enforcement agencies.

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**Incident** - Revised approach to the management of fisheries within European Marine Sites

**Issues** - Defra revised its approach to the management of fishing activities within EMSs, resulting in the integration of a new and complex workstream with very challenging national deadlines and expectations for delivery.

**Lessons learned** - Complex tasks of this nature need to be clearly led and planned within the service to spread the workload and ensure that work is synchronised and delivered in a logical order. This ensures that, as far as possible, deadlines are met and other areas of work do not suffer unnecessarily.



## Committee report

The Cornwall IFCA Committee met formally on four occasions during the 2012/13 year. A brief summary follows of each meeting with subjects covered and decisions agreed.

### Committee Meeting June 2012

#### Public questions

None.

#### Issues discussed

- Election of Chairman and Vice Chairman.
- Review of Cornwall IFCA constitution.
- Marine Stewardship Council accreditation.
- Interim report, Sea Angling 2012.
- Funding application, monitoring and mapping mid-winter seabird foraging aggregations in St Ives Bay.

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

- Resolved: Mr Tomlinson be elected as Chairman of Cornwall IFCA. Cllr Brown be elected as Vice-Chairman.
- Resolved:  
The Constitution at paragraph 35, Questions from the Public, is not amended but that:
  - a. A record be made within the minutes to show that Officers have replied to questions from the public.
  - b. Questions received from the public which cannot be included on the agenda be forwarded to Members of the Committee for information, including contact details of the questioner, provided they are in agreement.
    1. The current practice of recording meetings of Cornwall IFCA in the minutes remains unaltered.
    2. The method of voting and recording votes as set out at paragraph 38 of the Constitution remains unaltered.
    3. The delegation to the Chief Officer at paragraph 62.2 of the Constitution remains unaltered.
- Resolved:
  4. The revenue outturn and reserves are noted and agreed.
  5. The Chairman and Committee Clerk sign off the Audit Requirement of the Small Bodies Return.
- Resolved: The Committee award the Seabird Monitoring Survey a grant of £500 towards the overall project cost of £37,500.

## Committee Meeting September 2012

### Public questions

None.

### Issues discussed

- Appointments to Cornwall IFCA Committee and Working Groups.
- Cornwall IFCA Performance Management and Development Programme.
- Draft Byelaws: Lobster, Crab and Crawfish Fishery Byelaw and the Scallop Dredge Byelaw.
- Presentation on "The Pisces Project".
- New Code of Conduct relocated.

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

- Resolved: Colin Pringle and Simon Toms be appointed to the Cornwall IFCA Byelaw Working Group.
- Resolved: The Employment Sub Committee be established to supersede the Cornwall IFCA Employment Working Group and that Councillor Fitter and David Muirhead be appointed to the Sub Committee.
- Resolved:
  1. The Performance Management and Development Programme be approved subject to the conditions as set out in the report; and
  2. The Chief Officer send a letter from Cornwall IFCA to DEFRA outlining concerns arising out of level of bureaucracy contained at IFCA meetings and lack of fishing content.
- Resolved:
  1. The Lobster, Crab and Crawfish Fishery Byelaw be made; and
  2. The Scallop Dredge (Limited Fishing Time) Byelaw be made.
- Resolved: The Code of Conduct for Members be incorporated into Cornwall IFCA's Constitution at paragraph 59 as set out in the report and appendices.

## Committee Meeting December 2012

### Public questions

None.

### Issues discussed

- Sea Fishing Meetings 2012.
- Shellfish statistics.
- European Marine Site Management.
- Marine Finfish Aqua Culture Demonstration Project.

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

- Resolved: All reports and information be noted.

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## Committee Meeting March 2013

### Public questions

None.

### Issues discussed

- Cornwall IFCA Communication Plan.
- Lobster Fishery Presentation.
- European Marine Site Presentation.

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

- Resolved: Cornwall IFCA Communication Intermediate Draft Plan be reviewed for input by the Committee and brought back to the following meeting for consideration.
- Resolved:
  1. The report and presentation without recommendations, be noted; and
  2. Officers produce a suitable draft byelaw for protecting the features designated 'red on red' within the Site Specific Action Plan matrix.

## Budget outturn and financial position

This report details the financial performance of Cornwall IFCA to 31 March 2013 against the 2012/13 budget. The 'full year' statement in Appendix 1a, below, shows the final position to 31 March 2013. The revised budget for Administration was £274,326 and the year end outturn was £313,719.

Administration: There was an overspend compared to budget of £39,393. This can be broken down to £9,000 for the construction of a wet room, the additional cost for rental of the new offices £10,000, a side scan (survey equipment) for £9,000 and £9,000 for additional external legal costs.

Patrol vessel: The patrol vessel was £37,043 underspent at outturn, from a revised budget of £563,360. There was a £7,000 underspend on employee costs (one of the budgeted posts was not filled but, because there were additional acting up requirements, the underspend was reduced to that reported above). New equipment had a budget of £20,000 but only spent £2,000. Additionally, the vessel was not at sea as much as anticipated, hence there was an underspend of £20,000 on fuel oil. However, maintenance and repairs were over budget by £14,000 and this included a number of small value items but did include £3,500 for a replacement oven and hob on the Saint Piran and £2,000 for servicing and repair of the life rafts.

Research: There was a revised budget of £145,873 for research. The year end spend was £123,099 which resulted in an underspend of £22,774. Although the team is now fully staffed, there was a period at the beginning of the year where there was a vacancy and this resulted in a £10,000 saving. The service has not been charged as much as was expected by CORMAC for vehicle hire which saved £8,000 and £4,000 less was incurred on the boat insurance and maintenance.

Cornwall IFCA income was £13,000 above budget and this is to do with the prosecutions that were undertaken and off-sets the additional external legal costs in administration. Net Cornwall IFCA expenditure was £979,175 to the end of March against a budget £1,013,961. After including interest received from the bank, an additional £35,216 was transferred to reserves at year end compared to the forecast.

Appendix 1b shows the position of the Committee's reserves at the end of March 2013. In the financial year to 31 March 2013 Cornwall IFCA increased its reserves by £44,255 to £566,815.

## Appendix 1a. Budget outturn

Revenue Summary Budget Monitoring to 31 March 2013	Full Year				
	2012-13 Outturn £	Previous forecast £	Variance from previous forecast £	Original estimate 2012/2013 £	Variance from original estimate £
<b>Expenditure</b>					
<b>Administration</b>					
Employee related expenses	163,582	162,215	1,367	162,215	1,367
Premises related expenses	21,201	3,000	18,201	3,000	18,201
Travel related expenses	6,730	10,900	(4,170)	10,900	(4,170)
Supplies and services	112,075	91,581	20,494	91,581	20,494
Audit fees	7,600	4,000	3,600	4,000	3,600
Support services	2,531	2,630	(99)	2,630	(99)
	<b>313,719</b>	<b>274,326</b>	<b>39,393</b>	<b>274,326</b>	<b>39,393</b>
<b>Patrol Vessel</b>					
Employee related expenses	285,251	291,310	(6,059)	316,310	(31,059)
Premises related expenses	0	300	(300)	300	(300)
Supplies and services	17,314	34,450	(17,136)	34,450	(17,136)
Fuel oil	51,340	72,000	(20,660)	92,000	(40,660)
Refit	98,028	100,000	(1,972)	250,000	(151,972)
Repair and maintenance	44,053	30,000	14,053	30,000	14,053
Insurance	26,642	26,500	142	26,500	142
Other transport expenses	3,689	8,800	(5,111)	8,800	(5,111)
	<b>526,317</b>	<b>563,360</b>	<b>(37,043)</b>	<b>758,360</b>	<b>(232,043)</b>
<b>Research</b>					
Employee related expenses	100,210	110,423	(10,213)	109,923	(9,713)
Transport	6,074	15,500	(9,426)	15,500	(9,426)
Supplies and services	16,815	19,950	(3,135)	19,950	(3,135)
	<b>123,099</b>	<b>145,873</b>	<b>(22,774)</b>	<b>145,373</b>	<b>(22,274)</b>

Minimum Revenue Provision	49,402	49,402	0	49,402	0
Accumulated Absence Movement	(1,448)	0	(1,448)	0	(1,448)
<b>Total Revenue Expenditure</b>	<b>1,011,089</b>	<b>1,032,961</b>	<b>(21,872)</b>	<b>1,227,461</b>	<b>(216,372)</b>
<b>Income</b>					
Prosecution costs	(4,320)	(4,000)	(320)	(2,000)	(2,320)
Grant from Natural England	0	0	0	0	0
Other income	(27,594)	(15,000)	(12,594)	(5,500)	(22,094)
Project income	0	0	0	0	0
<b>Total Revenue Income</b>	<b>(31,914)</b>	<b>(19,000)</b>	<b>(12,914)</b>	<b>(7,500)</b>	<b>(24,414)</b>
<b>Net Expenditure</b>	<b>979,175</b>	<b>1,013,961</b>	<b>(34,786)</b>	<b>1,219,961</b>	<b>(240,786)</b>
<b>Other</b>					
Interest on balances	(3,430)	(3,000)	(430)	(2,000)	(1,430)
Contribution to Refit Reserve	22,500	22,500	0	22,500	0
Contribution from Refit Reserve	0	0	0	0	0
Contribution from Other Reserves	(100,000)	(100,000)	0	(250,000)	150,000
Contribution to Other Reserves	121,755	86,539	35,216	29,539	92,216
<b>Total Other</b>	<b>40,825</b>	<b>6,039</b>	<b>34,786</b>	<b>(199,961)</b>	<b>240,786</b>
<b>CIFCA Levy</b>	<b>(1,020,000)</b>	<b>(1,020,000)</b>	<b>0</b>	<b>(1,020,000)</b>	<b>0</b>
<b>Net Committee Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

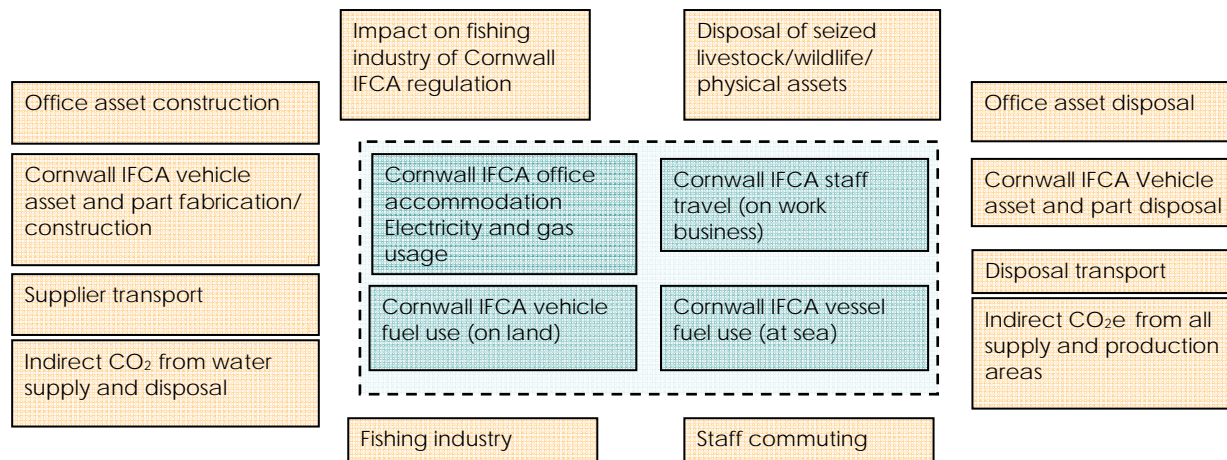
## Appendix 1b. Reserves

	Balance as at 1 <sup>st</sup> April 2012 £	Actual Movement		Projected Balance as at 31 <sup>st</sup> March 2013 £	Comments
		To Reserve £	From Reserve £		
<b><u>Reserve</u></b>					
<b><u>Specific Reserves</u></b>					
Survey & Refit	62,500.00	22,500.00	0.00	85,000.00	
<b><u>General Reserve</u></b>					
Sea Fisheries BER	455,766.61	121,755.00	(100,000.00)	477,521.61	
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>	460,060.21	121,755.00	(100,000.00)	481,815.21	
<b>Total</b>	522,560.21	144,255.00	(100,000.00)	566,815.21	

## Appendix 2. Carbon reporting

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 2012/13 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	8233.31
		Gas Fired Boilers (heating)	4413.05
Cornwall IFCA vessels	Saint Piran	Fuel Usage	228639.75
		Electricity Usage (external source)	No longer recordable
	Lyonesse	Fuel Usage	2803.87
	Avalon	Fuel Usage	2909.80
	Kerwyn	Fuel Usage	2332.90
Cornwall IFCA vehicles (including trailers)	Peugeot 308 (since Aug 2011) (WL11 JYS)	Fuel Usage	3160.06
	Landrover † (WK57 SNV)	Fuel Usage	4523.84
	Ford Ranger (since Aug 2011) (WK11BJV)	Fuel Usage	4805.64
	Own vehicle use	Fuel Usage	178.91
Staff travel	Travel to meetings (other transport)	Air	473.59
		Train	870.33
		Hire Car	442.41

Table1: Greenhouse Gas equivalent production by Cornwall IFCA

- \* Estimated figure based on a proportion of overall building use. In the 2012/13 financial year, Cornwall IFCA moved office location within the St Clare site. The proportion of the overall energy consumption of the offices is a weighted average of three months at the former site proportion and 9 months at the new proportion (derived as a ratio of office space to overall building footprint). The proportion figure is 5.06% of overall site energy consumption.
- † This figure does not include the additional weight of the trailer.

Cornwall IFCA's carbon assessment baseline for 2012/13 is 263.79 tonnes of CO<sub>2</sub>e.

For the 2012/13 reporting period, the 'per-staff member' CO<sub>2</sub>e figure for Cornwall IFCA is 18.29 tonnes.

This report represents the second year of operation for Cornwall IFCA. Over that year, new officers with enforcement duties have undergone considerable training that required a considerable amount of 'shadowing' activities. This involved a large number of officers travelling together to undertake inspections. This does not represent a standard or desirable working pattern. In the 2013/14 year, it is expected that the expanded enforcement team will be undertaking a considerably greater number of shore and sea patrols. This will result in a higher energy usage, but a much more efficient use of staff.

This carbon assessment exercise will be repeated on an annual basis. Recommendations will follow future reports as work patterns become established. This analysis will support the commitment of Cornwall IFCA to lead, champion and manage a sustainable marine environment.





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Cornwall Inshore Fisheries and Conservation Authority  
St Clare Offices  
St Clare Street  
Penzance  
Cornwall TR18 3QW

Phone: ++ 44 (0)1736 336842

Fax: ++ 44 (0)1736 336661

website: [www.cornwall-ifca.gov.uk](http://www.cornwall-ifca.gov.uk)

email: [enquiries@cornwall-ifca.gov.uk](mailto:enquiries@cornwall-ifca.gov.uk)

