



Annual Report 2013 to 2014



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.

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Foreword

The Cornwall Inshore Fisheries and Conservation Authority is required to publish an annual report "As soon as is reasonably practicable after the end of each financial year..."¹. This is the third annual report of the Authority. It reports against the 2013/14 Annual Plan, published in March 2013, comparing actual outputs and outcomes against proposed activities.

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 of the Environment, Food and Rural Affairs (Defra). The Defra support funding was originally programmed to run until April 2015 and then be reviewed, but on 8 January 2014, the Fisheries Minister announced it would be extended for a further year to allow for the general election.

This year saw the completion of the programme of staff recruitment which was started in 2011, with the final vacant enforcement position being filled. It is fantastic to see the vast increase in capacity and above all the flexibility of the team, which will be required in the forthcoming years, given the considerable demands being placed on the Authority.

A notable achievement this year for the Authority has been the award of Investors In People (IIP) status at the first attempt. All the staff have worked hard to put in place all the foundations necessary for obtaining the accreditation, but just as importantly, to embed the IIP principles into the organisation to develop its employees to their full potential over the coming years.

Edwin Derriman
Chief Officer and Head of Service
August 2014

¹ Section 178 of Marine and Coastal Access Act 2009.

Overview

General

The 2013/14 year was particularly notable in respect of the change in emphasis and focus of our work, brought about by the requirements of managing the Marine Protected Areas network. Officers and Members completed an incredible amount of work to meet the ambitious timetable set by Defra to introduce legislative protection for the five EMS sites in Cornwall's waters. The resultant Closed Areas (European Marine Sites) Byelaw was 'confirmed' by Defra in December 2013 and took immediate effect. Defra also announced in November 2013, that five Marine Conservation Zones (MCZs) would be designated in Cornwall's waters under the first phase of the Government's programme of 27 sites around England. This will considerably increase the research and enforcement activities for Cornwall IFCA in the forthcoming years.

On the 31 July 2014, the current Port of Truro Regulating Order for the historic sail and oar Fal oyster and mussel fisheries will expire. Cornwall IFCA will become the new regulating authority for these iconic fisheries. Considerable preparation work was required in the 2013/14 year in drafting the new regulating order and to plan its management and policing.

Alongside the considerable project work in 2013/14, Cornwall IFCA still had to undertake its routine work. This comprises the continued management of the authority, the management of the District through enforcement work and ongoing research and data gathering activities. This vital work can often go unreported as it does not answer specific projects, or is not directly covered in the High Level Objectives. However, it is the core work of Cornwall IFCA and helps to deliver the effective management of our fisheries.

Committee Members

The full Committee of the Authority met on four occasions: 24 June, 20 September, 6 December 2013 and 14 March 2014. All minutes and meeting papers can be downloaded from the Cornwall Council website². A brief summary of each meeting is contained in the Committee report section of this document.

² Other formats are available on request.

In the 2013/14 year, there were several changes in the membership of the Cornwall IFCA Committee. Elections to Cornwall Council were held in May 2013, and subsequently appointments were made to Cornwall IFCA Committee.

- Councillors Folkes, Hatton and Wallis left the Authority;
- Councillors Bunney, Kaczmarek, Mann, Mitchell and Penny joined the Authority; and
- Councillors Brown and Fitter remained on the Authority.

The 2013/14 year also saw the resignation of the MMO representative Collin Pringle, who left to take up a new role as a manager of a monkey welfare organisation in Africa. The vacancy was filled by Nathan de Rozarieux.

Staff Recruitment, Turnover and Training

The 2013/14 financial year saw the appointment to the final enforcement vacancy bringing the Service up to full complement. The successful applicant has started a full personal training programme that will last many months before they are fully trained.

No member of staff left the Service during the 2013/14 year.

The year also saw a considerable investment in training and development of all staff as well as training for new Members of the authority. Aside from the statutory revalidations required of some officers, specific training included:

- Training for new Members in byelaw formation and the duties of the IFCA;
- Excel training for a number of officers;
- Training in the use of online management of payment cards;
- EA warrant training for all warranted officers;
- Training for specialist officers in undertaking Habitat Regulation Assessments;
- Further training in performance management for all managers;
- Training for all warranted officers in use of notebooks and interview management;
- Training for warranted officers in the use of iVMS software; and
- Training for all officers in safeguarding children and vulnerable adults.

Feedback on focus and priorities

There were three key priority areas of work planned for 2013/14:

1. Marine Protected Areas (MPA) management planning;
2. Byelaw review; and
3. Enforcement.

MPA Management Planning

Since Defra's change in approach to the management of fisheries in European Marine Sites (EMS) in 2012, the work emphasis of all ten Inshore Fisheries and Conservation Authorities (IFCAs) has changed dramatically. During this reporting period, the concentration was mainly on the management of EMSs until December, culminating in several byelaws around England. However, as MCZs started to be designated during the year and consultation started on a potential Special Protection Area (pSPA) the Authority's officers turned their attention to those issues in January 2014.

European Marine Sites

Extensive work to develop and introduce a byelaw to protect EMS in Cornish waters by the December 2013 deadline, took up a massive amount of research, consultative and data gathering work. Fig. 1 shows the areas inside the red line of the District that have been protected by the new byelaw. Four sites (Land's End and Cape Bank, Lizard, Fal and Helford and Plymouth Sound and Estuaries) have full protection from mobile bottom fishing gear and one site (Eddystone Reefs) has protection for all its reefs, with access allowed in 'corridors' between the reefs (Fig. 2). The resultant byelaw and all the supporting evidence that was collected to support the byelaw is available on our website at http://www.cornwall-ifca.gov.uk/new_byelaw. The creation of the Closed Areas (European Marine Sites) Byelaw was an important step in managing European Marine Sites. Further work will need to be started to identify potential issues with "amber" (activities that may pose a risk to the site features of EMS) and "green" activities (unlikely to pose a risk but must be investigated) which occur in the designated sites.

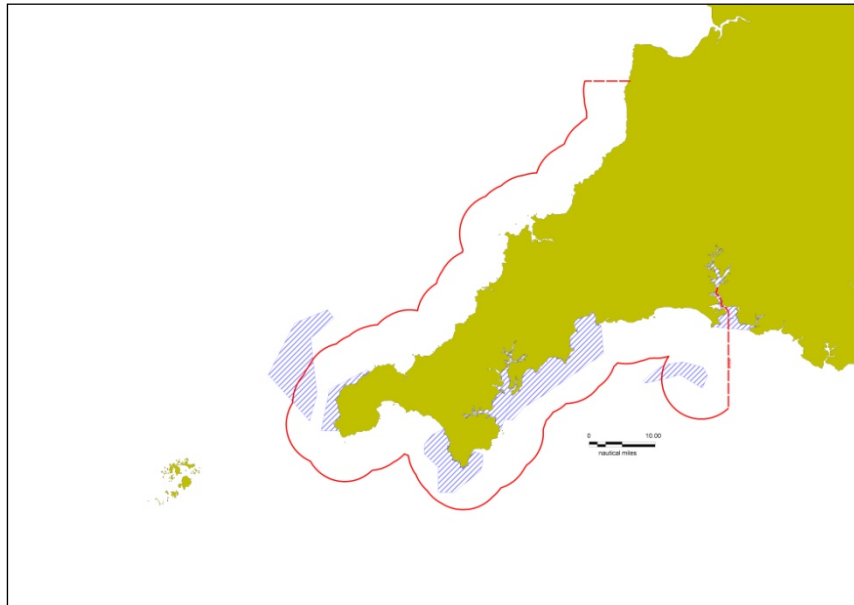


Fig 1. Cornwall's European Marine Sites

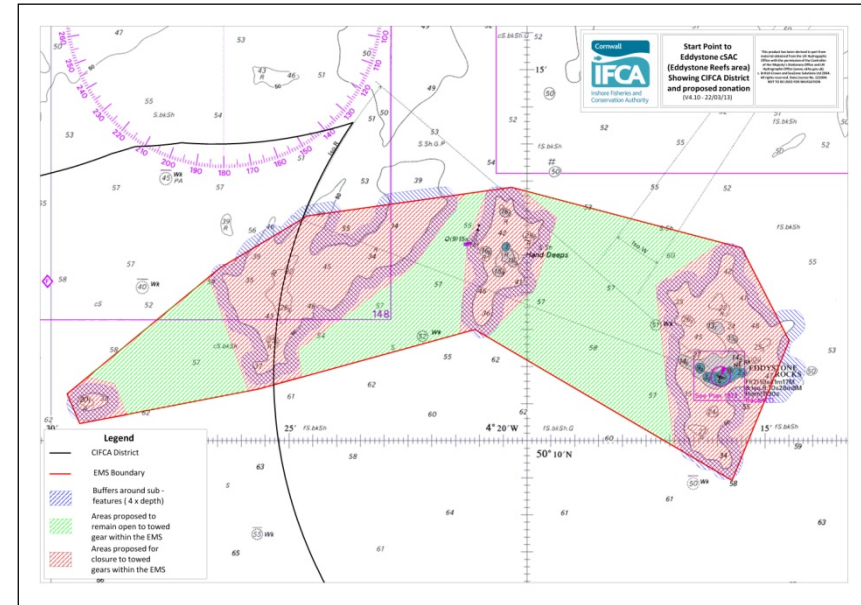


Fig 2. The Eddystone section of the Start Point to Plymouth Sound and Eddystone SAC

Marine Conservation Zones

In Tranche 1, five MCZs were designated by the Government in Cornwall's inshore area. They are Padstow Bay and Surrounds, Upper Fowey and Pont Pill, the Manacles, Whitsand and Looe Bay, and Tamar Estuaries. Tranche 2 sites in the Cornwall IFCA District were announced in February as Mounts Bay, Land's End, Newquay and the Gannel, and Hartland Point to Tintagel. Initial scoping work has been undertaken for these sites.

Byelaw Review

Members of the Byelaw Working Group (BWG) considered the majority of the 64 byelaws which were inherited in 2011 by Cornwall IFCA from Cornwall Sea Fisheries Committee, Devon Sea Fisheries Committee and the Environment Agency (EA). Although several byelaws were debated and agreed by the full Cornwall IFCA Committee, the process has paused whilst there is national

Report on Cornwall IFCA marine assets

development of standardising impact assessments (IA) and the format of byelaws. Some of the byelaws are expected to be put to formal consultation in the following year.

As mentioned above, a new byelaw to protect EMSs from bottom towed gear was developed, consulted upon, made and confirmed in 2013. In January 2014, a stakeholder expressed concerns that his business was unfairly affected by the byelaw. The complex situation meant that Cornwall IFCA and Defra started to explore powers contained within MaCAA to address the situation.

Separately a query emerged when existing netting byelaws were considered by the Byelaw Working Group, on the extent of IFCA's powers and functions under the Marine and Coastal Access Act 2009 (MaCAA) with respect to the protection of salmonid species. This required considerable correspondence between the IFCAs, Defra, the Marine Management Organisation (MMO) and the EA, as well as seeking independent legal advice from various sources. Unfortunately, the legislation is not as clear as it would be hoped, and organisations on all sides of the argument engaged with each other to find a workable solution.

Enforcement

With a full complement of enforcement officers, Cornwall IFCA has undertaken a lot of work to monitor fishing activity in the rivers, and around the coast. A Risk Based Enforcement Plan helped to focus attention on the main issues that affect the District so that resources could be directed at appropriate concerns or issues. The basic enforcement activities for the year are as follows:

●	Offshore patrols with Saint Piran	-	72
●	Standalone RIB patrols	-	32
●	Joint patrols (EA, MMO, Police etc.)	-	17
●	Serious offenses detected	-	15
●	FAPs ³ offered	-	3
●	Court Prosecution	-	3

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

³ Financial Administrative Penalties

Saint Piran



- 27m patrol vessel (built, 2000, Damen Shipyard, The Netherlands).
- Two 1350hp 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 the 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 2013/2014, Saint Piran:

- Conducted 72 patrols;
- Spent 565 hours at sea; and
- Covered 6263 nautical miles.

In total 191 fishing vessels were boarded as part of the patrols using Saint Piran.

Patrol numbers were up on the previous year despite the long spell of poor weather at the start of 2014. This reflects the more numerous and hence more flexible enforcement team.

As well as the standard enforcement patrols, Saint Piran undertook patrols with the Marine Management Organisation. She was also used by Cornwall IFCA's research team as part of the survey programme.

In the 2013/14 year Saint Piran assisted a number of local fishing vessels.

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 delivered in 2000 with Saint Piran and has continued to run reliably, covering 1085 nautical miles in 140 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 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. 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 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. A new storage facility at Chacewater was acquired for Avalon this year after our previous facility at the Penzance Fire Station became unavailable. The central location of the new facility provides good access to the entire county and improved launch times. Avalon covered 678 nautical miles in 97 hours at sea this year. She 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. A new 9.9HP Yamaha outboard engine was purchased this year to replace the existing auxiliary outboard, which was transferred to Lyonesse. Avalon's 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.

Kerwyn

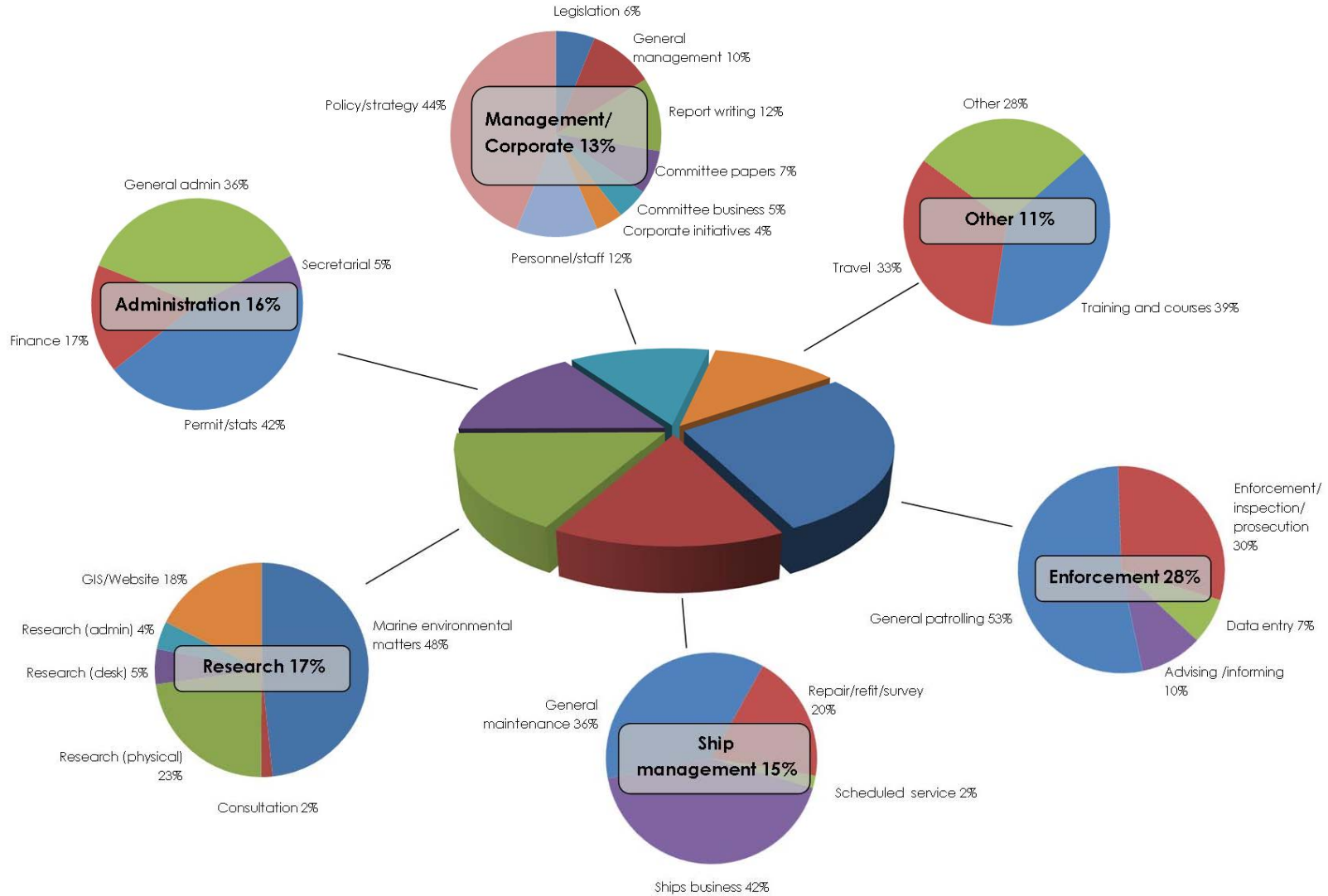
- 7.2m fibreglass trimaran (Cheetah Marine, UK).
- Inboard 185hp Yanmar diesel engine coupled to a Hamilton jet drive.
- Max speed: 10 knots.
- Primarily used for survey and research work.
- Launched from trailer.

Kerwyn was used for a number of underwater surveys during the year 2013/14 including acoustic, drop down video and ROV⁴ surveys. She was also used for ten days of seabird by-catch monitoring within the Falmouth Bay to St Austell Bay pSPA between October and the end of March. Kerwyn was also used to carry out the first annual Cornwall IFCA led Fal oyster survey.

During her annual servicing and refit, Kerwyn had her three forward facing and two side windows replaced with 6mm toughened glass set in aluminium frames. This work enabled her to comply with changes to the Work Boat Code. The contract was awarded to Mylor Yacht Harbour who provided the best overall tender. Mylor Yacht Harbour also carried out the annual engine and water jet servicing work.

⁴ Remotely Operated Vehicle

Report on Cornwall IFCA staff activities



HLO and Annual Plan report

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

High level objective		Cornwall IFCA 2013-14 Work Plan Action	Cornwall IFCA 2013-14 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.	1.1 Gather evidence/information to feed into next year's annual plan, ensuring it reflects Member, staff and stakeholder input.	Plan is published by 31 March 2014.	●
		1.2 Gather evidence/information to feed into the 2012/13 Annual Report.	Report of 2012/13 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).	No specific work stream this year.	No specific work stream this year.	●
1c	Develop and deliver a people capability strategy, which ensures that staff can deliver the organisational objectives as set out in annual plans.	1.3 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: An annual staff performance monitoring system; and A performance improvement procedure.	1.4 Staff management system developed, tested and introduced.	Complete year zero appraisals in April 2013, midyear reviews conducted through the year and complete reviews in April 2014.	●
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.	1.5 Develop system to allow staff and Members to contribute to, and comment on IFCA policies and business.	Report from Investors in People 'health check' by July 2013. Award of Investors In People status by June 2014.	●

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

Success Criterion 1: Narrative report

HLO 1a: Annual Plan/Annual Report ●

2014/15 Annual Plan published by 31 March 2014.

2012/13 Annual Report published by 31 August 2013.

HLO 1b: Long term strategy ●

Whilst there were no specific work streams assigned to HLO 1b in the 2012/13 Annual Plan, Cornwall IFCA continued to develop its understanding of issues within the District, particularly with reference to the Marine Protected Area network. Activities which would respond to this High Level Objective include:

- Continued development of the risk matrix for the management of European Marine Sites (EMS) within the Cornwall District;
- Development of a Fal Shellfisheries Regulating Order managing the historic sail and oar, oyster and mussel fisheries; and
- Seabird by-catch monitoring in the Falmouth Bay to St Austell Bay potential Special Protection Area (pSPA).

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

The performance indicators 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 2013/14 financial year saw the Performance Management and Development programme operating for the first time, having been designed in consultation with all staff and agreed by the Committee in the previous year. All staff undertook an initial appraisal in April 2013, which involved formally establishing the key objectives for the year, as well as agreeing a set of behavioural expectations which were developed at a team away day in December 2012. This first appraisal meeting also gave the opportunity for a service wide skill gap analysis. The purpose of the skill gap analysis was to help Cornwall IFCA ensure it has sufficient skills to fulfil its duties under the Marine and Coastal Access Act 2009 and to ensure business continuity in the event of staff illness, or turnover. This process also allowed managers and senior managers to request that individuals undertook training and development to improve organisational resilience where key areas of work were dependant on one or two individuals. The skill gap analysis has been adapted and incorporated into an induction pack and process for future new starters.

In March 2014 Cornwall IFCA published its People Capability Strategy. This document described the individual and organisational learning and development activities undertaken by Cornwall IFCA. It also looks at wider aspects of employee involvement, reward and recognition strategies, and Cornwall IFCA's commitment to the Equality and Diversity agenda. The People Capability Strategy 2014 is available to download from the Cornwall IFCA website⁵.

HLO 1e: Staff involvement and engagement ●

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

HLO 1c: "Work will start during 2011/12 on developing and implementing systems that enable all staff and Members to contribute to, and comment on, all IFCA policies and business. This work will be completed by September 2012. The systems will follow best practice/principles in investing in people."

⁵ Other formats are available on request.

The People Capability Strategy published by Cornwall IFCA describes a number of the mechanisms for involving and engaging staff with the business and policies of Cornwall IFCA. Members are involved with key policies and strategies through discussion and presentation at Committee meetings.







In March 2014, Cornwall IFCA was awarded Investors in People Status. This fantastic achievement reflects the success Cornwall IFCA has made in managing the increase in its staff and the developments made in staff and organisational management and development over the past three years.

Work continues to develop organisational management resulting from recommendations made through the Investors In People report.



Senior Enforcement Officer Dan Matthew
aboard Saint Piran (©Freddie Reed)

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 2013-14 Work Plan Action	Cornwall IFCA 2013-14 Work Plan Performance Indicator	Status	
2a	<p>By April 2015 demonstrate that:</p> <ul style="list-style-type: none"> Key issues likely to impact on the sustainable management of the marine environment in the IFC District are identified and evaluated using the best available evidence and a range of management options is considered; The impacts that different courses of action might have in managing those key issues are thoroughly evaluated; Proportionate regulation (for example introducing a legal mechanism such as a byelaw) is used as a last resort; The effectiveness of interventions to improve the delivery of beneficial outcomes is continuously monitored; and There is a clear IFCA Committee process for dealing with agreed interventions quickly, efficiently and effectively, particularly for emergency byelaws. 	2.1 Assessment work continued during the year to identify any fishing issues impacting on the sea fisheries resources in the District.	Assessment work continued during the year to identify any issues impacting on the resources in the District.	Work continues to assess the issues impacting on fisheries resources and the marine environment within the District including spatial and temporal issues.	
			Development of new byelaw to remove high risk activities from EMS designated features.	New byelaw in place by 31 December 2013.	
			Preparation of Regulatory Impact Assessment to support new EMS byelaw.	Regulatory Impact Assessment produced.	
			Scoping of medium and low risk activities and supporting survey work to inform additional measures for EMS.	Matrix and Site Action Plans completed for amber/green activities. Evidence gaps identified and appropriate survey work planned and commissioned.	
		2.2 Defra and MMO guidance for making byelaws is assimilated and followed by relevant officers and all Members. Training for Members given where necessary.	All byelaws made after April 2011 will meet MMO and Defra guidance. Byelaw Working Group (BWG) is active.		
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.	2.3 Byelaw review of all legacy byelaws (CSFC, DSFC and EA).	Byelaw review to continue throughout 2013/14. BWG is meeting regularly and full Committee considering and acting on BWG reports.		

Success Criterion 2: Narrative report

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

Any byelaw made by Cornwall IFCA must further the conservation of sea fisheries resources in the District. The process of making, altering or revoking a byelaw is governed by a statutory process and requires a comprehensive Impact Assessment. The Impact Assessment is a document that assesses the intended and unintended, positive and negative impacts of proposed new law. Impact Assessments are based on best available evidence and in some instances this evidence may include the knowledge and experience of officers, Members and stakeholders.

During the 2013/14 financial year Cornwall IFCA successfully created the Closed Areas (European Marine Sites) Byelaw. Cornwall IFCA undertook direct research, mapping site features around the Eddystone Rocks. This allowed the byelaw to prohibit dredging in areas where it would damage site features, whilst permitting fishing activities in areas away from site features. Cornwall IFCA worked with other IFCAs facing similar issues, as well as with the MMO byelaws review team.

The creation of the Closed Areas (European Marine Sites) Byelaw was further complicated by the requirement to make a new Regulating Order for the Fal to allow oyster and mussel dredging to continue in the traditional manner. This involved careful consideration in order to specify the parts of the Fal which could be dredged, so as to largely avoid the designated site features of the Fal and Helford SAC. Survey work was carried out to identify the features sensitive to dredge fishing, with the results used to guide the decision on where the southern boundary line for the Regulating Order would be drawn.

In December 2013 Cornwall IFCA made its Vessel Monitoring Byelaw. The byelaw will bring in a requirement for inshore boats to be fitted with some form of inshore VMS (iVMS). This process will be introduced in a phased manner starting with boats operating bottom towed gear in EMSs.

As part of the preparation for this work a trial iVMS unit was fitted to Saint Piran. This demonstrated very good coverage for data transmissions using the mobile telephone network (GPRS). Only rarely did the unit automatically switch to using the satellite system when GPRS signal was lost.

A similar GPRS only iVMS unit was fitted to the RIB Avalon to test for signals when operating in rivers and estuaries, where the remoteness and high sided valleys might pose a reception problem. However, it was also found to work very well, with very few breaks in data reception. Even where signal loss did occur, the unit was able to store vessel data until such time as a signal was restored, and information then transmitted. Further testing was ongoing.

Data sharing issues delayed sending the VMS Byelaw to Defra for confirmation, but it is hoped that progress will be made in 2015.

Nationally, plans for type testing of suitable iVMS hardware were agreed, but the timetable slipped due to European Union (EU) procurement regulations in respect of an associated contract for data sharing involving the EU Hub.





HLO 2b: Byelaw review ●

The Byelaw Working Group (BWG) met four times in the period. Cornwall IFCA is well underway to meet HLO 2b "By April 2015, all legacy byelaws have been reviewed and evaluated against current evidence base...". Every legacy byelaw has, at least, reached discussion stage in BWG meetings and several new byelaws have been drafted and will be 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.

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 applied in Cornish waters. This is a long process, complicated by the requirements of EMS and the anticipated requirements of MCZs.

Regional meetings were held with officers from other south and south-western IFCAs, MMO and EA to discuss the harmonisation of byelaws as well as progress with their making and confirmation, and other related issues which had arisen.

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

High level objective		Cornwall IFCA 2013-14 Work Plan Action	Cornwall IFCA 2013-14 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.	3.1 Annual risk based enforcement plan developed and published. Review quarterly and at end of year.	Risk based enforcement plan is published on CIFCA website and available from the office.	
3b	Develop a code of conduct for inspections that aligns IFCA activity and procedures with national standards.	3.2 Nationally determined standards are developed for officers' enforcement knowledge and performance.	Nationally determined standards are being developed for assessing officers' enforcement knowledge and performance. This will be fed into mandatory enforcement training, to be attended by all warranted officers.	
		3.3 Annual enforcement plan is written and published.	Annual enforcement plan is reviewed and amended accordingly, then published on CIFCA website and available from the office by 31 March 2014.	
		3.4 Inspections code of conduct reviewed during the year and published.	Inspections code of conduct is published on CIFCA 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. Cornwall IFCA published the 2014/15 Enforcement Plan at the end of March 2014, which includes a risk-based enforcement strategy for the year. The higher enforcement risks identified in the previous plan remain as top priorities for inspections work. New enforcement risks in relation to bottom towed gear were added, having taken into account the new byelaw to restrict such fishing activity in European Marine Sites within the District. On a monthly basis, enforcement officers met to discuss and plan work, drawing upon the risk based enforcement strategy. Where changes to enforcement priorities were identified, they were acted upon, accordingly. The enforcement plan is available from the Cornwall IFCA website, or in hard copy from the office.






HLO 3b: Codes of conduct for inspections and enforcement training ●/●

Cornwall IFCA has a written 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.

Cornwall IFCA requires that all officers who hold a warrant must be trained in enforcement/investigative skills and be sufficiently knowledgeable and experienced to be able to explain and enforce the relevant European, national and local legislation. Work continued on establishing national standards for assessing enforcement officers' knowledge and performance through a national training body (MMO and IFCAs). In the current absence of a set standard, Cornwall IFCA is developing 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.

A three day course for ten officers holding the IFCA warrant was run by Cornwall IFCA using an independent trainer. Notebook completion and interview skills using notebooks and tape machine were covered to a high level and was well received by all attendees.

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

High level objective		Cornwall IFCA 2013-14 Work Plan Action	Cornwall IFCA 2013-14 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.	4.1 Fulfil the ongoing MOA with Natural England.	Production of data for Natural England subsequent to survey activities.	
4b	By April 2012, develop a stakeholder engagement and communication strategy with corresponding plans that: <ul style="list-style-type: none"> • Demonstrate transparency and a balanced approach to dealing with key stakeholders; and • Enable consideration of stakeholder views when making decisions. 	4.2 Continue to develop a database from the current list of stakeholders. Review every six months.	A database of stakeholders is updated every six months.	
		4.3 Maintain website in line with web management plan.	CIFCA website will be maintained in accordance with web management plan. Staff meeting minutes will demonstrate regular web developments and updates.	
		4.4 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 30 September 2013.	
		4.5 Publish a 2013-15 Communication Strategy.	2013-15 Communication Strategy published by 30 June 2013.	

Success Criterion 4: Narrative report

HLO 4a: Memoranda of understanding (MOU) and Service Level Agreements (SLAs) ●

Cornwall IFCA has established MOUs with all relevant bodies: CEFAS, the EA, MMO and Natural England, and SLAs are in place with Cornwall Council for relevant work streams.

In addition, Cornwall IFCA also has a Memorandum of Agreement (MOA) 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 in return for the purchase of specific survey equipment. This MOA continues until March 2016 and in this year, survey days were used to carry out habitat verification studies. Additionally, further sidescan and drop down video surveys to identify habitat extent and distribution were completed on both coasts around the District.

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. The website is updated as required and reviewed on a month by month basis, with a full development review once a year.

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. This work stream has been delayed in favour of producing mobile display material and promotional giveaways which were used in a variety of settings across Cornwall.

Work has begun on the design of the harbour boards which are now scheduled to be installed in 2014.

The Cornwall IFCA Communication Strategy was published in June 2013. As part of this work, two stakeholder sectors were identified for initial survey work; those being Cornwall IFCA Shellfish Permit holders and partner agencies. A full report on the results of these surveys can be found at the end of the narrative report on HLO 7.

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

High level objective		Cornwall IFCA 2013-14 Work Plan Action	Cornwall IFCA 2013-14 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.	5.1 Develop strategic research plan, consult and incorporate relevant comments, Committee considers and approves following any necessary amendments.	Committee signs off strategic research plan (2013 – 2015) by September 2014.	
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.	5.2 Develop an action plan for how key information is to be gathered to fill evidence gaps in EMS process for amber/green activities. Shared between IFCAs and other key delivery partners as appropriate.	Planned desk based and, where appropriate, practical survey work undertaken to support management options for EMS amber/green activities in line with Defra guidance. Data gathered and shared with Cefas using agreed protocols.	
		5.3 Representative scientific officer(s) to attend annual science conference.	CIFCA officer(s) will attend and, if appropriate, present at annual IFCA scientific conference.	
		5.4 Representative CIFCA officer(s) to be proactively involved in Technical Advisory Group (TAG) and other relevant national networks to share best practice.	CIFCA officer(s) will be proactively involved in relevant evidence networks and events to share best practice e.g. TAG. Remote sensing course held in 2013.	
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.	5.5 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.	

Success Criterion 5: Narrative report

HLO 5a: Strategic research plan ●

A strategic research plan has not been developed. The previous year's priority has been to deliver the survey work required to support our EMS bylaw. This has placed exceptional demands on Cornwall IFCA's research team to develop new surveys and capabilities. This has been a journey of discovery. As new issues arose, new ways of working were required to respond to them, particularly in response to Defra's change in approach to the management of fisheries in EMSs. The fluid situation and the need to quickly develop new methods and capabilities meant that a five year Strategic Research Plan has been considered not to be a useful document, nor a good use of limited officer time, as it would quickly become obsolete.

HLO 5b: Information sharing ●

Cornwall IFCA's scientific officers continue to play an active part in the national IFCA Technical Advisory Group (TAG). In June 2013, Cornwall IFCA's Principle Scientific Officer was appointed as Chair of TAG and organised and ran the annual TAG conference. This was undertaken in partnership with colleagues from Northumberland IFCA and North Eastern IFCA, who also co-funded the conference. The conference, held in Scarborough, focused on the challenges presented by Defra's revised approach to fisheries management. Considerable progress was made towards a more streamlined and where possible, consistent approach to undertaking habitats regulations assessments. The conference was also a valuable opportunity to build closer links between the IFCAs and other organisations like Cefas in order to find opportunities for more partnership working.

This relationship with Cefas strengthened further during this year with work which the research team put into developing technical capacity and expertise to deliver our drop down video surveys to agreed national protocols.

The research team also worked directly with Isles of Scilly IFCA to develop their lobster and crawfish tagging project and spent a week working out on the islands, tagging lobsters on local potting vessels. This was a great opportunity to work with the island's fishermen and to gain experience of another fishery and different ways of working.






A three year collaborative project also started with the University of Exeter (Tremough Campus), Marine Conservation Society and Natural England to investigate habitat regeneration within the Eddystone SAC, in areas now closed to bottom towed gear.

HLO 5c: Evidence based policy ●

The development of the Closed Areas (European Marine Sites) Byelaw clearly demonstrated the benefit of gathering, analysing and using evidence derived from a range of sources to inform and refine our management policy decisions. The location and extent of the reefs within the Eddystone section of the Start Point to Plymouth Sound and Eddystone SAC was identified through a drop down video survey. This survey was designed and developed by combining a number of different data sets. The information was used to delineate a series of zones within this SAC where clear channels existed between areas of rocky reef. The survey was accurate enough to map the reef and ensure that buffer zones would be sufficient to prevent any potential damage to the reef features. This balanced approach allowed fishing to continue in specific areas whilst offering protection to site features. The subsequent byelaw was made by the IFCA Committee in June 2013 and confirmed in December 2013, as required by Defra's timeframe for this process. The presence of these zones of access and closure within the Eddystone area has provided the basis for the design of the collaborative research project mentioned in HLO 5b.

On 20 January 2014, a consultation began on the proposal for a new European Marine Site, the Falmouth Bay to St Austell Bay Special Protection Area (SPA). This proposed SPA is intended to protect three overwintering bird species, the Great Northern Diver, Slavonian Grebe and Black-throated diver. In advance of the public consultation, Cornwall IFCA developed a two year study, funded by Natural England, to investigate under what circumstances, and in what number, these diving bird species become caught in nets. The purpose of this study was to provide evidence to inform future management decisions which may arise from the designation of this site. The study involved the co-operation of fishermen netting within this area and was carried out using Kerwyn and Avalon during the very stormy winter months experienced between October 2013 and March 2014.

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

High level objective		Cornwall IFCA 2013-14 Work Plan Action	Cornwall IFCA 2013-14 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.	6.1 The development of shared objectives and management options with the MMO and neighbouring IFCAs in response to the requirements of MPAs.	Management options for high and medium to low risk activities on reef features within EMS developed and implemented by December 2013.	
6b	By April 2013, develop and implement action plans for communicating and educating coastal communities about sustainable management of the marine environment.	6.2 Development of strategic and detailed plans for management of consultation, communication and education activities.	Publication of Communication Strategy by June 2013.	
		6.3 Survey of relevant stakeholders is planned and undertaken. Responses to be fed into next year's communication plans.	Stakeholder survey undertaken by April 2014.	
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.	6.4 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. Work continues, where possible, to harmonise byelaws with Devon and Severn IFCA and the MMO where our districts meet. This has been particularly important with regard to the management of shared European Marine Sites such as Cape Bank and Land's End SAC.

HLO 6b: Communication and education ●/●

Cornwall IFCA has developed a communication strategy, which was published 2013. It defines the key messages Cornwall IFCA wishes to publicise about itself, defines stakeholder sectors, and describes how Cornwall IFCA will communicate, educate and consult on its future work. The strategy is available from the Cornwall IFCA website or on request from the office.

During the 2013/14 financial year a number of engagement meetings were held with both fishing representative groups and the wider public. The public meetings held by Cornwall IFCA included:

- Regular Fal Fisheries Regulating Order meetings;
- St. Ives Bay closure bird by-catch trigger figure setting meeting; and
- Three public open drop-in sessions to inform the public regarding the implications of the change in management approach to European Marine Sites. These were held in June 2013 at Looe, Truro and Penzance and were also attended by representatives of Natural England and the MMO.

In December 2013 Cornwall IFCA conducted some survey work with a key stakeholder group, Cornwall IFCA's shellfish permit holders. This is the first group to be surveyed as part of an ongoing programme over several years. A full report on this survey, as well as the results of the partner agency survey can be found at the end of this section on page 33.







HLO 6c/6d: Evidence based policy ●/●

Cornwall IFCA has continued to identify and prioritise issues relating to sea fisheries in its District. Principally, in 2013/14 the focus was on developing the EMS byelaw and preparation for the work to commence on the MCZ network in following years. As well as specific research work required for the production of management options, Cornwall IFCA completed the first year of a bird by-catch survey in the Falmouth Bay to St Austell Bay pSPA. The survey was planned in anticipation of the public consultation on the pSPA. As a result Cornwall IFCA has gathered additional data to inform any management options which may be required to protect the site features.



Measuring a bream as part of a small fish survey

Success Criterion 7: IFCAs are recognised and heard

High level objective		Cornwall IFCA 2013-14 Work Plan Action	Cornwall IFCA 2013-14 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.	7.1 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.	
		7.2 Arrange/attend regular liaison meetings and <i>ad hoc</i> joint or collaborative activities.	CIFCA officers attend a range of liaison meetings. 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.	7.3 A Listening and Learning policy incorporating a Compliments, Comments and Complaints procedure is published by July 2013.	Publication of Communication Strategy by July 2013.	
		7.4 CIFCA website updated monthly.	Records kept showing CIFCA website is reviewed and updated monthly.	
		7.5 CIFCA will promote its corporate brand.	Autumn/winter stakeholder survey demonstrates good recognition of Cornwall IFCA brand.	
		7.6 Assess all staff against agreed expectations relating to stakeholder interaction.	Staff will have been appraised against agreed expectations by 2014 through the Performance Management and Development Programme.	

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 the Chairman. Cornwall IFCA's Chairman is currently the vice-Chair of the AIFCA. Staff from the research team also participate in the national IFCA Technical Advisory Group (TAG), which reports to the AIFCA Chief Officers' Group. In June 2013 the Principle Scientific Officer was appointed as the Chair of the IFCA TAG for 18 months.

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

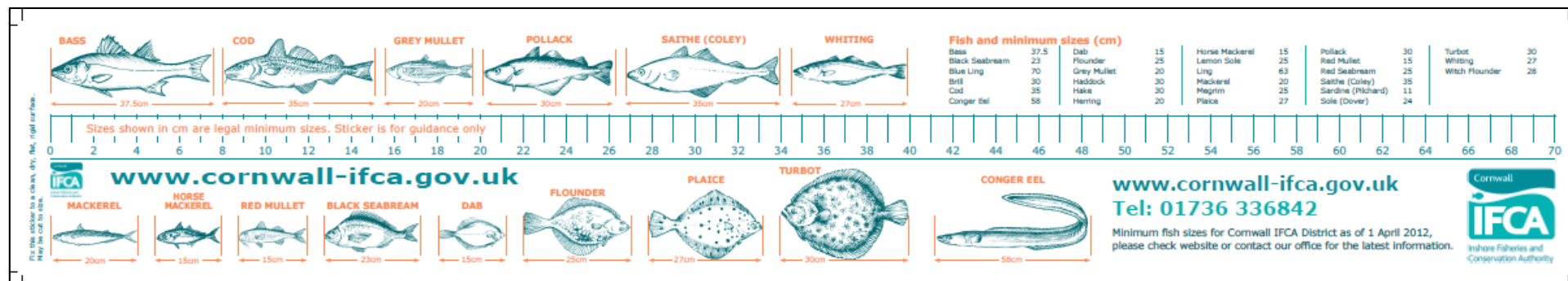
Cornwall IFCA's Listening and Learning Policy (incorporating the Compliments, Comments and Complaints Policy) was published in June 2013 and is available from the Cornwall IFCA website⁶.

Cornwall IFCA's website is updated regularly, reviewed monthly and has a full development review on an annual basis.

In the 2013/14 financial year, Cornwall IFCA produced a number of different promotional items to engage with targeted stakeholder groups. These items serve a number of purposes including promoting brand recognition of Cornwall IFCA, helping to meet the success criteria that IFCAs will be recognised. The material also distributes our contact details as well as key information, advice and legislation. It helps to support compliant behaviour and to provide "on hand" contact details, encouraging stakeholders to contact us to report activities and for advice and guidance. Material distributed in the 2013/14 year included:

⁶ Other formats are available on request.

- Fish measuring stickers. Targeted at the recreational sector, these feature contact details as well as key species minimum sizes.
- Tide Tables. These were targeted both to the commercial and recreational sector and included contact information as well as key minimum sizes for fish and shellfish.
- Mouse mats and coasters. These were intended to be brand recognition tools and were targeted at the commercial sector.
- Shopping trolley coin key rings and floating key rings. Targeted at a wide range of stakeholders, these display the Cornwall IFCA logo as well as our contact information.
- Pens and notebooks. These display contact information and are generally handed out and used when running consultations or public meetings.



Cornwall IFCA fish sticker.

Report on stakeholder survey

Over the winter months of 2013-14, Cornwall IFCA undertook a programme of stakeholder surveys to benchmark the level of understanding and satisfaction of two stakeholder groups. The groups identified for this first round of sampling were:

- Cornwall IFCA's shellfish permit holders; and
- Partner organisations and suppliers.

The permit holder survey forms were sent out with every permit renewal form. Recipients were asked to complete the survey (anonymously and voluntarily) and return it with the completed permit application. To survey partner organisations, an online survey was created and shared electronically. It is intended to carry out further survey work in future years as part of a rolling programme which will extend to other stakeholder groups.

Permit Holder Survey

The intention of the survey was to measure:

- Permit holder's understanding of Cornwall IFCA and its committee structure;
- Permit holders use of different communication channels; and
- Permit holder's satisfaction with their experience of Cornwall IFCA.

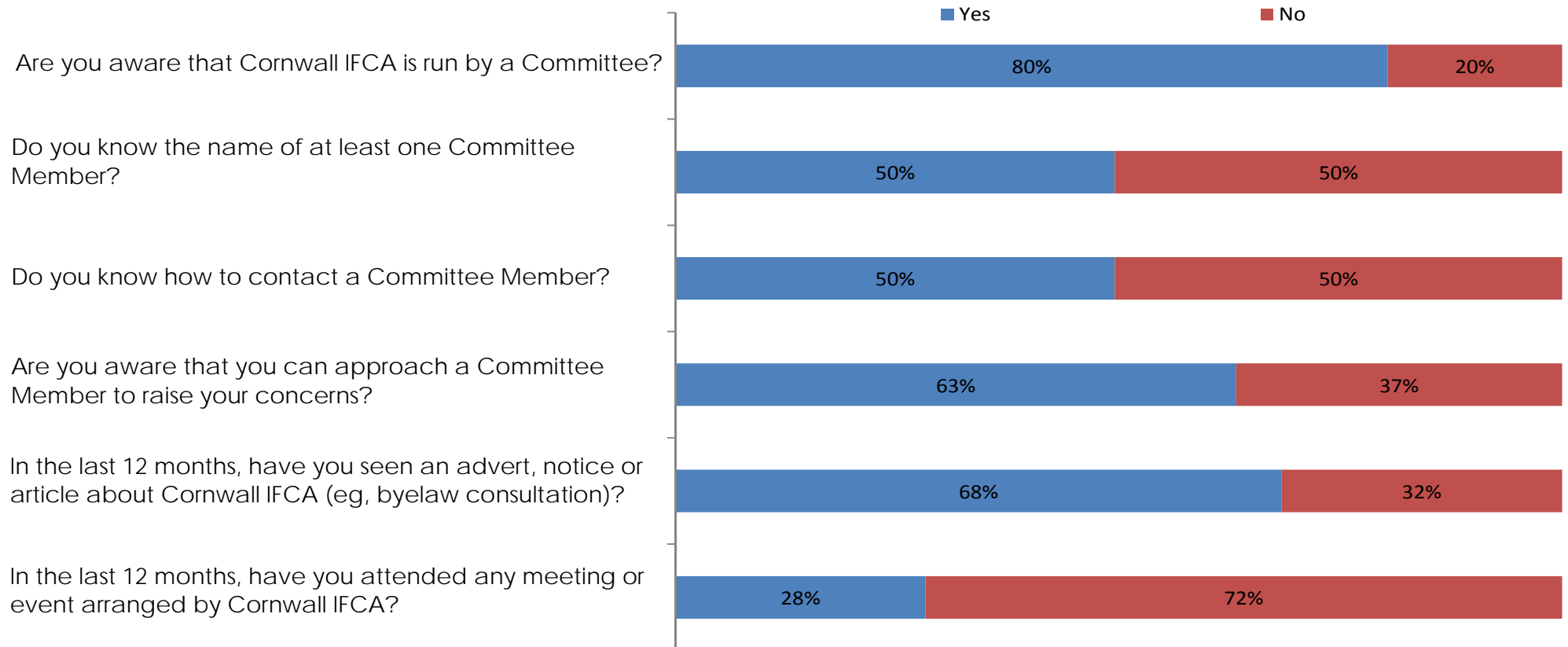
Returns were recorded anonymously. Permit numbers were requested to ensure that the survey is completed by permit holders only and to provide us with information as to the geographic spread of returns. The page with the permit numbers was separate from the rest of the survey and this page was separated from the main survey before the data was processed.

By the close of the survey, Cornwall IFCA had received 260 permit renewal applications of which 129 permit numbers⁷ were associated with a survey. This is a 49% return rate which can be considered to be a fairly representative cross section of our permit holders. However, it must be noted that this was a self-selecting group.

⁷ Some of the surveys were completed for a number of permit numbers by individuals who own a number of vessels.

Understanding of Cornwall IFCA and its structure

The first part of the survey looked at how permit holders understood the committee structure of Cornwall IFCA.



The results indicated that our permit holders are aware that Cornwall IFCA is governed by a local committee. However, 50% were unable to name at least one Committee member and/or did not know how to contact one. This indicates more work is needed to promote awareness of the Committee amongst this group, and most likely to the wider community.

The responses to the question if permit holders had “seen an advert, notice or article about Cornwall IFCA” showed that more than two thirds reported positively. This is reassuring as this is a key method of informing stakeholders regarding byelaw consultation, new legislation and changes to national legislation. Cornwall IFCA is working to increase its media profile and it will be interesting to see if this figure rises in future surveys.

It was of concern that so few permit holders had attended a meeting or event organised by Cornwall IFCA. Cornwall IFCA holds public meetings every two years, with other ad-hoc meetings to tackle specific issues. It is worth noting that in the preceding 12 months to the issuing of this survey there was no specific issues that would immediately affect the shellfish permit holders. Therefore it is possible that, had there been such an issue, attendance amongst this group would have been higher. It has been difficult to get individuals from the commercial sectors to attend events and public meetings. Work will continue to publicise and encourage attendance at our meetings.

Cornwall IFCA website

The next set of questions explored the use of the Cornwall IFCA website.

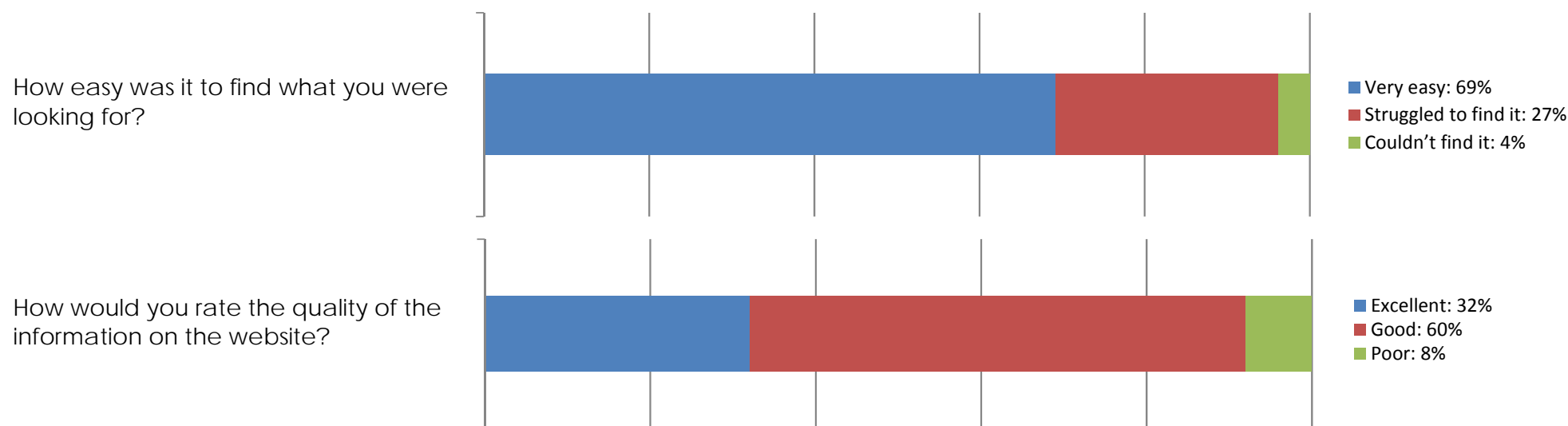
In the last 12 months, how often have you visited the Cornwall IFCA website?



This indicates that 55% of our permit holders never visit our website, and only 16% occasionally or regularly choose to use the site. There were a number of comments made to the effect that the individuals who never visited the website did not own computers or were not computer literate. It is worth noting that as well as the paper survey, permit holders were given the option of completing the form online, only two out of the 260 returns completed the survey in this way.

This result confirms a general feeling that our website is not the most effective communication tool for a number of our key stakeholders and that we must continue to use a wide range of communication channels.

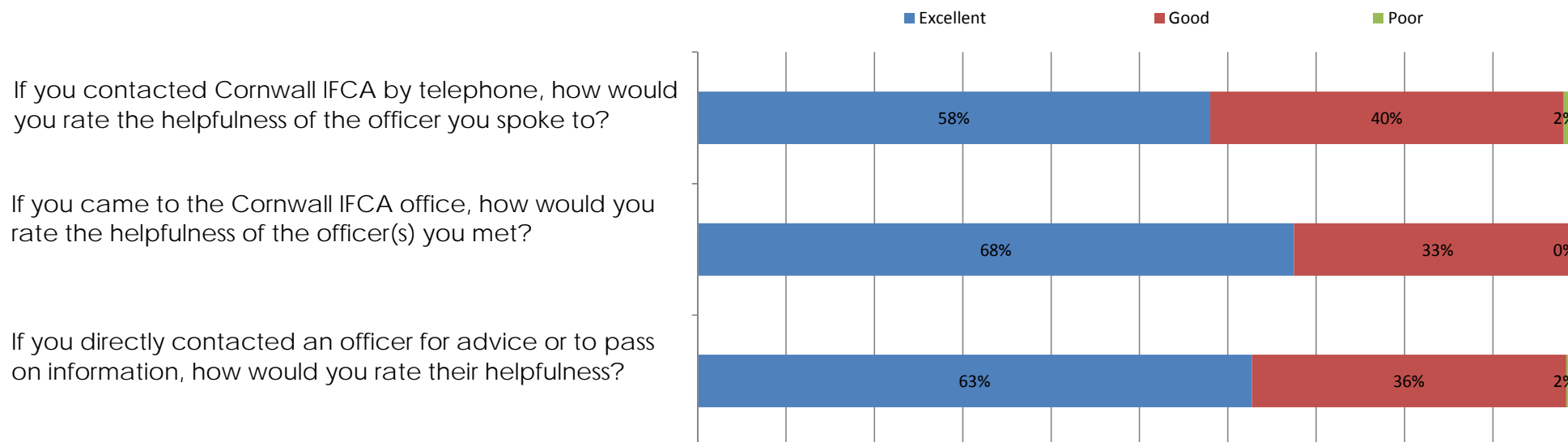
The survey also asked questions relating to how satisfied those individuals who accessed the website were with the experience.



Of those that visited the website, 92% rated the quality of information as good or excellent and 69% stated that it was "very easy" to find the information they were looking for.

Contact with staff

A series of questions were asked to examine how satisfied permit holders were with contact they had with Cornwall IFCA staff.



The questions explored how “helpful” permit holders found our staff. Cornwall IFCA is a regulatory body which seeks to support and help our stakeholders to operate in a compliant manner. If permit holders found our officers “helpful”, then this is a good indicator that our officers are on good terms with this stakeholder group. The initial viewing of the results demonstrates a good level of satisfaction for stakeholder interaction with Cornwall IFCA. Unfortunately, due to the anonymous nature of the survey, we were unable to go back and explore the reasons behind one individual (representing the 2% figure above⁸) who was not satisfied with the “helpfulness” of our officers.

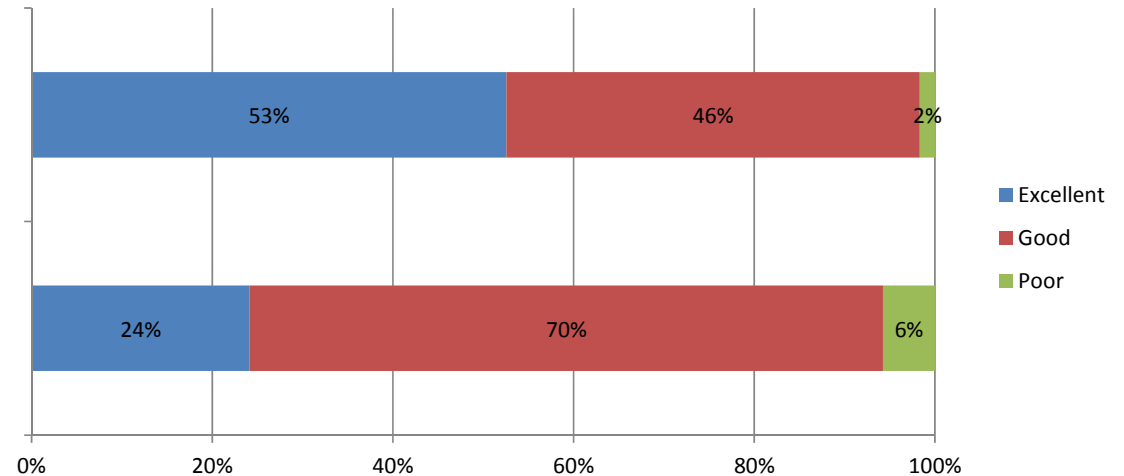
⁸ Please note, the responses given to some questions relate to a subset of the main sample group, who responded that, for example, they had contacted an officer directly. Not all percentages across the charts shown in this document will represent the same overall sample size.

Quality of advice and guidance given

Cornwall IFCA needs to ensure that advice or guidance it issues to its stakeholders is clear, understandable, accurate and timely. Questions were asked to ascertain how stakeholders would rate the quality of advice or guidance given.

How would you rate the quality of the advice/information given if you contacted an officer directly?

How would you rate the quality of any information or advice you have received in letters or e-mails?

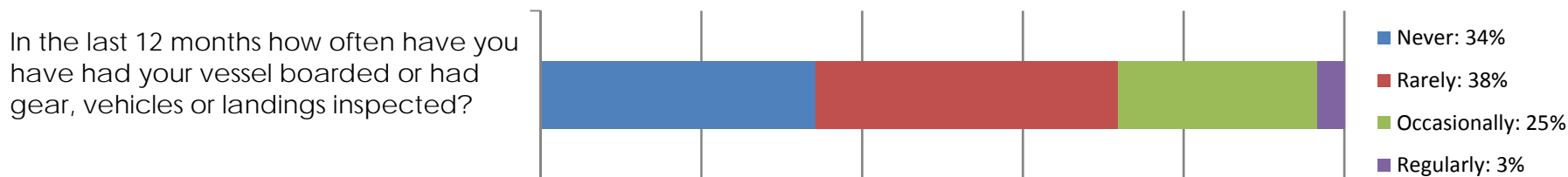


The results show a good level of satisfaction with the quality of any advice and guidance given by Cornwall IFCA. However, Cornwall IFCA is looking at improving the written material sent to our stakeholders to improve the 70% who rated our letters and emails as “Good” towards “Excellent”.

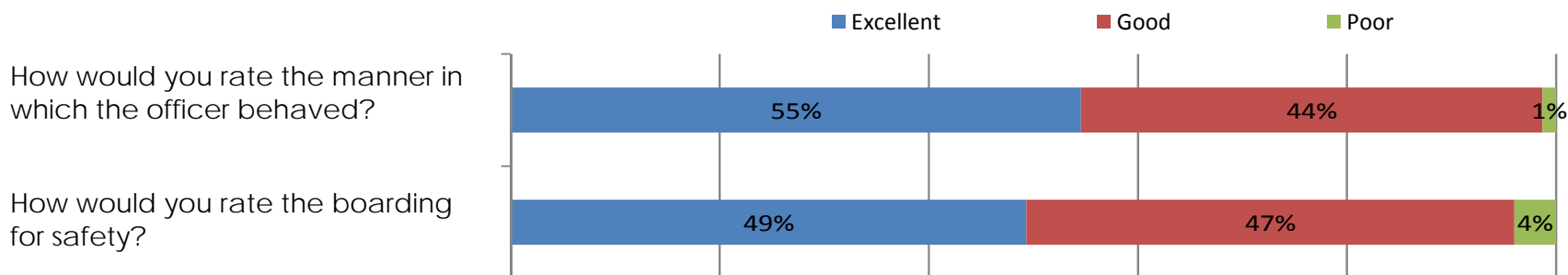
The survey was anonymous and, if those completing it did not offer any other information in the free text areas to explain their responses, we have no way of knowing the problems which caused the one individual (2%) and five individuals (6%) to rate us as poor. Future surveys will be improved to try to drill down as to what the problems are when individuals give negative responses.

Boardings at sea

Cornwall IFCA enforcement officers often board vessels at sea to inspect gear or catches. They also inspect landings, vehicles and premises. This can be difficult, dangerous and time consuming. However, it is an essential part of our enforcement regime. It is vital that boardings at sea, and other inspections, are handled in a polite, friendly and above all, safe manner. If an officer's behaviour is not of the utmost level of professionalism, this could substantially damage the reputation of Cornwall IFCA as well as creating a barrier between us and our stakeholders. If boardings are undertaken in a dangerous manner this could also seriously risk the health, wellbeing and lives of our officers and stakeholders.



Note: The above chart represents the inspections and boardings of shellfish permit holders, this does not represent all enforcement activities for that period. However, it will be a representative range of enforcement activities.



The survey demonstrates that, of those permit holders who responded, more than half stated that they found the behaviour of the officers conducting inspections or boardings to be excellent. Only one individual rated the officer's behaviour as poor. Sadly there was no further information given in the free response boxes to explain the negative response. It may be worth noting that the individual who rated their interaction as poor gave negative responses across the whole survey.

The responses to the question relating to safety were also particularly reassuring with 96% of respondents stating that our officers boarded their vessels in a safe manner. Three individuals rated the safety as poor. These three individuals also completed the "any comments" section of this question to explain what they meant. One response made it clear that their rating of poor related to a boarding by the Navy and not by Cornwall IFCA officers. The other two stated the following:

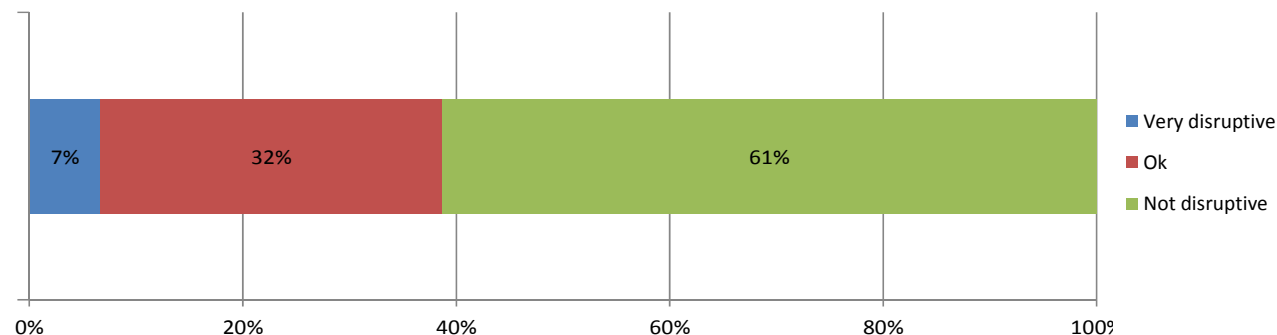
"Why can't they wait until you have hauled a string ... stopping with tide against you is not good."

"Rib approached like James Bond causing issues whilst we were hauling."

It is occasionally deemed necessary, for operational reasons to approach a vessel quickly and to board at times when gear is being hauled. This avoids the potential for individuals to dispose of any evidence. The boarding officers will normally wait for skippers to be happy for boardings to take place and this is evident by the overwhelming level of satisfaction demonstrated above. However, we would like to thank the permit holders for providing information in the comments box. This has been passed on to the enforcement team.

The final question on the survey looked at how disruptive to fishing the stakeholders found boardings and inspections. Cornwall IFCA are aware that any enforcement activity needs to balance minimising disruption to fishermen with ensuring compliance with legislation.

How disruptive was the boarding to your work?



The fact that only 7% stated that boardings and inspections were "Very disruptive" is an excellent indication that Cornwall IFCA is managing the balance well.

The question relating to boardings and inspections also contained a comment and suggestion box. As well as the comments documented above, other statements included;

"Always glad to see the lads (or ladies.)"

"By "OK" I mean just that I stopped working to chat. But they did not really disrupt me"

"Previous boardings have always been conducted in a very professional and courteous manner."

"Boardings are awkward when hauling nets with tide running. But you have a job to do. If I asked I am sure officers would wait 5 mins. But not a problem Simon is a nice bloke."

"Good as gold"

The responses from the survey showed an overall good level of satisfaction with interactions between Cornwall IFCA staff and Cornwall IFCA permit holders. This is particularly reassuring given the expansion of staff since 2011. Both new and long standing members of staff are maintaining the excellent working relationship Cornwall IFCA inherited from its predecessor Cornwall Sea Fisheries Committee.

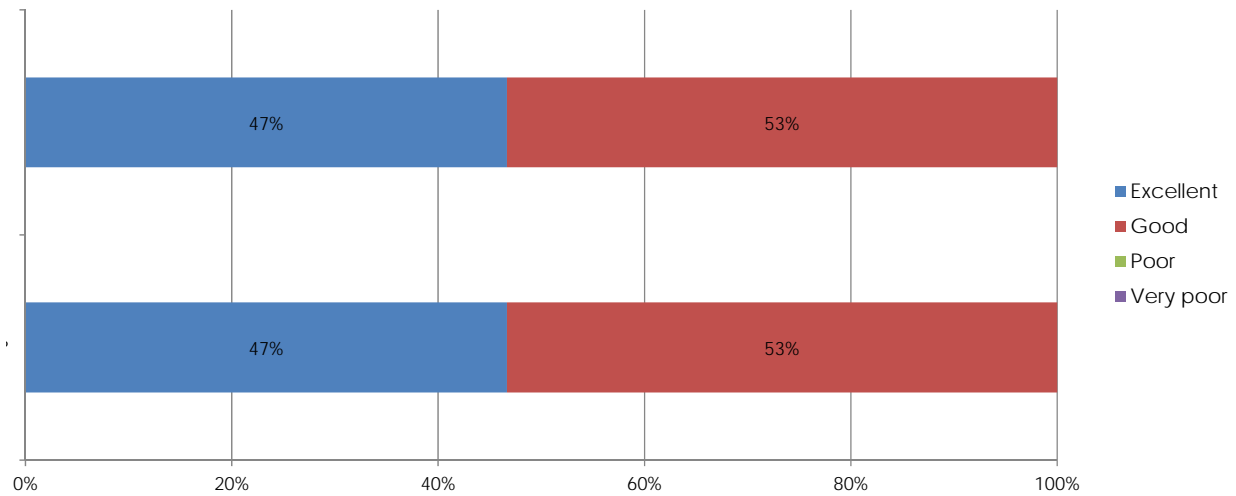
Working Relationship Survey

Cornwall IFCA also produced a survey which was sent to partner organisations, suppliers and lobby groups. Amongst those who have responded were:

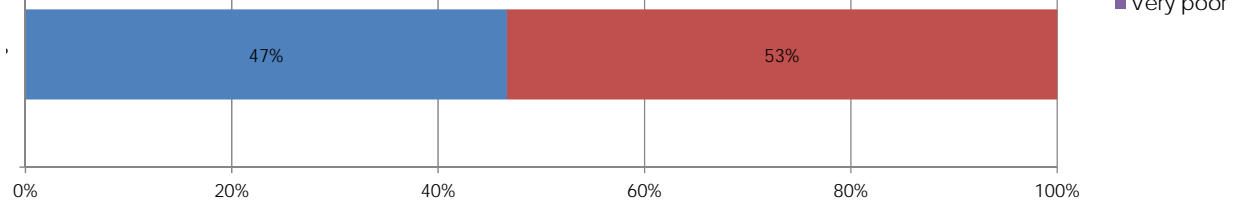
- Port and Harbour authorities;
- Suppliers;
- Cornwall Council;
- Partner IFCAs;
- Natural England;
- Cefas; and
- Marine Conservation Society.

The survey indicates that every respondent rated the information we produce and our officers as either "Good" or "Excellent" and stated that they were "satisfied" or "very satisfied" with their experiences of Cornwall IFCA.

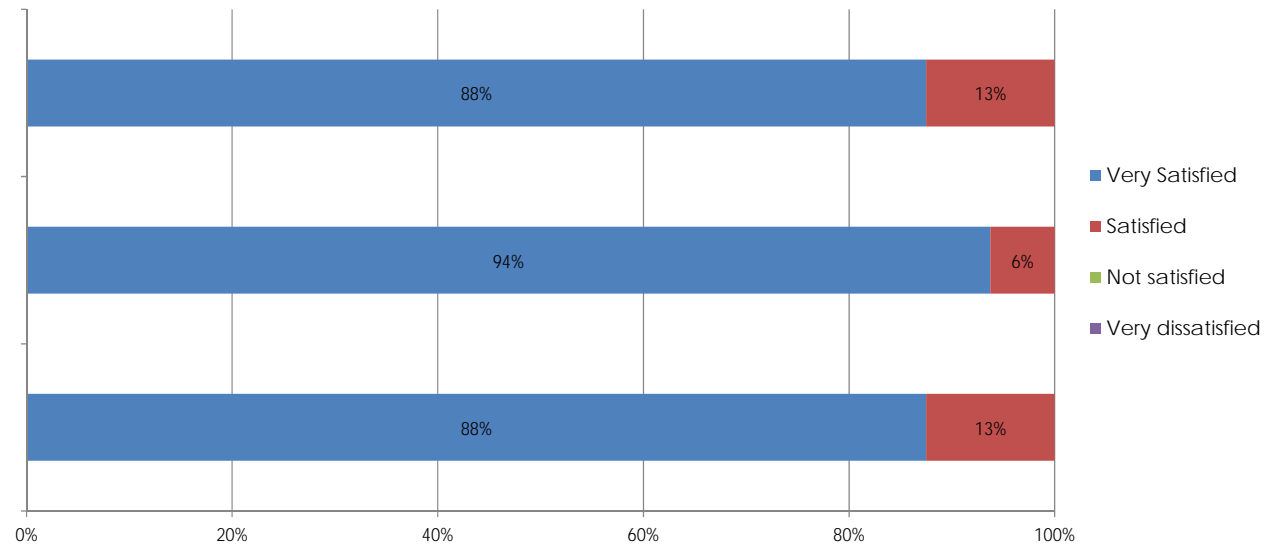
How would you rate the documents Cornwall IFCA produces in terms of plain English?



How would you rate the quality of the information on the website?



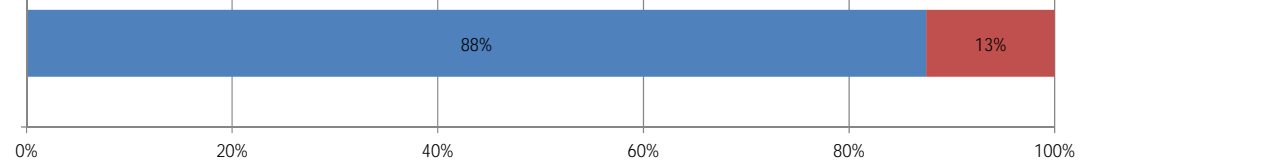
How satisfied were you with how timely and effective any follow up was (where appropriate)?



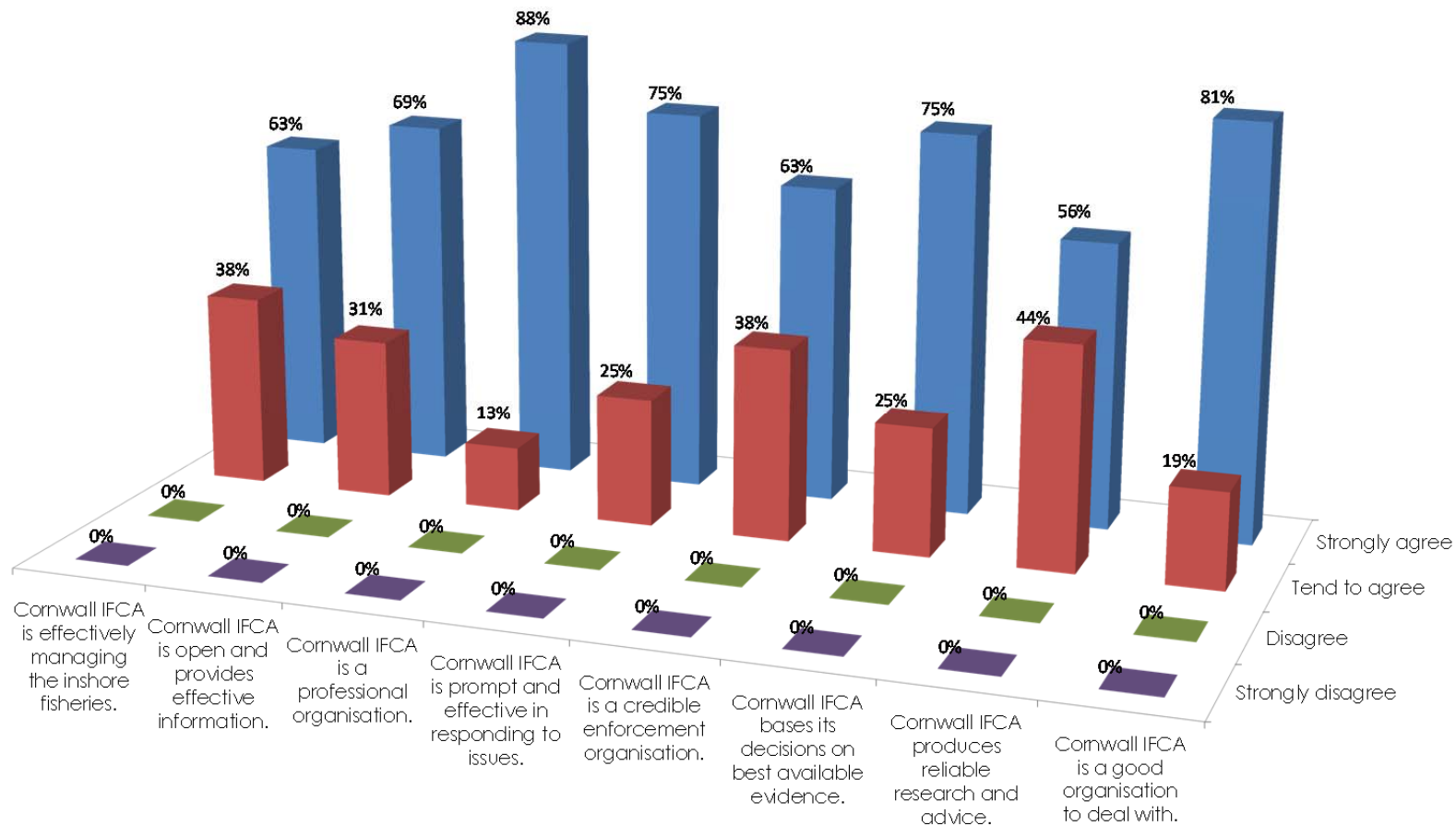
How satisfied were you with helpfulness of the officer(s)?



Thinking about the officer(s) you dealt with, on the whole how satisfied were you with their level of understanding and knowledge about their sector?



A series of questions were asked at the end of the survey as to whether the respondents “strongly agree”, “tend to agree”, “disagree” or “strongly disagree” with statements relating to Cornwall IFCA’s management of the District. It is a very good sign that no agency disagreed with the statements above and a particular highlight is that nearly 90% of respondents stated that they strongly agreed that Cornwall IFCA is a professional organisation and over 80% strongly agreed that Cornwall IFCA is a good organisation to deal with.



Note: figures in chart are shown to whole numbers. Hence some areas may add up to 101%

Success stories

Closed Areas (European Marine Site) Byelaw

The development of the Closed Areas (European Marine Sites) Byelaw within the challenging timeframe set by Defra for the delivery of the first 'red risk' phase of the revised approach to fisheries management in European Marine Sites, was a major success in this year and involved virtually the entire Cornwall IFCA team in its execution and delivery. It set a benchmark for the organisation in terms of the levels of evidence required to support the innovative approach we had decided to follow for the management of these areas and for the development of future byelaws.

Investors In People

Since Cornwall IFCA took over from Cornwall Sea Fisheries Committee in 2011, the team has expanded from nine individuals to 16. At the same time the workload of Cornwall IFCA became considerably more complicated, with new areas to cover, new legislation and greater research and stakeholder engagement expectations. In 2012, Cornwall IFCA started to invest in developing its performance management systems, its staff engagement and making a considerable investment in staff training and development. This work ran alongside a programme of staff recruitment. In March 2014 Cornwall IFCA was awarded Investors In People status on the first application. This is a huge testament to the hard work and success of all staff in managing the transition from a few small teams to a larger multi-disciplinary workforce.

Stakeholder Feedback on officers

The expansion of Cornwall IFCA has seen a number of new officers joining and working with our stakeholders. Cornwall Sea Fisheries had a good working relationship with its stakeholders and such a large influx of new people had the potential to damage these long standing relationships. The results of the permit holder survey demonstrate the recruitment and training of the new officers has led to a very positive feedback from this stakeholder group. It must be remembered that our enforcement officers board fishing vessels at sea, inspect the gear and catch and potentially issue warnings and start prosecutions. Such positive feedback from this stakeholder group and only one individual giving negative feedback is a testament to how good relations with stakeholders are.

Intelligence Database

Cornwall IFCA often receives reports from stakeholders and members of the public who have concerns over activities that might be operating outside of the legislation. Reports of potentially illegal activity are extremely valuable to us as an authority. In 2012, it became apparent that Cornwall IFCA needed a secure process in place to manage the information we were receiving. The

Authority has good working relationships with its stakeholders and any information received needed to be held securely whilst upholding the anonymity of any informants. Throughout 2012, work was completed to devise a secure and functional database that allowed us to record details of any reports we received across all commercial and recreational fishery sectors. The database is a central place where external intelligence as well as information from the Cornwall IFCA team can be brought together and analysed. This is done on a monthly basis to help plan enforcement priorities and ensure all officers are up to speed on potential issues. As the database grows, it will provide historic information that can be analysed and could highlight activities to be prioritised in the risk based enforcement matrix which outlines our priorities for the annual enforcement plan.



Godrevy Lighthouse.

Incidents, issues and lessons learned

Incident - Type testing and data sharing issues for VMS byelaw.

Issue - The progress of this national partnership project to develop a suitable inshore VMS unit was delayed due to national and European procurement rules. This had a knock on impact on several IFCAs including Cornwall, who wished to utilise this technology to monitor vessel fishing activity in and around areas closed to towed gear by relevant European Marine Site legislation. Whilst it did not prevent the making and confirmation of our 'red risk' byelaw, the delay has removed the short window of opportunity for fishermen to access European funding to part-finance the purchase of these iVMS units.

Lessons learned - The phasing of our VMS Byelaw was very closely mapped to the timeframe for this project and, ideally, these would have been offset by a longer period although the overall timeline was driven by the revised approach to fisheries management in EMS.

Incident - Stakeholder challenge to Closed Areas (European Marine Sites) Byelaw.

Issues - Shortly after the Closed Areas (European Marine Sites) Byelaw came into force at the end of 2013, a stakeholder complained that it unfairly affected his operations. The necessity for the byelaw was brought about by Defra's change in approach to fisheries management in EMSs. Under that change in policy, all regulators were required to put measures in place to protect features within EMSs from mobile bottom fishing gear by the end of 2013.

Despite extensive informal consultation over many months with stakeholders from all sectors, including a visit to the stakeholder affected by the byelaw, a written objection was not received during the six week formal advertising period.

Defra was approached to see if Section 159 of the Marine and Coastal Access Act 2009 (MaCAA) could be used to address the situation. Eventually, it was decided that this was possible and a Ministerial Order was created and issued. In the meantime, Cornwall IFCA amended the original byelaw to allow it to issue annual exemptions where appropriate.

Lessons learned - Cornwall IFCA has tested legislative measures to deal with unexpected issues arising through the introduction of a byelaw. The process has reinforced the vital importance of the consultation process, both formal and informal, and has confirmed the need to make byelaws in a fully considered and measured way.

Incident - Employment Sub-Committee not meeting due to inadequate members to be quorate

Issues - Over the 2013/14 financial year (1 April 2013 to 31 March 2014) the Employment Sub-Committee only met on two occasions. This sub-committee is the managing body tasked to oversee employment and staff specific policy and strategies. Originally, five Members of Cornwall IFCA, excluding the members who are there to represent other agencies (EA, Natural England and the MMO) were appointed. However, due to the relatively few numbers available, it was difficult to find mutually acceptable dates for sufficient members to allow the meeting to happen. This led to the sub-committee only meeting twice in the year.

Lessons learned - The Employment Sub-Committee now has seven members.

Committee report

The Cornwall IFCA Committee met formally on four occasions during the 2013/14 year. A brief summary follows of each meeting with subjects covered and decisions agreed.

Committee Meeting June 2013

Public questions

It was heard that a question from the public had been received, however, this question did not relate to any item on the agenda (as required by the constitution). Therefore, a written response had been provided by officers in consultation with the Chairman and posted on the Cornwall IFCA website for information.

Issues discussed

- Election of Chairman and Vice Chairman.
- Membership of Employment Sub-Committee and Bylaw Working Group.
- Amendment to constitution of Cornwall IFCA.
- European Marine Site (EMS) update by Principle Scientific Officer.
- European Marine Site progress and associated Byelaw.
- Vessel Management System.
- Cornwall IFCA Annual Plan.
- Annual Budget Outturn.
- Activity update reports from members.
- Cornwall IFCA Communication Strategy.

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

- Resolved: Mr Tomlinson be elected as Chairman of Cornwall IFCA. Cllr Fitter be elected as Vice-Chairman.
- Resolved: Cllr. Bunney be appointed as a member of the Byelaw Working Group. Cllr Brown be appointed to continue on the Employment Sub-Committee.
- Resolved: Amendments to constitution accepted.
- Resolved: Report be noted and appreciation and thanks offered to the Research team for their work in gathering the great amount of evidence provided.
- Resolved:

- The Closed Areas (European Marine Sites) Byelaw be made.
 - The Byelaw be formally advertised.
 - A further report be brought to the Committee at its next meeting .
 - The proposed Vessel Management System Byelaw be further developed and informally consulted on with stakeholders.
-
- Resolved: That the draft byelaw be presented to the Committee for making when appropriate, at a future meeting.
 - Resolved: That the Committee note the Annual Plan for 2013/14
 - The 2012-13 outturn be noted and agreed.
 - The small bodies Audit for the year ended 31 March 2013 be signed by the Chairman and the Clerk as required.

Committee Meeting September 2013

Public questions

None.

Issues discussed

- Resignation of MMO representative Colin Pringle caused by his taking up a new role as Manager of a Monkey Welfare Organisation in Africa.
- Amendment to the Member's Scheme of Allowances.
- Appointment of member to Hayle Harbour Advisory Committee.
- European Marine Sites Byelaw post consultation report.
- Vessel Management System Byelaw update.
- Byelaws – Deeming Clauses.
- Winkle Fishing Code of Practice.
- Common Fisheries Policy – update presentation from Justin Williams on behalf of Defra.

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

- Resolved: That the mileage allowance for Members of Cornwall IFCA be increased to 45p per mile.

- Resolved: That Councillor Mitchell be appointed to the Hayle Harbour Advisory Committee for a period of two years (as per the articles of that body).
- Resolved:
 1. The Committee note and agree the slight wording and format changes to the Closed Areas (European Marine Sites) Bylaw to sign-off the process.
 2. Officers be instructed to send the byelaw to the MMO and Defra for due process and confirmation.
 3. The report be noted.
- Resolved: That
 1. Officers are directed to continue to develop and consult on the draft VMS byelaw in conjunction with other relevant authorities and stakeholders.
 2. A suitably drafted Byelaw is presented to the Committee's December meeting if appropriate.
 3. The report is noted.
- Resolved: That Councillor Mitchell be appointed to the Hayle Harbour Advisory Committee for a period of two years (as per the articles of that body).
- Resolved: That
 1. A suitable deeming clause be inserted in the following byelaws:-
 - Edible Crabs
 - Lobsters
 - Crawfish
 - Specified Fish Sizes
 2. Future byelaws be assessed for their suitability for a deeming clause.
 3. The report be noted.
- Resolved: That the Winkle Fishing Code of Practice be approved by Cornwall IFCA as recommended by the Byelaw Working Group.

Committee Meeting December 2013

Public questions

None.

Issues discussed

- Chairman's announcement of the receipt of a petition presented by the Cornish Federation of Sea Anglers.
- Amendment to the constitution – Members Scheme of Allowances
- Recommendations from the Employment Sub Committee.
- Cornwall IFCA revenue budget for 2014-15.
- Vessel Monitoring Byelaw.
- Fal Oyster Regulating Order oral presentation by Chief Officer.
- Saint Piran replacement vessel strategy.

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

- Resolved: That
 1. The scheme of allowances payable to Cornwall IFCA members tracks the allowances payable to Cornwall Council Members.
 2. Paragraphs 68 and 71 of the constitution be amended, as set out in the report, to reflect this.
- Resolved: That the role of the Sub Committee and its members be approved in respect of:-
 1. Disciplinary suspensions;
 2. Appeals against a disciplinary sanction including dismissal;
 3. The hearing of a stage two grievance where stage one was determined by the Chief Officer;
 4. Appeals in respect of early and flexible retirement requests; and
 5. The approval of any financial implications in respect of early retirements on the grounds of efficiency or flexible retirements.
- Resolved: That the membership of the Cornwall IFCA Employment Sub Committee be increased to seven and additional Members be appointed at the next Committee meeting.
- Resolved: That a pay and grading review of all Cornwall IFCA employees takes place in 2014.
- Resolved: That

1. Revenue Estimates and Reserves as shown at Appendix 1 to the report and the forecast reserves be approved.
 2. Cornwall Inshore Fisheries and Conservation Authority levy on Cornwall Council be set at £1,068,700 for 2014/15 (an increase of 4.2%).
- Resolved: That
 1. The Vessel Monitoring Byelaw be made.
 2. Officers formally advertise the byelaw for the required period at the appropriate time when delivery dates for the completion of the iVMS type approval programme are known.
 3. A further report is brought to the Committee on the progress of the byelaw at a future meeting.
 - Resolved: That Option 2, to approach Cornwall Council and gain agreement that when the time arrives the vessel will be financed through Cornwall Council and Cornwall IFCA will repay over the vessel life (capital and interest), be approved as the strategy for the replacement of Saint Piran.

Committee Meeting March 2014

Public questions

None.

Issues discussed

- Cornwall IFCA Member appointments to Mevagissey, Portloe and Port Isaac harbour boards.
- Cornwall IFCA Employment Sub Committee.
- Fal Regulating Order.
- Cornwall IFCA Annual Plan.
- Presentation from the Centre for Environment, Fisheries and Aquaculture Science (CEFAS) regarding the results of the Sea Angling 2012 Survey.
- Attendance at the Shellfish Association of Great Britain.
- Thanks and appreciation to Justin Williams (Marine Management Organisation) at news of his retirement.

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

- Resolved: That the Committee appoints the following Members to each of the following bodies as representatives of the Cornwall Inshore Fisheries and Conservation Authority:
 1. Cllr Brown be appointed to the Port Isaac Harbour Commissioners for a period of three years.
 2. Celia Mitchell be appointed to the Portloe Commissioners for a period of three years.
 3. Celia Mitchell be appointed to the Mevagissey Harbour Trust for a period of three years.
- Resolved: That
 1. Cornwall IFCA increases the membership of the Employment Sub Committee from four to seven.
 2. Celia Mitchell, Cllr Penny and Robert Shotter be appointed to the Employment Sub Committee; and,
 3. Cornwall IFCA adopts the amended Employment Sub Committee Terms of Reference.
- Resolved: That the Committee note the progress made to date to secure the new Fal Shellfisheries Regulating Order.
- Resolved: That the Committee endorse the proposed focus, priorities and work plan for the forthcoming year as detailed at the Appendix to the report and that the draft serves as the basis for the 2014/15 Annual Plan.
- Resolved: That
 1. Cornwall IFCA fund a place for one Member of the Committee to attend the Shellfish Association of Great Britain.
 2. David Muirhead attend the Annual Meeting of the Shellfish Association of Great Britain on behalf of Cornwall IFCA and expenses, in accordance with the Code of Conduct be paid in that respect.

Budget outturn and financial position

This report details the financial performance of Cornwall IFCA to 31 March 2014 against the 2013/14 budget. The 'full year' statement in Appendix 1a, below, shows the final position to 31 March 2014. The revenue position shows an actual surplus compared to the forecast for the year of £93,936, this in turn has increased the contributions to reserves to £132,577. The reserve position at 31 March 2014, shown at appendix 1b below, is £655,137.

Administration

The revised budget for Administration was £346,164 and the year-end outturn was £322,651. There was a favourable variance compared to the budget of £23,513. Employee, premises and travel related expenses are all in line with the budget.

The majority of this variance can be found within Supplies & Services where a delay in the advertising of byelaws £5,000, an underspend of £9,000 on Member's Allowance claims and the culmination of not being invoiced for 2012-13 fees, together with being under charged for this year meant external audit fees were £6,000 under budget. Support Services, loan interest and the loan repayment were also in line with the revised budget.

Patrol Vessel

The patrol vessel shows a favourable variance of £27,958 at outturn, from a revised budget of £485,471, £457,513 was actually spent. There was a £10,000 underspend on employee costs, due to the later than anticipated recruitment to the Enforcement Officer post and also one member of staff on 50% sick pay.

From the £10,000 budget for purchase of plant & equipment within Supplies and Services £5,000 was spent on an outboard engine for Avalon, an interview recorder and other items. The vessel was not at sea as much as was budgeted for due to the bad weather over the winter, resulting in an underspend of £14,000 on fuel oil.

Research

There was a revised budget of £167,739 for research, the year-end spend was £135,499 which resulted in a favourable variance of £32,240. Although now fully staffed, there was a period at the beginning of the year where there was a vacancy and this has resulted in a £7,000 saving.

Transport costs are £11,000 under budget. There are favourable variations from transport insurance, boat maintenance and vehicle hire/leasing totalling nearly £10,000. Supplies and Services provide a variance of £14,000, which is largely attributable to minimal spend against Equipment and Plant. The purchase of one specialist camera would have utilised this budget, however, Cornwall IFCA have now gained access to equipment purchased by Defra and shared by other IFCAs.

Income

Income exceeded the budgeted figure by £7,000. This was due to survey work carried out for Natural England towards the end of the financial year.

Reserves

Net CIFCA expenditure is £878,799 to the end of March against a budget of £992,715. After interest received from the bank, an additional £94,026 was transferred to reserves at year end compared to the forecast. This has been reached by the savings within various areas, mainly Salaries and Supplies and Services mentioned above.

Appendix 1b shows the current position of the Committee's reserves as at the end of March 2014. The total, reserves (specific and general) are £655,137 at the end of the financial year. This includes the £132,577 contribution during the year.

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 £
Expenditure						
Administration						
Employee related expenses	157,868	157,900	(32)		160,200	(2,332)
Premises related expenses	15,605	16,000	(395)		5,000	10,605
Travel related expenses	11,605	12,500	(895)		12,500	(895)
Supplies and services	49,955	71,163	(21,208)		68,163	(18,208)
Support services	9,509	10,491	(982)		2,630	6,879
Loan interest	28,707	28,708	(1)		25,195	3,512
Loan repayment	49,402	49,402	0		49,402	0
	322,651	346,164	(23,513)		323,090	(439)
Patrol Vessel						
Employee related expenses	295,859	305,651	(9,792)		323,870	(28,011)
Premises related expenses	281	300	(19)		300	(19)
Supplies and services	24,438	32,953	(8,515)		30,420	(5,982)
Fuel oil	65,923	80,000	(14,077)		92,000	(26,077)
Repair and maintenance	32,469	30,000	2,469		30,000	2,469
Insurance	22,468	22,467	1		25,000	(2,532)
Other transport expenses	16,075	14,100	1,975		14,100	1,975
	457,513	485,471	(27,958)		515,690	(58,177)
Research						
Employee related expenses	108,170	115,289	(7,119)		108,770	(600)
Transport	11,031	22,500	(11,469)		22,500	(11,469)
Supplies and services	16,298	29,950	(13,652)		29,950	(13,652)
	135,499	167,739	(32,240)		161,220	(25,721)
Accumulated Absence Movement	(3,495)	0	(3,495)		0	(3,495)
Total Revenue Expenditure	912,168	999,374	(87,206)		1,000,000	(87,832)

Income					
Prosecution costs	(1,730)	(2,000)	270	(2,000)	270
Other income	(4,503)	(4,659)	156	0	(4,503)
Project income	(7,156)	0	(7,156)	0	(7,156)
Total Revenue Income	(13,389)	(6,659)	(6,730)	(2,000)	(11,389)
Net Expenditure	898,779	992,715	(93,936)	998,000	(99,221)
Other					
Interest on balances	(5,356)	(5,266)	(90)	(2,000)	(3,356)
Contribution to Refit Reserve	0	0	0	0	0
Contribution from Refit Reserve	0	0	0	0	0
Contribution from Other Reserves	0	0	0	0	0
Contribution to Other Reserves	132,577	38,551	94,026	30,000	102,577
Total Other	127,221	33,285	93,936	28,000	99,221
CIFCA Levy	(1,026,000)	(1,026,000)	0	(1,026,000)	0
Net Committee Expenditure	0	0	0	0	0

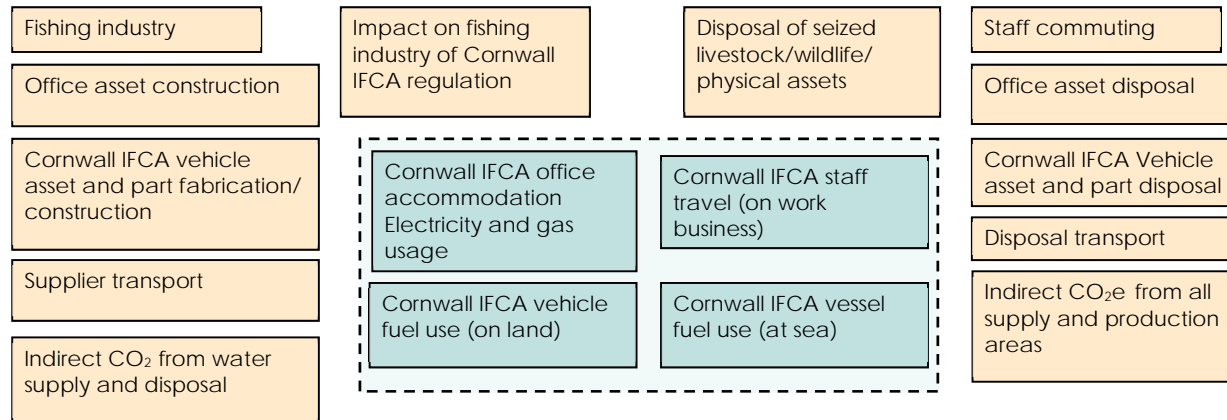
Appendix 1b. Reserves

	Balance as at 1st April, 2013 £	Actual Movement		Projected Balance as at 31st March 2014 £
		To Reserve £	From Reserve £	
<u>Reserve</u>				
<u>Specific Reserves</u>				
Survey & Refit	62,500.00	0.00	0.00	62,500.00
<u>General Reserve</u>				
Sea Fisheries BER	455,766.61	132,577.00	0.00	588,343.61
Research & Project Reserve	3,793.60	0.00	0.00	3,793.60
Grant Reserve	500.00	0.00	0.00	500.00
Sub Total General Reserves	460,060.21	132,577.00	0.00	592,637.21
Total	522,560.21	132,577.00	0.00	655,137.21

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 2013/14 reporting period.

Cornwall IFCA Carbon Boundary



Business area	Subsection	Consumption type	Carbon dioxide equivalent CO ₂ e (kg)
1. Cornwall IFCA buildings ^{9*}	Office	Electricity usage (kWh)	5458.46
		Gas fired boilers (heating kWh)	4861.79
2. Cornwall IFCA maritime vessels	Saint Piran	Fuel usage (litre)	299089.4
	Lyonese	Fuel usage (litre)	3595.61
	Avalon	Fuel usage (litre)	2531.36
	Kerwyn	Fuel usage (litre)	4150.36
3. Cornwall IFCA land based vehicles	Peugeot 308	Mileage (Mile)	2800.92
	Land Rover	Mileage (Mile)	4100.78
	Ford Ranger	Mileage (Mile)	3091.08
	Ford Ranger XLT	Mileage (Mile)	2161.38
	Own vehicle use	Mileage (Mile)	58.50
4. Staff travel	Travel to meetings (other transport)	Air (Km)	1825.18
		Train (Km)	1118.29
		Hire Car (Mile)	56.61

⁹ Estimated figure based on a proportion of overall building use (derived as a ration of office space to overall building footprint).

The Cornwall IFCA carbon figure for 2013/14 is 334.9 tonnes of CO₂e.

The expanded and now trained enforcement team has resulted in more activity and a greater diversity of activities. This has increased Cornwall IFCA's carbon footprint, although this is a more representative figure for future operation. To allow for a comparative figure, Cornwall IFCA produces a 'per-staff' figure. As a result of a member of staff on long term leave and one officer joining in November, for the 2013/14 reporting period, Cornwall IFCA had an average of 14.66 full time equivalent staff.

For the 2013/14 reporting period the 'per-staff' CO₂e figure is 22.33 tonnes.

In future years, Cornwall IFCA anticipates considerably greater activity to fulfil new responsibilities relating to the Marine Protected Area Network and greater monitoring of the river systems, including the oyster fishery in the Fal. These changes have included buying a replacement for the research vessel Kerwyn, which is considerably larger and will be operating for longer hours. Therefore an increase in Cornwall IFCA's carbon footprint is anticipated and that the trend over time should be monitored.

This carbon assessment exercise will be repeated on an annual basis. This analysis will support the commitment of Cornwall IFCA to lead, champion and manage a sustainable marine environment.



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