



Publication Scheme

Introduction

Cornwall Inshore Fisheries and Conservation Authority (IFCA) was established under the Marine and Coastal Access Act 2009, replacing the Cornwall Sea Fisheries Committee which was established by an Order of the Board of Trade on 28 March 1890 in accordance with the provisions of the Sea Fisheries Regulation Act 1888.

Cornwall IFCA is one of ten IFCAs which have jurisdiction around the coastline of England. Each Authority retains the same principle statutory function, which is to manage and conserve marine resources within pre-defined areas or Districts. Cornwall IFCA's District constitutes the sea and rivers (within tidal limits) within the six mile limit drawn from baselines (including Eddystone Rocks), between seaward boundaries drawn due west from Marsland Mouth on the north coast, and due south from the western end of Plymouth Sound breakwater on the south coast, and covers a total of approximately 1400 square nautical miles. The Chief Officer and Service Head is currently responsible for 16 Full Time Positions. A current plan of the Service structure and a table of roles/responsibilities can be found in our Annual Plan, available on our website

The Marine and Coastal Access Act 2009 provides IFCAs with powers to make byelaws for management purposes. Additionally, it has statutory responsibilities under the Sea Fisheries (Wildlife Conservation) Act 1992, the Conservation (Natural Habitats, &c.) Regulations 1994, the Environment Act 1995, the Countryside and Rights of Way Act 2000 and the Natural Environment & Rural Communities Act 2006 which introduced additional statutory responsibilities for the conservation and protection of sensitive marine habitats.

All IFCAs share the following 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”.

It is the aim of this Authority and its Committee to work towards that vision in an open, honest and transparent manner, and this publication scheme is G:\New Management and Governance\Policies\Comms Plan\CIFCA publication schemev3.doc

designed to identify and facilitate access to a range of information which it holds, gathers or uses. In doing so, it ensures that the Authority complies with the provisions of the Freedom of Information Act 2000. The Authority is also registered with the Information Commissioner's office in accordance with the Data Protection Act 1998.

The Publication Scheme

The scheme specifies the classes of information which the Authority publishes or intends to publish. It includes the format in which the information is available; either hard copy, by inspection through appointment or on the Authority's website. Additionally, it specifies whether or not the information is available free of charge or on payment of a fee.

In certain circumstances, information is excluded from publication. Where that is the case, the reason behind the decision to exclude is clearly stated. Excluded throughout the scheme is general correspondence sent or received by the Authority and all information relating to private individuals, by virtue of it being personal data under the Data Protection Act 1998.

In certain classes a limitation on the retention time of some documents has also been stipulated. This does not necessarily mean that information beyond that date cannot be obtained but it does indicate that this information is not readily available as a matter of course within the scheme. If original documents are more readily available from another source, details of that organisation are specified within the scheme. The Chief Officer and Head of Service is responsible for the management of the scheme.

Core Classes of Information

The Authority has identified the following core classes of information:

1. Role, Function and Management of the Committee
2. Committee Policies and Procedures
3. Committee Proceedings
4. Audit and Accounts
5. Legislation Relevant to the Committee's Functions
6. Statistical Information
7. Committee Publications & Services

If you have an enquiry about a specific information source or have any comments or suggestions write to or email:

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Publication Scheme: Core Classes

Role, Function & Management of the Authority

Cornwall IFCA Annual Plan

Description	Sets out the Authority's function and role, operational strategy for the forthcoming year, performance targets, budgetary provisions, staffing structure and training plan.
Availability	From Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Hard copy available from the Authority's offices.
Notes	Published annually by April each year. A charge may be levied for archived documents not available on the website, to cover photocopying and postage. Any such charges will be specified at the time of the request and payable in advance.

Cornwall IFCA Annual Report

Description	Reports against the annual Cornwall IFCA Annual Plan, details progress against [performance indicators, targets and High Level Objectives. Reports on major assets and staffing levels and structure.
Availability	From Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Hard copy available from the Authority's offices.
Notes	Published annually by April each year. A charge may be levied for archived documents not available on the website, to cover photocopying and postage. Any such charges will be specified at the time of the request and payable in advance.

Cornwall IFCA Annual Enforcement Plan

Description	Sets out the Authority's risk based enforcement plan and operational strategy for the forthcoming year.
Availability	From Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Hard copy available from the Authority's offices.
Notes	Published annually by April each year. A charge may be levied for archived documents not available on the website, to cover photocopying and postage. Any such charges will be specified at the time of the request and payable in advance.

Cornwall IFCA Annual Research Plan

Description	Sets out the Authority's research plan, operational strategy, performance targets, budgetary provisions for the forthcoming year
Availability	From Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Hard copy available from the Authority's offices.

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Notes Published annually by April each year. A charge may be levied for archived documents not available on the website, to cover photocopying and postage. Any such charges will be specified at the time of the request and payable in advance.

Cornwall IFCA Strategic Research Plan

Description Sets out the Authority's strategic research plan, key drivers, priorities and work programme timetable for the 2013-15 period

Availability From Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Hard copy available from the Authority's offices.

Notes Published every 4 years. A charge may be levied for archived documents not available on the website, to cover photocopying and postage. Any such charges will be specified at the time of the request and payable in advance.

Committee Policies and Procedures

Health and Safety Policy

Description Detailed statement of duties and responsibilities, risk assessments and arrangements for safety.

Availability Hard and electronic copies are available from the Authority's offices. A charge may be levied to cover photocopying and postage. Any such charges will be specified at the time of the request and payable in advance.

Notes Reviewed and updated annually.

Risk Assessments

Description Complete list of risk assessments.

Availability Hard copies are available from the Authority's offices.

Notes Reviewed and updated annually as a minimum and also as required.

Freedom of Information

Description Details of information requests received and responded to, including disclosure logs.

Availability Electronic copies of released information are available on the Cornwall IFCA website www.cornwall-ifca.gov.uk. Hard copies are available from the Authority's offices.

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Note Some information requests are extensive and, therefore, may incur a large cost in terms of photocopying and postage. We will be able to provide an estimate in advance of charges.

Committee Proceedings

Minutes of Quarterly meetings and working groups.

Description Minuted items on reports presented at Committee meetings, Working groups and other ad hoc groups.

Availability Latest minutes, in pdf format, published on Cornwall Council website linked via Cornwall IFCA website www.cornwall-ifca.gov.uk. Bound minutes covering the period 1920 to present are available in hard copy from the Authority's offices. A standard administration charge will be levied for multiple copies of archived documents to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

Audit and Accounts

Statement of Accounts

Description Detailed statement of the Authority's accounts published in June of each year.

Availability Current summary statements of accounts are reported in the Committee minutes after June annually. These are available in pdf format, published on Cornwall Council website linked via Cornwall IFCA website www.cornwall-ifca.gov.uk. Hard & electronic copies of reports are also available from the Authority's offices. A charge may be levied to cover photocopying and postage. Such charges will be specified at the time of the request and payable in advance.

Legislation Relevant to the Authority's Function

Byelaws

Description Detailed listing of all current fisheries byelaws and their provisions.

Availability Cornwall IFCA website www.cornwall-ifca.gov.uk available in pdf format. Hard and electronic copies are available in individual or booklet form, from the Authority's offices. MMO fishing industry guidance is available on the Marine Management Organisation's website www.marinemanagement.org.uk.

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Other Statutory Provisions

Description	Summary of main statutory provisions relating to minimum landing sizes, mesh sizes and catch compositions.
Availability	Hard and electronic copies are available from the Authority's offices. MMO fishing industry guidance is available on the Marine Management Organisation's website www.marinemanagement.org.uk .

General Legislation

Description	Acts and Statutory instruments with explanatory notes and guidelines.
Availability	MMO fishing industry guidance is available on the Marine Management Organisation's website www.marinemanagement.org.uk . Acts of Parliament can be downloaded and viewed free of charge from the HMSO website www.legislation.hmso.gov.uk . Pricing information for hard copy legislation can be found on the TSO website www.tso.co.uk .

Statistical Information

Statistical and Survey Report

Description	Data and analysis on all biological sampling and environmental monitoring work conducted by the Authority within its District.
Availability	On Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Also available in hard copy from the Authority's office.

Shellfish Landing Statistics

Description	Summary of landing and effort analysis at main harbours and landing points throughout the Authority's District.
Availability	Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Hard and electronic copies are available from the Authority's offices. A small charge may be levied to cover photocopying and postage. Any charges will be specified at the time of the request and payable in advance.
Notes	Statistics cover period 1993 to present.

Authority Publications & Services

Sea Fishing Meetings

Description	Reports on the Sea Fishing Meetings held around Cornwall every two years.
Availability	Reports available on Cornwall IFCA website www.cornwall-ifca.gov.uk in pdf format. Copies are also posted to all current permit holders, and sent electronically to a list of interested organisations. Hard copies are available from the Authority's offices.

Notices to Fishermen

Description	Information relating to individual Byelaws and other fisheries legislation.
Availability	Hard and electronic copies are available from the Authority's offices. Copies are posted on harbour notice boards throughout the District, where relevant.

Press Releases

Description	Copies of press releases highlighting aspects of the Authority's work and activities.
Availability	Hard and electronic copies are available from the Authority's offices.

Shellfish Permits

Description	Shellfish permit scheme covers the taking of four species shellfish.
Availability	Permit application forms are available in electronic format from the Cornwall IFCA website www.cornwall-ifca.gov.uk . Hard copies are also available from the Authority's offices and are posted out to current permit holders each year. Statistic forms are available to download from the Cornwall IFCA website www.cornwall-ifca.gov.uk .

Codes of Conduct

Description	Good practice guide to codes of practice and shore based activities. Also includes dolphins and porpoises.
Availability	Cornwall IFCA website www.cornwall-ifca.gov.uk . Hard copies are also available from the Authority's offices.

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Situations Vacant

Description	Information on job vacancies with person specification and job role within the Cornwall IFCA.
Availability	Externally available positions advertised on Cornwall IFCA website www.cornwall-ifca.gov.uk and local & national press. Internal vacancies circulated electronically to Cornwall IFCA officers and staff.

Feedback Mechanisms

Description	Information on how to feedback comments, complaints and compliments to Cornwall IFCA.
Availability	Cornwall IFCA website www.cornwall-ifca.gov.uk which provides an automated system to feedback electronically. Further information provided in information sheets and newsletters.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Updated June 2013