

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

EXECUTIVE MEETING

Hybrid/Teams, County Hall, Cross Street, Beverley, HU17 9BA

4 September 2025

COMMENCING 09:30 am

AGENDA

1. Apologies for absence
2. Declaration of Personal or Prejudicial Interests – Members to declare any interests in items on the Agenda and the nature of such interests
3. To take the notes of the meeting held on 6 March 2025 as a correct record (*pages 1-3*)

Items for Decision

4. Budget Monitoring 2025/2026 (*pages 4-8*)
5. Strategic and Operational Risk Register – Review (*pages 9-20*)
6. NEIFCA Standing Orders & Financial Regulations – Annual Review (*pages 21-59*)

The public are likely to be excluded from the meeting for consideration of item 7 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of part 1 of Schedule 12A of the Local Government Act 1972.

7. NEIFCA Permit application appeals – Scallop Dredging (*pages 60-79*)

Items for Discussion

8. NEIFCA Annual Audit 2024/2025 (*pages 80-85*)
9. NEIFCA Annual Report 2025/2026 (*pages 86-120*)
10. Chief Officer's Operational Update (*pages 121-126*)
11. NEIFCA Health & Safety Policy & Safe Working Practices 2025/2026 – Review - (*pages 127-128*)
12. NEIFCA Byelaws Update – (*pages 129-139*)
13. Any other items which the Chairman decides are urgent by reason of special circumstances which must be specified

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

MEETING OF THE EXECUTIVE COMMITTEE

06 MARCH 2025

Present

Prof Mike Elliott (Chair)
 Cllr David Chance (Vice Chair)
 Mr Graham Collins
 Cllr Neil Swannick
 Rachel Hanbury

Representing

MMO Appointee
 North Yorkshire Council
 MMO Appointee
 North Yorkshire Council
 MMO Appointee

Lisa Nicholson (acting Clerk), East Riding of Yorkshire Council, Treasurer David Kirvan, East Riding of Yorkshire Council, David McCandless, NEIFCA Chief Officer and Mr Robert Latimer also attended the meeting.

The meeting took place in County Hall, Beverley, the meeting commenced at 9.30am.

01.	APOLOGIES
	Apologies for absence received from Cllrs Norman and Creevy.
02.	PRESENTATION/DISCUSSION MR R LATIMER – WHITBURN – SEWAGE DISCHARGING COASTAL WATERS
	Detailed presentation to members given by Mr Latimer on the subject of sewage discharge in the NEIFCA district. Detailed discussions held with members on the logistical issues of reporting and accountability within the government agencies and how NEIFCA can help going forward.
	Resolved – Members note the presentation.
03.	DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS
	Resolved – The Chair asked Members to declare any personal or prejudicial interests with respect to items on the Agenda and the nature of such interests. No such interests were declared.
04.	TO TAKE NOTES OF THE MEETING HELD ON 05 SEPTEMBER 2024 AS A CORRECT RECORD
	Resolved – That the minutes of the meeting held on 05 September 2024 are approved as a correct record and signed by the Chairman.
05.	NEIFCA ANNUAL PLAN 2025/2026
	The Chief Officer, David McCandless presented a report for members to review the Annual Plan for the year 2025/2026. Key areas of work for the year ahead included in the plan included managing the final stages of the build and commission of the new main fisheries vessel and

	supporting the confirmation and implementation of the new Shellfish Permit, Humber Estuary Fishing and Beam Trawling byelaw regulations.
	Resolved – The annual plan for 2025/2026 was reviewed.
06.	BUDGET REPORT 2024/2025
	The Treasurer presented a report to advise Members of the budget position at the end of month 10 (December) 2024/2025. At the end of December 2024, the Authority has net expenditure of £725,505 against an expected £1,042,254 underspending by £316,749. The forecast outturn underspend is £1,274,436. The majority of the underspend is as a consequence of the patrol vessel replacement project and one-off receipts from sale of the patrol vessel, planned delays in recruitment to vacant posts in the offshore team and temporarily increased bank interest receipts.
	Resolved – (a) That the budget monitoring position is noted. (b) That the £850,000 underspend relating to the sale of the North East Guardian III patrol vessel is transferred to the Renewals Fund as outlined in paragraph 2.3. (c) That the £220,000 underspend relating to Defra ‘grant in aid’ is transferred to the Renewals Fund. (d) That the balance of any remaining underspend at outturn be transferred to the Renewals Fund.
07.	REVENUE BUDGET 2025/2026
	The Treasurer presented a report to provide members with a detailed operational budget for 2025/2026. At its meeting on 5 December 2024, the Authority set the levy for the North Eastern Inshore Fisheries and Conservation Authority at £1,712,499 for 2025/26. The 11.5% levy increase approved at the Authority Meeting on 5 December 2024 has been incorporated into the budget, along with increases to reflect the new annual finance lease with East Riding of Yorkshire Council for the build and commission of a new Fisheries Patrol/Research vessel. The proposed budget also includes provision for a 2025/26 pay award and the increase in Employers National Insurance contributions on employee budgets. The proposal includes a budget for £30,500 Standby Duty payments as approved as the Executive Meeting on 5 September 2024, funded through a combination of supplies & services savings, reallocation of existing overtime budgets and £14,150 income from the new Commercial and Recreational Shellfish permitting scheme. In addition, a review of individual budget lines has been undertaken and a number of minor changes made to ensure they are set at an appropriate level within the existing budget.
	Resolved – a) That the draft budget for 2025/26 is approved. b) That the level of general reserves is maintained at £228,450 (13%) of the annual levy.
08.	EXCLUSION OF THE PUBLIC
	That the public be excluded from the meeting for consideration of the following item (Minutes 09) on the grounds that it involves the likely disclosure of exempt information defined in paragraphs 8 and 9 of part 1 of schedule 12A of the Local Government Act 1972.
	Resolved – That the public be excluded from the meeting for consideration of the following item (minutes 09)

10.	RISK MANANGEMENT STRATEGY & STRATEGIC AND OPERATIONAL RISK REGISTER REVIEWS
	<p>The Chief Officer presented a report to inform members that in accordance with the Authority's Risk Management Strategy, a six monthly review of the Strategic and Operational Risk Registers has been undertaken and is reported for information.</p> <p>A number of the risks identified during the last review in September 2024 have now reduced, particularly those relating to the sale of North Eastern Guardian III, which was formally completed on 17 February 2025, the expected delivery of the new vessel, recruitment and funding.</p>
	Resolved - Members noted the report.
11.	HEALTH AND SAFETY POLICY & SAFE WORKING PRACTICES 2025/2026 - REVIEW
	<p>Chief Officer David McCandless advised members of the completion of the six monthly review of the Authority's Health & Safety provisions. Since the last review reported to the Executive Committee on 5th September 2024 there had been no notable incidents or accidents to report to members</p>
	Resolved - Members noted the report.
12.	NEIFCA BYELAWS UPDATE
	<p>Chief Officer David McCandless presented a report on the current status of the 3 new byelaws in process at the moment with the summary for each being:</p> <p>Shellfish Permit Byelaw 2022 Currently in MMO Quality Assurance stage 4 as of 19 December 2024. Projected to be confirmed May 2025.</p> <p>Humber Estuary Fishing Byelaw 2022 Currently awaiting submission to final stage MMO Quality Assurance as of 27 January 2025. Projected to be confirmed April 2025.</p> <p>Beam Trawling Byelaw 2024 Currently with Defra awaiting formal confirmation by the Minister as of 6 January 2025. Projected to be confirmed March 2025.</p>
	Resolved - Members noted the report.
13.	CHIEF OFFICERS OPERATIONAL UPDATE
	<p>Chief Officer David McCandless provided members with an operational update covering the period December 2024 to February 2025. The main items being the sale of NEG III and the status of the build of the new patrol vessel along with the recruitment process for the current vacancies which have been held due to the new vessel build.</p> <p>Members also discussed the DEFRA IFCA report in detail.</p>
	Resolved - Members noted the report.
14.	ANY OTHER BUSINESS
	Nothing to report.
	The meeting closed at 12:20pm

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
4 September 2025

BUDGET MONITORING 2025/26

Report by the Treasurer

A. Purpose of Report

To advise Members of the budget position at the end of July (month 4) in 2025/26.

B. Recommendations

- i. That the budget monitoring forecast outturn underspend at 31 March 2026 of £198,098 is noted.
- ii. That the Chief Officer is approved to increase the one-off payment to East Riding of Yorkshire Council towards the new patrol vessel by up to £200,000, funded from a combination of the forecast 2025/26 outturn underspend and increased balance on the Renewals Fund at the end of 2024/25 financial year.
- iii. That the balance of any remaining underspend at outturn be transferred to the Renewals Fund.

1. Introduction

- 1.1 A detailed budget monitoring exercise is undertaken monthly by the Treasurer in consultation with the Chief Officer. This analyses individual budget lines in terms of the current expenditure and allows for projections to the end of the financial year.
- 1.2 This report provides the overall position and any areas whereby an explanation is required of any notable variance on the Authority's spending to the end of July 2025.
- 1.3 At its meeting on 5 December 2024, the Authority set the levy for the North Eastern Inshore Fisheries and Conservation Authority at £1,712,499 for 2025/26.

2. Revenue Expenditure to 31 July 2025

- 2.1 Appendix A summarises the expenditure and income for the Authority for the four months to July of the financial year and compares it with the budget. The appendix shows both subjective and objective net expenditure for the period.

- 2.2 At the end of July 2025, the Authority has net expenditure of £437,264 against an expected £480,961 underspending by £43,697. The forecast outturn underspend is £198,098. The majority of the underspend is a consequence of minor slippage in the completion of the build of the new patrol vessel. The new build is technically complex requiring close interplay with a wide range of associated suppliers and technicians which has caused a short delay in the completion of trials, sign off and formal acceptance. NEIFCA Officers have been working closely with the contractor to resolve all technical issues and complete sea trials to full satisfaction. Due to disruption in global supply chains there have also been some delays in delivery of parts during the build. Formal completion, acceptance and sign off is now expected before the end of September 2025.
- 2.3 The delay has resulted in forecast underspends of £100,000 on the finance lease with East Riding of Yorkshire Council for the period April-September 2025, a projected £18,600 underspend on vessel fuel and £44,761 surplus on bank interest as the balance in the Renewals Fund is higher than budgeted to allow for the one-off payment towards the new vessel.
- 2.4 A Special Authority Meeting on 30 June 2023 approved the procurement of the new patrol vessel partly financed by a one-off payment from NEIFCA in year one ranging between £2,900,000 and £3,300,000. The one-off payment is funded from the Renewals Fund and includes proceeds from the sale of the North East Guardian III. It was also agreed that the remaining balance would be funded from Defra capital grant and borrowing from the Public Works Loan Board via a finance lease with East Riding of Yorkshire Council.
- 2.5 The NEIFCA one-off payment is currently budgeted at £2,774,220. The balance available in the Renewals Fund for the patrol vessel replacement has increased by £59,822 to £2,834,042 as at 31 March 2025 and reported in the Financial Outturn 2024/25 (Authority meeting on 26 June 2025). It is proposed that this increase in available funding is utilised, along with 2025/26 revenue budget savings generated as a consequence of the delay in the completion of the patrol vessel build to increase the one-off payment to East Riding of Yorkshire Council by up to £200,000, minimising the cost of borrowing through the finance lease. The table below shows the forecast Renewals fund reserve movements for 2025/26.

Renewals Fund	2025/26
	<u>£</u>
Balance brought forward	<u>3,125,241</u>
Annual Contribution Vessel Replacement	<u>102,900</u>
Transfer from Revenue	<u>102,900</u>
Patrol Vessel Replacement revenue costs	-8,500
Patrol Vessel One-off payment to ERYC	-2,834,042
Boarding RHIB capital expenditure	<u>-203,702</u>
Transfer to Revenue	<u>-3,046,244</u>
Balance carried forward	<u>181,897</u>
Analysis of Closing Balance	
Boarding RHIB funding remaining	78,997
Annual Contribution Vessel Replacement	<u>102,900</u>
	<u>181,897</u>

2.6 The forecast underspend also includes £50,000 additional income for work undertaken by the Chief Officer and Environmental Manager towards the development and implementation of Fisheries Management Plans during 2025/26 which has been funded by Defra 'grant in aid'.

2.7 The main variances in the forecast outturn are:

- Employee underspends of £24,745 – mainly due to a combination of savings from short term vacancies which have been or will be recruited to and a forecast £10,500 underspend on standby allowances. The forecast includes provision for the 3.2% Local Government pay award for 2025-26 which has been agreed and is due to be paid in August 2025 at an additional annual cost of £11,000 compared to the budgeted 2%.
- Patrol vessel running costs – forecast underspend of £119,100 due to a £100,000 underspend on the finance lease for the first half of 2025/26 and £18,600 projected underspends on fuel as detailed in paragraph 2.3.
- Grants & Contributions - £42,009 underspend due to £50,000 additional income for work undertaken in the delivery of Fisheries Management Plan work funded by Defra 'grant in aid'. There is also a £6,055 forecast deficit from reclaiming fuel duty which is offset by reduced expenditure on fuel.
- Other income - £28,761 overachievement mainly due to £44,761 bank interest due to increases in the level of reserves being set aside for the patrol vessel replacement. This will not be a reoccurring underspend as the majority of the

reserves will be utilised to fund the new patrol vessel towards beginning of 2025/26 financial year. There is a £14,170 forecast deficit on permit income due to delays in the implementation of the new Commercial and Recreational permitting scheme. The byelaw has been prepared and is awaiting approval by central government.

Contact Officer

Liz Smith (liz.smith@eastriding.gov.uk)
Principal Accountant, East Riding of Yorkshire Council

David Kirven
Treasurer

NEIFCA Budget Monitoring Report as at July 2025

	<i>Approved Budget</i>	<i>Profiled Budget to Month 4</i>	<i>Actual to Month 4</i>	<i>Variance to Profile</i>	<i>Outturn</i>	<i>Variance to Budget</i>
	£	£	£	£	£	£
EXPENDITURE						
Employee Expenses						
Pay,NI and Superannuation	926,460	308,820	290,104	-18,716	901,342	-25,118
Other Employee Costs	21,000	7,000	496	-6,504	21,373	373
Premises	18,030	10,363	17,209	6,845	23,730	5,700
Transport						
Patrol Vessel Running Costs	432,460	128,104	85,439	-42,665	313,360	-119,100
Vehicle Running Costs	31,350	10,450	14,806	4,356	30,079	-1,271
Travel and Subsistence	13,520	4,507	7,129	2,623	15,671	2,151
Supplies and Services	96,010	28,763	53,693	24,929	105,947	9,937
Support Services	120,410	0	-1,847	-1,847	120,410	0
	1,659,240	498,007	467,028	-30,979	1,531,912	-127,328
INCOME						
Grants and Contributions	-20,110	-6,703	-1,058	5,645	-62,119	-42,009
Other Income	-31,030	-10,343	-28,706	-18,363	-59,791	-28,761
	-51,140	-17,047	-29,764	-12,718	-121,910	-70,770
NET EXPENDITURE	1,608,100	480,961	437,264	-43,697	1,410,002	-198,098

	<i>Approved Budget</i>	<i>Profiled Budget to Month 4</i>	<i>Actual to Month 4</i>	<i>Variance</i>	<i>Outturn</i>	<i>Variance to Forecast</i>
	£	£	£		£	
NET EXPENDITURE						
Central / Headquarters	452,210	107,360	108,057	697	387,487	-64,723
Land Based Operations	150,210	50,070	52,026	1,956	152,735	2,525
Offshore Operations	857,900	274,271	215,360	-58,911	707,170	-150,730
Environment	153,450	51,150	50,943	-207	149,906	-3,544
Grant Aided Projects	-14,170	-4,723	0	4,723	0	14,170
Patrol Vessel Replacement	8,500	2,833	10,877	8,044	12,704	4,204
	1,608,100	480,961	437,264	-43,697	1,410,002	-198,098

	<i>Approved Budget</i>	<i>Profiled Budget to Month 4</i>	<i>Actual to Month 4</i>	<i>Variance</i>	<i>Outturn</i>	<i>Variance to Forecast</i>
	£	£	£		£	
REPRESENTED BY						
Annual levy on Local Authorities	-1,712,500	-1,712,500	-1,712,499	1	-1,712,499	1
Contribution from Reserves	-8,500	-4,250	-10,877	-6,627	-8,500	0
Contribution to Vehicle Replacement	10,000	0	0	0	10,000	0
Contribution to Renewals Fund	102,900	0	0	0	102,900	0
	-1,608,100	-1,716,750	-1,723,376	-6,626	-1,608,099	1

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
4 September 2025

Strategic & Operational Risk Register – Six Monthly Reviews

Report of the Clerk.

A. Purpose of Report

To inform members of the Executive Committee that in accordance with the Authority's Risk Management Strategy, a sixth monthly review of the Strategic and Operational Risk Registers has been undertaken and is reported for information.

B. Recommendation

That the revised Strategic and Operational Risk Register be reviewed in six months' time.

1. Background

- 1.1 The Risk Management Strategy and associated Strategic and Operational Risk Registers were first approved by the shadow Authority at its quarterly meeting held on 25 January 2011 (Minute 17 refers).
- 1.2 The Authority agreed that the Risk Management Strategy be reviewed on an annual basis and that the Strategic and Operational Risk Registers be reviewed every six months and reported to the Authority (Minute 17 refers). In accordance with these recommendations the Risk Management Strategy and Operational Risk Registers were reviewed, updated and reported to members on 6 March 2025. (Minute 10 refers).

2. Strategic & Operational Risk Register Reviews

- 2.1 The Strategic and Operational Risk Registers have been reviewed to consider any potential changes which have occurred over the last six months and affected the key risks identified within the Registers. The risks have been reviewed and the changes are highlighted in bold within the attached registers. An updated position for each of the key indicators is also included in the Register. The next review of the Strategic Risk Register is scheduled for March 2026. The identified risks have also been ranked in order of significance and colour coded (highest residual risk score red to lowest green). No moderate or major risks have been identified during this review period.
- 2.2 The revised Strategic Risk Register is attached as Appendix 1, the Operational Risk Register as Appendix 2 and the risk based enforcement matrix, a sub register of the Operational Risk Register, as Appendix 3 for members information. All changes are highlighted in bold text.

Contact Officer

Darren Stevens, Clerk of the Authority
Ext 3000

Background Papers

Strategic Risk Register

Operational Risk Register

Risk based enforcement matrix

NORTH EASTERN INSHORE AND CONSERVATION AUTHORITY - STRATEGIC RISK REGISTER

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
1	A reputation for smart and prudent stewardship.	Disaster Planning	Major incident, i.e. patrol vessel collides with another vessel or runs aground. Total loss of primary asset.	8 (2x4)	The appropriate qualifications/licences/tickets are held by the crew. Train staff with skills in marine environment. Adequate Insurance.	4 (1x4)	Continue to keep up to date with training and appropriate qualifications	NEG IV launched in May 2025 will require a period of commissioning, training and familiarisation.	Chief Officer & Deputy Chief Officer
2	A reputation for smart and prudent stewardship. Strategic objectives	Reputation	Failure to achieve policies, aims and objectives.	6 (2x3)	Annual Plan produced each year. Performance measured against number of targets. Exceptions reported to Authority. Constitution, Standing Orders Schemes of Delegation. The Authority has put in place structures and processes to govern decision making.	4 (2x2)	Reviewed on a quarterly basis by the Authority.		Chief Officer & NEIFCA Senior Management Team
3	A reputation for smart and prudent stewardship	Reputation/ legal	Failure to deliver revised fisheries management policies within Marine Protected Area Sites which fall within the Authority's jurisdiction. Procedural delays in the formal making of regulations.	6 (2x3)	Full engagement with Defra, MMO, national working groups and local management groups.	4 (2x2)	Regular updates and progress reports to Science Advisory Group, Executive and full Committee.		Chief, Deputy Chief Officers. Senior Environmental & Scientific Officer Environmental & Scientific Officers.
Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner

4	A reputation for smart and prudent stewardship.	Organisational Reputation	<p>Loss or damage to reputation through poor press and public relations e.g response to shellfish mortalities</p> <p>Poor management and or use of website & social media outlets.</p>	6 (2x3)	Good internal communications, PR, reports to Authority, Press releases approved by the Chief Officer and Clerk/Chairman where necessary. Members and key managers to have received media training. Members receive detailed briefings on sensitive issues and confidentiality requirements supported by Standards Committee and procedures. Back up arrangements through the national Association and partner IFCA's.	4 (2x2)	<p>Reviewed on a quarterly basis.</p> <p>Daily management of Website & social media feeds in terms of content and comment.</p>		Chief Officer & Operational Support Manager
5	A reputation for smart and prudent stewardship.	Financial/Economic	<p>Cuts to service, balance budget. Triggers include:-</p> <ul style="list-style-type: none"> • Reduction in Government funding • Budget over spends, insufficient reserves. • Precept set too low. • Lack of compliance with financial regulations • Increased pressure on resources from other agencies • Unforeseen mechanical failure • Increasing inflation & costs 	4 (2x2)	Three year financial plan in place based on prudent projections and sensitivity analysis. Budget process flexible enough to deal with changes in funding e.g. savings plans. Lobbying with other Authority's to get better deals. Government assumptions used in the planning exercise. Formal considerations of reserves. Monthly revenue and capital budget monitoring. Demonstrating the ability to manage in-year budget pressures. Early closure of accounts. Attraction of EU and other grants for project works.	4 (2x2)	Ensure sound business cases are made to Authority funders for continued financial support.		Clerk/ Treasurer/ Chief IFC Officer
Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner

6	A reputation for smart and prudent stewardship. Statutory responsibilities.	Reputation Legal	Failure to meet statutory responsibilities set out by legislation. Main causes of risk are:- (i) Poor leadership/judgement by managers. (ii) Inadequate monitoring review. (iii) Lack of professional staff. (iv) Legal challenge. (v) Lack of trained, experienced staff. (vi) Impacts of a global pandemic or other similar external factors. (vii) Mechanical breakdown in key assets.	4 (2x2)	Series of performance targets set and measured to meet the requirements. Reported on quarterly basis to the Authority. Understanding and adherence to all governing legislation. Dynamic risk assessments and supporting safe working practices implemented when required.	4 (2x2)	Reviewed on a quarterly basis by reporting to the Authority.	See previous updates. Induction, probation and training programmes underway for new staff.	Chief Officer
7	A reputation for smart and prudent stewardship.	Reputation/ Legal	Officers acting beyond their statutory remit through inexperience. Legal challenge. Potential incident. Adverse publicity.	4 (2x2)	Full training in role. Qualifications. Performance monitoring, target setting, recruitment procedures. Annual appraisal system.	4 (2x2)	As roles develop, change, continuous training and development. EDP process to be utilised for this.	Training strengthened through induction, national IFCA training courses.	Chief Officer
Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner

8	An Authority which attracts and keeps the best staff.	Customer/ Staff	<p>Specialist staff and skills shortages. Sickness absence.</p> <p>Triggers include:-</p> <ul style="list-style-type: none"> (i) Inability to recruit and retain staff. (ii) Inadequate succession planning. (iii) The Authority has a small but dedicated workforce. (iv) Private sector competition (v) Impacts of a global pandemic or other external event 	4 (2x2)	Recruitment, retention policies, training and development, surveys of existing staff, analysis at exits interviews and managing sickness absence.	2 (1x2)	Recruitment processes expedited to fill vacancies when planned.	NEIFCA is currently fully staffed across all operational teams.	Chief Officer & Deputy Chief Officer & Operational Support Manager.
9	A reputation for smart and prudent stewardship.	Financial Reputation	<p>Failure to manage the Authority's assets, caused by:-</p> <ul style="list-style-type: none"> • Lack of funding • Service failures/poor maintenance • Poor risk assessments and controls <p>Age and deterioration of vessels & vehicles</p>	4 (2x2)	<p>Asset Management Plans - including audit and survey result to target investment and maintenance at high priority areas.</p> <p>Patrol Vessel renewal fund and replacement project ongoing.</p> <p>Maintenance programme.</p> <p>Risk assessments.</p> <p>Inspections and surveys.</p> <p>Insurance.</p>	2 (1x2)	Review and define inspection survey programme. Ensure compliance with the programme. Review adequacy of sums insured and compliance with insurance policy conditions. Strengthen asset management and control.	New main vessel North Eastern Guardian IV (NEG IV) launched during May 2025. The vessel is in commissioning and trialling and not yet fully operational. A new 6.4m boarding RIB is currently in build.	Chief Officer & Deputy Chief Officer & Operational Support Manager

APPENDIX 2

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY - OPERATIONAL RISK REGISTER

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
1	Professional, contractual, legal reputation.	Failure to effectively support projects, poor contract documentation, failure to meet contract deadlines, failure to meet legal requirements and procurement legislation Provider fails to deliver the contract.	6 (2x3)	Use of internal/external experts/consultants. Robust specifications. Risk Assessments. Strong contract management. Financial, technical and legal vetting of all providers. Procurement policy followed. Monitoring and reporting processes. Meet statutory requirements. NEG IV expected to be formally accepted September 2025 post trials.	4 (2x2)	Chairman, Clerk and Chief Officer & associated project leads.	Monthly.	Procurement processes. Legislative changes. Contract variations. Timetable slippage.
2	Customer Service/ reputation	Failure to provide agreed service. Failure to establish and achieve performance targets therefore having a detrimental impact on the delivery of service to the customer and achievement of performance objectives. Serious mechanical failure and breakdown onboard the main vessel asset. NEG IV launched May 2025 trials and acceptance expected to be completed by beginning of September 2025.	6 (2x3)	Performance Indicators. Inspections audit. Workload monitoring. Policy and procedure compliance. Staff training. Communication with customers. Short period of contingency planning, expected to be covered by other assets including Protector III and Bravo 1 RIBs.	4 (2x2)	Clerk and Chief Officer.	Quarterly	Annual reports. Performance monitoring reports. Feedback from staff and customers.
Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		

	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
3	Financial reputation, technical.	Volatility of global oil/fuel markets and national tax changes. Markets remain unstable due to global conflict and new American administration.	6 (2x3)	Regular monitoring of fuel spends included within quarterly reports to Authority. Additional provision made within annual precept.	4 (2x2)	Chairman, Clerk, Treasurer, Chief Officer and Deputy Chief	Monthly.	Budget financial review & reporting
4	Financial and reputational	Breaches of General Data Protection & Freedom of Information Regulations could lead to fines and reputational impacts.	6 (3x2)	Key staffed trained and familiar with new GDP regulations. Data Protection Officer role agreed, creation of a register of data processing activities, utilisation of impact assessments when required, creation of public and internal privacy statements and active management of all data processing activities. Advice from ICO. SLA agreed with ERYC information governance and feedback team to provide expert support, advice and training.	4 (2x2)	DPO Clerk Chief Officer Support Officer	Monthly	Formal complaint or report to ICO
5	Financial and contractual.	Unexpected budget demands and variances and failure to achieve agreed budget	4 (2x2)	Monitoring systems. Systems to capture spend. Regular budget holder meetings. Internal Audit. Regular reviews of the appropriate level of reserves. Maintenance of insurance provisions.	4 (2x2)	Treasurer, Clerk and Chief Officer.	Monthly.	Budget financial reporting.
Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low	Control Action	1-8 = Low	By Whom	Review Frequency	Triggers for Action

			8-10 = Medium 10-20 = High		8-10 = Medium 10-20 = High			
6	Staffing	Lack of staffing resources to deliver service and that staff have adequate skills training to achieve performance requirements. Increasing pressures from UK government to support national fisheries policy development & implementation without additional resource could have a negative impact on the delivery of IFCA statutory duties and responsibilities. Unable to fill vacancies with suitable applicants. Increased natural turnover of staff within a more mobile work sector.	4 (2x2)	Communication networks. Staff flexibility. Monitoring of workloads. Workforce Development. Vacancy Management. Recruitment processes expedited to fill vacancies. Maintenance of active dialogue with all key partner agencies. AIFCA, NIMEG & TAG. NEIFCA is currently fully staffed.	2 (1x2)	Clerk and Chief IFC Officer.	Quarterly.	Reports to Authority. Team meetings/ EDRs. Sickness Review Meetings. Vacancy/sickness. Performance monitoring results. Proactive training programmes.
7	Legal/ reputation.	Legal challenge resulting from failure to undertake statutory responsibilities in terms of enforcement, poorly drafted Authority bye-laws or national legislation.	4 (2x2)	Performance monitoring in terms of enforcement targets. Drafting of bye-laws in consultation with Legal Services. Proper consultation processes followed in accordance with statutory requirements. Involvement of NEIFCA Legal team, MMO, DEFRA in final approval of bye-laws. Strengthening enforcement practices and techniques.	2 (1x2)	Clerk, Legal Advisor and Chief Officer.	Monthly and quarterly reports to Authority.	Performance monitoring reports. Legal challenges.
Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium	Control Action	1-8 = Low 8-10 = Medium	By Whom	Review Frequency	Triggers for Action

			10-20 = High		10-20 = High			
8	Financial reputation.	<p>Failure to deliver projects through lack of resources or investment.</p> <p>Loss of funding and grants resulting in inability to proceed with projects.</p> <p>Change in legislation resulting in inability to generate funds.</p> <p>Reputation for inability to utilise grants awarded.</p>	4 (2x2)	<p>Budget setting and monitoring process.</p> <p>Procurement policy followed.</p> <p>Appropriate resources available to undertake the project.</p> <p>Skills and knowledge of staff.</p> <p>With regard to supporting national projects ensure maintenance of dialogue and a proactive approach.</p> <p>Business Cases considered with full whole life costs of projects made.</p> <p>Proactive communications when required.</p>	2 (1x2)	Clerk and Chief Officer.	Monthly	<p>Performance monitoring reports.</p> <p>Budget reports.</p> <p>Legislative changes.</p> <p>Government funding initiatives.</p> <p>Authority decisions.</p> <p>Contract variation slippage.</p>

OPERATIONAL RISK REGISTER – ENVIRONMENTAL RISK MATRIX

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
1	Environmental	Impacts on fish and shellfish stocks through non-compliance with regulations. Prohibition on landing egg bearing lobsters. Impacts in intertidal areas rising due to influxes of shore gatherers.	9 (3x3)	Targeted approach to enforcement at ports and areas of known high non-compliance at peak season. Focus on ports of high volume landings out of season. Strengthening enforcement procedures and techniques. Maintaining a high level of communication and active joint working with key partner agencies.	6 (2x3)	Chief, Deputy Chief and IFC Officers	Monthly	Intelligence reports. Surveillance. Routine observations and complaints
2	Environmental	Habitat damage caused by invasive fishing methods. Damage to protected features of European Marine Sites or Marine Conservation Zones Risks from the activities of nomadic scallop dredgers surrounding the NEIFCA area. Habitat damage caused to sensitive intertidal areas due to influxes of shore gatherers.	6 (2x3)	Ongoing monitoring of activities. Active participation in associated schemes of management. Introduction of emergency and long-term Byelaw regulations and codes of conduct governing activities. Enforcement of existing regulations. Timely use of emergency byelaw making procedures when necessary. Working closely with the MMO and Defra to ensure adequate protection remains in place.	6 (2x3)	Chief Officer, Deputy Chief Officer Environmental & Scientific Officers	Quarterly to Authority and associated working groups	Significant increases in related activity. Evidence of damage and impact. Complaints
Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		

	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
3	Environmental	<p>Impacts on fish and shellfish stocks through over-exploitation</p> <p>Pressures on stocks, particularly crustacea remain high although work is continuing on revised management measures. Currently catch statistics indicate a general declining trend in crab landings.</p> <p>Impacts in intertidal areas rising due to influxes of shore gatherers.</p>	6 (2x3)	<p>Detailed monitoring of stock health. Development of dedicated management plans and strategies. Tailored management provisions. Sound enforcement. Fisheries accreditation schemes. National coordination.</p> <p>Maintaining a high level of communication and active joint working with key partner agencies. New byelaws confirmed by Fisheries Minister covering fisheries management in the Humber Estuary and beam trawling within the district. New shellfish management byelaws currently with the Fisheries Minister for confirmation.</p>	4 (2x2)	Chief & Deputy Chief Officers and Environmental & Scientific Officers	Quarterly & monthly	Non achievement of stock indicators. Declining catches and fleets. Complaints and comments.
4	Environmental	Impacts on other marine species such as sea birds, cetaceans and other organisms associated with fishing activities	4 (2x2)	Monitoring through fishing permit and catch and effort schemes. One off studies and assessments. Timely use of emergency byelaw making procedures when required.	4 (2x2)	Chief Officer, Deputy Chief Officer Environmental & Scientific Officers	Quarterly to Authority and associated working groups	Negative feedback from catch reporting schemes and or studies. Complaints
5	Environmental	Impacts on fish and shellfish stocks through pollution incidents or environmental factors such as extreme events, novel pathogens or climate change.	4 (2x2)	Regular monitoring, reporting and working in partnership with key agencies such as Defra, EA, CEFAS, MMO. Potential use of emergency byelaw making powers.	2 (1x2)	Chief & Deputy Chief Officer and Environmental & Scientific Manager	Monthly	Observed mortality on shore and at sea, evidence of pollution events reports of unusually low catch rates from the industry.

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
4 September 2025

Standing Orders and Financial Regulations

Report of the Clerk, Treasurer & Chief Officer

A. Purpose of Report

To advise members of the completion of the annual review of NEIFCA Standing Orders and Financial Regulations and present an updated version of the regulations for approval and adoption.

B. Recommendation

1. That the revised Standing Orders and Financial Regulations be approved and adopted.

1. Background

- 1.1 The Standing Orders and Financial Regulations were last reviewed by the Executive Committee on 5 September 2025 (Minute 95 refers). The Terms of Reference of the Executive Committee states that it will undertake an annual review of NEIFCA's Standing Orders and Financial Regulations.

- 1.2 In line with the Terms of Reference members are advised that the review has been completed and the following minor changes have been marked for attention:

- Updating of general wording to remove reference to him/he.
- Paragraph 32 – clarification that only Authority members can vote.
- Financial Regulations page 13, 5(e) provides for completion of the quarterly VAT return to HMRC and central government grant claims.
- Financial Regulations page 14, 6 references to petty cash accounts removed now facilitated through card systems.
- Financial Regulations page 16, 10 references to imprest accounts removed.
- Financial Regulations page 15(a) insurances section updated to reflect current practices. Chief Officer is responsible for insurance cover and claims is consultation with the Treasurer.
- Financial Regulations page 19, 17(b) previous references to cash holding removed.

Contact Officer

Darren Stevens, Clerk
Ext 1000

Background Papers – Revised NEIFCA Standing Orders and Financial Regulations

STANDING ORDERS**Meetings**

1. All meetings of the Authority shall be held at such places as the Clerk, with the approval of the Chairman, may arrange.
2. A minimum of two Authority meetings shall be held each year on the second Thursday in the month of June and the first Thursday in December. Additional meetings may be called or arrangements varied with the approval of the Clerk and Chairman.
3. Notice of every meeting, whether general or special, shall be sent either electronically or through the post to each member at least five clear working days before the date of the meeting. Every notice of the meeting shall state the place, day and time of the meeting and the business to be transacted thereat.
4. The Clerk may be requested to call Authority Meetings in addition to the Ordinary Meetings by the following:
 - The Authority by resolution
 - The Chairman
 - Any five members if they have signed a requisition presented to the Chairman and he/she has failed to call a meeting within seven days of the presentation of the requisition.
5. The quorum for meetings of the Authority shall be eight, at least one of those members is a council member and one a general member. If a meeting lacks a quorum its business will be adjourned to a fixed date and time, or to the next ordinary meeting.
6. The Clerk will ensure that an accurate minute record of the proceedings of each meeting is maintained.
7. All members attending any meeting shall sign an attendance register.

Membership

8. The composition of the Authority is set out in the North Eastern Inshore Fisheries and Conservation Order 2010. The Order provides that the membership of the Authority will consist of 30 members, 13 members of the relevant Councils, 15 general members appointed by the Marine Management Organisation (MMO), including one employee of the MMO and 2 additional members appointed by the Environment Agency and Natural England.
9. No substitutes will be allowed for members of the Authority

10. All members must follow the Authority's code of conduct which is detailed in Appendix 2 of these Standing Orders and must, at all times, act in the best interests of all users and stakeholders and not represent individual, personal or sectional interests.
11. The terms of the appointment will be set by the body making the appointment.
12. A member may resign from the Authority by giving written notice to the Authority and to their appointing body.
13. In each year, a member must attend not less than 50% of the total number of meetings of the full Authority and of sub-committees to which they have been appointed. A year is defined as the period from 1 April to 31 March.
14. If the member fails to attend the required number of meetings the Chair of the Authority may ask the appointing organisation to reconsider the appointment of the member.
15. If criminal proceedings are started against a member, the Authority or the appointing body may suspend the member's appointment. If the member is the Chairman or Vice-Chairman they will also be suspended as Chairman or Vice-Chairman for the period of the suspension.
16. The suspension will end if the member is acquitted of the offence or the proceedings are discontinued or withdrawn.

Order of Business

17. The Authority shall, at its June meeting in every year, elect two of its number to be respectively Chairman and Vice-Chairman of the Authority for the ensuing year. The previous Chairman and Vice-Chairman shall always be eligible for re-election up to a maximum of 10 consecutive years.
18. Should the Chairman not be a representative of one of the constituent councils, the Vice-Chairman shall be elected from the council representatives, unless they so decline.
19. At every meeting of the Authority the Chairman, if present, shall take the chair. If the Chairman is absent, the Vice-Chairman, if present, shall be Chairman. If both are absent, the Authority shall by resolution choose one of its number to be Chairman for such meeting.
20. Substitutes for members of the Executive Committee or Sub-Committees will only be permitted to be drawn from members of the Authority provided that the Clerk is informed in writing no later than the commencement of the meeting.
21. After confirmation of the minutes of the previous meeting, the business to be conducted at any meeting will be dealt with in the order set out on the agenda, but the Chairman shall be authorised to vary the order of business in order to give precedence to any urgent matter.
22. No resolution previously agreed to by the Authority shall be altered or rescinded unless due notice of the same, stating the precise nature of the proposed alterations or cause for its rescission has been given in the notice calling the meeting, except under very special circumstances when for urgent and unforeseen reasons the meeting deems it desirable to vary or rescind the same with the agreement of two thirds of the members present.

23. A member may, with the consent of the Authority to be ascertained by a show of hands without debate, withdraw or amend a motion.
24. Any motion to veto the total amount of expenses incurred by the Authority, must be sent in writing to the Clerk at least three clear working days before the meeting of the Authority. The Authority must give notice in writing of that motion to each Council member.
25. All other motions and amendments shall, if required by the Chairman, be placed in writing, signed by the mover and delivered to the Clerk immediately upon it being seconded.
26. Every amendment which has been moved and seconded must be disposed of before any further amendment is moved.
27. If an amendment is carried it shall displace the original motion and become the question upon which any further amendment may be moved. If an amendment is lost, a further amendment may be moved to the original motion under consideration.
28. The mover of every original motion shall be entitled to reply at the close of the debate thereon and immediately **after their** reply the question shall be put from the Chairman. The mover of an amendment shall not be entitled to reply, except where the amendment has been carried and becomes the question under consideration. No other member shall speak more than once on either the original motion or any amendment unless the Chairman **gives their** permission to explain, or the attention of the Chairman is called to a point of order.
29. Any member may second the motion or amendment, **reserving** speech for a later period of the debate.
30. No motion for the adjournment of a meeting, while a question is under consideration, shall be made by a member who has already spoken upon it. Every motion for the adjournment of a meeting or a debate shall be put and decided without discussion.
31. The Clerk shall insert in the summonses all notices of motion which have been given to him or her, at least ten clear days before the meeting of the Authority, in the order in which such notices shall have been received and with the names of the intending movers.

Voting

32. **Only members of the Authority can vote.** The voting on general questions shall be ascertained by a show of hands, the Clerk ascertaining the numbers voting for and against any motion or amendment and declaring the result accordingly. If requested by any two members prior to the vote a division (or recorded vote) shall be taken by the Clerk.
33. The Clerk shall take the division (or recorded vote) by calling the names of the members and recording their answers and, in all cases when a division is taken, division lists shall be recorded in the minutes.
34. The Chairman of any meeting shall have, in the case of equality of votes, a second or casting vote.
35. Standing Orders may be suspended at any time by a vote of the majority of the Authority present at any meeting.

Executive Committee

36. A minimum of two Executive Committee meetings will be held each year on the first Thursday of the months of March and September. Additional meetings may be called or arrangements varied with the approval of the Chairman.
37. Membership of the Executive Committee shall be eight Members, that the Chairman and Vice-Chairman be *ex-officio* Members and that remaining six Members be appointed on the basis of equal representation between Council and MMO nominated representatives with at least one of the MMO representatives being from the fishing industry, unless they so decline.
38. The Chairman of such meetings shall have, in the case of equality of votes, a second or casting vote.
39. A quorum of the Executive Committee shall be three members.
40. The minutes of the Executive Committee shall be submitted to the Authority for approval.
41. The Clerk of the Authority in consultation with the Chairman and Vice Chairman be delegated to deal with issues of urgency requiring decisions outside the normal cycle of the Authority and Executive Committee meetings in circumstances where it is impracticable to call a Special Meeting of either.

Standards Committee

42. The Committee shall consist of a pool of eight representatives drawn from the Authority and the Clerk or Deputy Clerk.
43. No substitute Members will be permitted.
44. An 'Independent Person' will be appointed to sit on the Committee from a pool of 'Monitoring Officers' drawn from the Constituent member Local Authorities.
45. A quorum of the Standards Committee shall be three members.
46. The Committee shall meet as and when required.
47. Meetings will be open to the public, except during consideration of items containing confidential information, or exempt information within the meaning of the Local Government Act 1972.

'Ad-Hoc' Working Groups

48. The Authority or the Executive Committee may agree to the establishment of one or more 'Ad-Hoc' Working Groups to support decision making. These working groups may be longstanding such as the Science Advisory Group which provides support to the Authority on scientific, environmental and regulatory work or 'time-limited', one off projects or specific pieces of work. Such groups carry no formal decision making powers.

48.1 Science Advisory Group

48.1.1 A minimum of two Science Advisory Group meetings will be held each year on the first Thursday of the months of March and September. Additional meetings may be called or arrangements varied with the approval of the Chairman.

48.1.2 Membership of the Science Advisory Group shall include the Chairman and Vice Chairman of the Authority. One representative from Natural England, the Environment Agency, the Marine Management Organisation and up to a maximum of six MMO appointees, including at least one fishing industry representative. Additional members may be co-opted as and when this is considered appropriate.

Discharge of Functions

49. All precepts or orders for the payment of money which the Authority from time to time may issue to respective councils shall require the consent of the majority of the council representatives attending such meeting. They shall subsequently be signed by the Clerk (or in **their** absence, a Deputy Clerk).

50. In accordance with Section 101(1) and (10) of the Local Government Act 1972, the Chief Officer (in consultation with the Clerk, Chairman or Vice Chairman) be authorised to instigate and take legal proceedings for offences against any legislation which the Authority is empowered to take legal proceedings against. All such legal action shall be reported to the next meeting of the Authority.

Admission of the Public

51. Meetings of the Authority will normally be open to the public but the public shall be excluded from meetings when items of a confidential nature are under consideration or where exempt information as set out in paragraph 53 is to be considered.

52. Meaning of Confidential Information

Confidential information means information given to the Authority by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

53. Meaning of Exempt Information

Exempt information means information falling into the following seven categories:-

- 1 Information relating to any individual.

- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes:-
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or
 - (b) to make an order or direction under any enactment.
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

54. **Exclusion of Access by the Public to Reports**

If the Clerk in conjunction with the Chairman thinks fit, the Authority may exclude access by the public to reports which in their opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked “Not for publication” together with the category of information likely to be disclosed.

TERMS OF REFERENCE OF THE AUTHORITY, COMMITTEES AND DELEGATED POWERS

The Authority

1. Subject to confirmation by the Secretary of State (Defra), to make byelaws supporting the sustainable management of exploitation of sea fisheries resources.
2. Act as a consultative body for all proposals for the discharge of effluents and the depositing of dredged material within the district, carrying out seismic surveys and bore-hole investigations on the seabed, by-law for bombing ranges, coast protection works and any other matters that might impact on the inshore fishery.
3. Receive minutes of Executive Committee and the Science Advisory Group where appropriate.
4. Receive a detailed operational report from the Chief Officer.
5. Receive minutes of meeting of the Association of Inshore Fisheries and Conservation Authorities..
6. Approve or amend all Authority plans, policies and strategies.
7. Approve amendments to the Authority's Standing Orders, Terms of Reference and delegated powers of the Authority, Committees and advisory groups, financial procedure rules and local code of conduct.
8. Make appointments to other bodies from the membership of the Authority.
9. Take any action in pursuit of the Authority's aims and objectives as are considered to be appropriate.
10. Consider all matters relating to the disposal or acquisition of fishery vessels.
11. Receive annually, proposals for the Authority's forthcoming annual budget
12. Receive budget monitoring reports on the Authority's financial position, together with an annual audit of accounts.
13. Determine arrangements for secretarial, legal, financial and Human Resources support to the Authority.

Executive Committee

1. Deal with any urgent matters which must be determined before the next meeting of the Authority.
2. Advise the Authority on all matters relating to the formulation of plans, policies and strategies.
3. Deal with any specific issues delegated by the Authority.
4. Consider recommendations referred from any other Authority working group.
5. Undertake a minimum 6 monthly review of Strategic & Operational Risks.
6. Undertake a minimum annual review of the NEIFCA Health & Safety Policy & Safe Working Practices.
7. Undertake an annual review of the NEIFCA Risk Management Strategy.
8. Receive the annual Internal Audit report.
9. Receive budget monitoring reports on the Authority's financial position.
10. Undertake an annual review of Standing Orders and Financial Regulations.
11. Consider appeals relating to the administration of Authority's fishing permit schemes.

Standards Committee

1. Guide the Authority on matters in relation to the standards of conduct of its Members.
2. Consider any formal complaints, referred by the Clerk, relating to the Authority's Code of Conduct for Members.
3. Undertake hearings and recommend sanctions relating to any breaches of the Authority's Code of Conduct for Members.

Science Advisory Group

1. Provide expert advice on scientific and environmental work streams and support the Authority in the delivery of its marine management and conservation priorities throughout the year and make recommendations accordingly.
2. Advise the Authority on all matters relating to the formulation of environmental and scientific plans, policies and strategies.

Clerk of the Authority

1. Ensure effective governance and compliance with procedures and standing orders in consultation with the Chairman/Vice Chairman, Treasurer, Chief and Deputy Chief officers.
2. Attend, or ensure representation, at all meetings of the Authority, the Executive Committee, Sub-Committees and any special meetings and to advise such meetings on legal and procedural issues.

3. Ensure effective and regular internal and external communications in consultation with the Chief and Deputy Chief Officers, Chairman and Vice Chairman.
4. Act as Monitoring Officer in relation to any reported breaches of the Authority's Code of Conduct for Members.
5. Act as signatory in respect of permits and other such Authority documentation.
6. Responsible for overseeing the preparation and circulation of agendas and minutes for all Authority and Sub-Committee meetings.
7. Oversee the management of personnel issues and complaints relating to governance and procedure, including disciplinary matters in consultation with the Chief Officer, the Chairman and/or Vice Chairman as appropriate.
8. Support the recruitment of senior operational posts including Chief and Deputy Chief Officer Chairman and/or Vice Chairman.

Chairman

1. Liaise with Clerk and Chief Officer on the preparation of agendas and reports.
2. Chair Authority, Executive and Standards Committee meetings.
3. Sign minute records.
4. Act as the public face of the Authority and represent the Authority on the forum of National Association of IFCAs.
5. Sign officer warrants on behalf of the Authority.
6. Liaise with MMO & Chief Officer over appointments and oversee the annual appraisals of general members.
7. Liaise with the Clerk/Deputy Clerk and Chief Officer on matters of discipline, governance and standards.
8. Consult with the Clerk on appointments to senior operational posts including Chief and Deputy Chief Officer.

Chief Officer

1. Lead and direct the Authority's officers in the enforcement of all legislation relating to the management and policing of the inshore fishery.
2. Lead and direct the Authority's officers in carrying out the Authority's environment and conservation responsibilities under the appropriate legislation.
3. Have day to day responsibility for the management, training and discipline of the Authority's IFC Officers.

4. Prepare reports for the Authority/Sub-Committees on all matters affecting the fisheries, fishing activity and the fishing industry within the Authority's district and such other reports as may be necessary.
5. Liaise and work in co-operation with appropriate outside bodies involved with the inshore fishery.
6. Make recommendations to the Clerk on action to be taken following the detection of offences, and to prosecute offenders and attend at Court to present evidence.
7. Act as 'Disclosure Officer' and the Deputy Chief Officer will act as 'Officer in Charge' in investigations and prosecutions of offences.
8. Act as 'Permitting Officer' responsible for the application and issue of fishing permits.
9. Represent the Authority on various outside bodies and external meetings, as appropriate.
10. Deal with day to day personnel issues including disciplinary matters where immediate action is required.
11. Appoint officers below Chief and Deputy Officer level.

Financial Regulations

NOTE: In these Regulations the expression “Senior Officer” relates to the Clerk, Deputy Clerks, Treasurer and Chief Officer.

1. Introduction

Responsibility for Financial Control

- (a) The Treasurer to the Authority is legally responsible for the proper administration of the Authority’s financial affairs and for purposes of Section 151 of the Local Government Act 1972, is responsible under the general direction of the Authority for the proper administration of the Authority’s financial affairs. They shall take whatever action he sees fit to discharge their responsibilities under Section 151 of the Local Government Act 1972 in consultation with the Clerk.
- (b) The rules and procedures relating to financial administration are set out in the Authority's Standing Orders and Financial Regulations and in any financial instructions issued by the Treasurer.

Codes of practice and codes of conduct

- (c) The Treasurer may from time to time require compliance with financial instructions, codes of practice and conduct which they may issue. Any financial instruction or codes of practice and conduct issued by the Treasurer shall have the same force as these Financial Regulations and compliance therewith is mandatory.

2. General Arrangements and Interpretation

Responsibility and compliance

- (a) It is the duty of all employees to ensure that their actions are in accordance with these Financial Regulations. The Chief Officer must take the necessary steps to ensure that all employees are aware of their obligations in this respect.
- (b) In carrying out their responsibility for the proper administration of the Authority’s financial affairs, the Treasurer shall ensure that arrangements made in relation to all financial and accounting matters and the security of money and other assets are safe, efficient and effective.

- (c) Failure to comply with the Financial Regulations may lead to action by management in accordance with the Authority's disciplinary procedures. Any employee who requires further advice or is unable to comply with these Financial Regulations or other financial procedures should inform and consult their supervisor or line manager.
- (d) The Treasurer shall review the Regulations and all Financial Instructions at maximum intervals of four years and shall report to the Authority accordingly.

Interpretation

- (e) Any difference which arises from the interpretation of these Regulations shall be settled by the Treasurer in conjunction with the Clerk.

Suspension of Financial Regulations

- (f) These Regulations shall only be suspended on the resolution of the North Eastern Inshore Fisheries and Conservation Authority or Executive Committee, or as varied by any part of the Scheme of Delegation approved by the Authority.

3. Financial Irregularities

- (a) If at any time any case of fraud or loss or financial irregularity or bribery or corruption is discovered or suspected to exist which involves the Authority's interests, the officer concerned shall at once (and before proceeding with any further investigation) notify the Treasurer and Clerk. The Treasurer is authorised to call in the police forthwith if he considers that the nature of the irregularity warrants immediate action.
- (b) Any case of fraud or loss or financial irregularity or bribery or corruption discovered or suspected to exist will be dealt with in accordance with the Authority's Counter Fraud and Corruption Policy.
- (c) Where criminal proceedings are not instituted due to insufficient grounds the Clerk shall decide whether or not to commence a civil suit and is authorised to incur any expenditure involved which shall be reported to the next meeting of the Authority.

4. Internal Audit

- (a) A continuous internal audit, under the independent control and direction of the Treasurer, shall be arranged to provide an independent and objective opinion to the Authority on the control environment. The Treasurer will arrange an examination of the risk management governance, accounting, financial and other operations of the Authority to ensure the adequacy and effectiveness of internal controls.
- (b) The Treasurer **or their** authorised representative shall have authority to:-
 - (i) enter at all reasonable times on any Authority vessel, premises or land;
 - (ii) have access to all records, documents and correspondence relating to any matter or business of the Authority;
 - (iii) require and receive such explanations as are necessary concerning any matter under examination, and
 - (iv) require any employee of the Authority to produce cash, stores or any other Authority property **under their** control.

5. Accounting

- (a) All accounting operations shall be under the supervision of the Treasurer. The Treasurer is responsible for the maintenance, development and control of the Authority's financial information system. Officers are required to record all accounting operations on the financial information systems and procedures agreed with the Treasurer.
- (b) The Clerk and the Chief Officer shall at an early stage consult him on the design of the systems, forms and records which could have effects upon accounting systems, records or needs.
- (c) Each Officer shall be responsible for ensuring that such records and systems are properly maintained and each Senior Officer shall carry out independent checking of financial transactions relevant to **their** responsibilities to ensure compliance with these Financial Regulations.
- (d) At any time every Officer shall supply to the Treasurer such information as and when required by the Treasurer.
- (e) The Treasurer is responsible for the preparation of the Authority's Statement of Accounts, **quarterly Value Added Tax return and completion of the returns and grant claims to central**

government, in conjunction with the Chief Officer, in accordance with proper practices and for selecting and applying suitable accounting policies.

6. Banking Arrangements including Credit, Debit and Purchase Cards

- (a) All arrangements with the Authority's bankers shall be made by or approved by the Treasurer who shall be authorised to operate such banking accounts as he may consider necessary.
- (b) All cards (including credit, debit or purchase cards) and cheques shall be ordered only on the authority of the Treasurer who shall make proper arrangements for their safe custody.
- (c) Apart from card transactions, all payments due from the Authority will be made by the Treasurer by BACS, cheque or other instrument drawn on the Authority's bank account. Wherever possible all payments will be made electronically.
- (d) All officers should follow procedures for the banking of income and operation of bank accounts and associated credit, debit or purchase cards set by the Treasurer.

7. Estimates and Budgetary Control

- (a) Estimates of income and expenditure over periods of one year or longer shall be prepared by the Clerk and Chief Officer, in consultation with the Treasurer, for submission to the Authority. The form of such estimates and the timing of their submission shall be as determined by the Treasurer, subject to any over-riding requirements of the Authority.
- (b) Before first being included in the estimates, proposals shall be the subject of written reports by the Clerk or Chief Officer and the Treasurer to the Authority for approval if they involve:-
 - (i) an estimated capital cost exceeding £30,000; or
 - (ii) an addition to annual revenue expenditure of more than £5,000 (arising from a capital project, the introduction of new policy or the extension of existing policy).
- (c) Any Officer proposing to incur expenditure in excess of £30,000, not currently forming part of the approved estimates shall, before incurring such expenditure, prepare a report in consultation with the Treasurer for submission to the Authority outlining the cost in the current and two subsequent years. No supplementary estimates will be approved (except in exceptional circumstances).

- (d) Expenditure may be incurred within the estimates approved by the Authority without further reference thereto unless the Authority shall have otherwise required. The Chief Officer may incur expenditure up to £30,000 and the Clerk and Treasurer may authorise expenditure up to £50,000.
- (e) The Treasurer together with the Clerk may approve proposals for virement not exceeding £50,000 between specified groups of headings. Approval of virement in excess of £50,000, and of any supplementary estimates, may be given by the Authority.
- (f) The Chief Officer shall ensure, so far as practicable, that expenditure in excess of the approved estimates is not incurred without prior approval. He shall, as soon as practicable, prepare a written report concerning any anticipated or actual overspending of:-
 - (i) a revenue budget by more than 10% or £30,000, whichever is the lower;
 - (ii) a capital scheme budget by more than 10% or £30,000, whichever is the lower.

Such reports should give explanations of the overspending and should make proposals as appropriate for:

- (i) virement; and/or
- (ii) a supplementary estimate.

Such reports should be submitted to the Treasurer if the proposed virement does not exceed £30,000 or to the Authority if the virement does exceed £30,000.

- (g) Any proposal previously included in approved estimates shall, at the time of its inclusion in successive years' estimates be the subject of a written report by the appropriate Officer and the Treasurer to the Authority if:-
 - (i) the nature of the proposal has changed materially since its original approval; or
 - (ii) its estimated cost exceeds the original approved estimate (adjusted for subsequent changes in price levels) by more than 10% or £30,000 unless such change or increase has been the subject of an earlier report under this regulation or Financial Regulation 7 (e).
- (h) For the purposes of Financial Regulations (e) and (f) anticipated or actual reductions of income shall be treated as if they were increases in expenditure.

- (i) The Treasurer may in consultation with the Chief Officer concerned, approve the virement from one financial year to another of amounts up to £50,000.
- (j) The Treasurer is responsible for advising the Authority on the prudent levels of reserves and balances.

8. Orders for Work, Goods and Services

- (a) Official orders (either electronic through approved systems or hard copy) shall be in a form approved by the Treasurer and the Clerk and are to be signed (electronically or in manuscript) only by officers authorised by the Clerk or Treasurer. A list of the names of such officers and their specimen signatures shall be maintained by the Clerk and forwarded to the Treasurer.
- (b) All orders shall be prepared in accordance with detailed procedures described in Financial Instructions and other guidance which may be issued from time to time by the Treasurer.

9. Payment of Accounts

- (a) The Clerk or Chief Officer shall be responsible for examining, verifying and certifying invoices, payments vouchers or accounts.
- (b) Each account shall be certified electronically (through approved systems) or in manuscript by an authorised officer. The officers authorised to make such certification shall be nominated by the Clerk or Treasurer. A list of the names of such officers, together with specimen signatures, shall be maintained by the appropriate officer and forwarded to the Treasurer.

11. Staff Records, Salaries, Wages and Pensions

- (a) The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees of the Authority shall be made by the Treasurer or under arrangements approved and controlled by them.
- (b) The Clerk and Chief Officer shall notify the Treasurer as soon as possible and in the form prescribed by them, of all matters affecting the payment of such emoluments.
- (c) All pay documents shall be in a form prescribed or approved by the Treasurer and shall be certified electronically through an approved system or in manuscript by an authorised

officer who is responsible for their accuracy and authenticity. The names of officers authorised to sign such records shall be nominated by the Clerk and a list maintained thereof, together with specimen signatures. Lists of authorised signatories shall be forwarded to the Treasurer.

12. Income

- (a) The collection of all money due to the Authority shall be undertaken in accordance with arrangements approved by the Treasurer.
- (b) The Clerk and Chief Officer shall seek the prompt collection of money due to the Authority and shall notify the Treasurer in a manner specified by **them** of all **income** collected and income due to the Authority.
- (c) It is the responsibility of any employee who becomes aware of any income falling due but not received by the Authority to ensure it is brought to the attention of the Treasurer.
- (d) All receipt forms, books, tickets and other such items shall be in a form approved by the Treasurer.
- (e) All money received on behalf of the Authority, shall, as soon as practicable, be either banked for the credit of the Authority's account or deposited with the Treasurer.

13. Equipment

- (a) The Chief Officer shall be responsible for the care and custody of the equipment under **their** control.

14. Write-Offs

- (a) Subject to their keeping records in a form approved by the Treasurer, the Clerk may write off losses including debts up to £1,000 in total, in respect of:-
 - (i) Any loss or imbalance sustained by the Authority which is not recoverable from insurance or other sources; or
 - (ii) The loss to the Authority on the disposal of stock or other assets at prices less than the book value at the time of disposal.

- (b) The Clerk and Chief Officer shall refer all irrecoverable debts and all losses in excess of £1,000 for write-off to the Treasurer, who may require a report to be submitted to the Authority. The Treasurer in consultation with the Clerk may write-off irrecoverable losses or debts up to £5,000.
- (c) Losses or irrecoverable debts over £5,000 may only be written off by the Authority following a joint report by the Treasurer and Clerk.

15. Insurances

- (a) The Chief Officer shall effect all insurance cover and negotiate all claims in consultation with the Treasurer and other officers where necessary.
- (b) The Clerk and Chief Officer shall promptly notify the Treasurer and in appropriate cases the police of:-
 - (i) any loss, liability or any event which may result in a claim against the Authority and/or its insurers.
 - (ii) the terms of any indemnity which the Authority is required to give;
 - (iii) any new risks, properties or vehicles which might require to be insured, together with changed circumstances affecting existing risks.
- (c) The Treasurer shall annually, or at such other period as he may consider necessary, review all insurances in consultation with the Clerk and Chief Officer as appropriate.
- (d) The Chief Officer shall settle all claims against the Council's insurers, in consultation with the Treasurer and other officers as appropriate.

16. Inventories

- (a) The Chief Officer shall maintain a written inventory of equipment under his control which belong to the Authority and whose individual cost or value exceeds £200.
- (b) The Chief Officer shall be responsible for maintaining at least annually a check of all items on the inventory, for taking action in relation to surpluses or deficiencies and noting the inventory accordingly.

- (c) The Clerk and Chief Officer in consultation with the Treasurer, may authorise adjustments to take account of deficiencies where the estimated loss does not exceed £2,000. Above that figure Authority approval shall be required.
- (d) The Clerk and Chief Officer may, in consultation with the Treasurer, arrange for the disposal of un-required inventory items, up to a limit of estimated value of £10,000. The disposal of any assets above that limit and or purchase by either an officer or a member of the Authority would require Committee approval.
- (e) The Authority's property shall not be removed otherwise than in accordance with the ordinary course of the Authority's business or used otherwise than for the Authority's purposes except in accordance with specific directions issued by the Treasurer, Clerk or Chief Officer.

17. Security

- (a) The Chief Officer is responsible for maintaining security at all times for all assets including buildings, stocks, stores, furniture, equipment, etc, under his control. He shall consult the Treasurer in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.
- (b) Each Senior Officer shall be responsible for maintaining proper security/confidentiality in respect of information held by or on behalf of them, including information held in computerised records, in which case, each Senior Officer must ensure compliance with the Data Protection Act and any Codes of Practice or Standards approved by the Treasurer.
- (c) Each Senior Officer shall be responsible for ensuring all software in their use is legally licensed.
- (d) Each Senior Officer should also ensure that contingency plans for the security of assets and information and continuity of the service in the event of a disaster or system failure are in place.

Standing Orders relating to Contracts

Contracts not subject to these Standing Orders

- (1) Every contract shall comply with these Standing Orders except contracts:-
 - (a) For urgent repairs to plant or machinery necessitated by breakdown or to satisfy Health and Safety requirements
 - (b) With Statutory Undertakers who have a monopoly on works, supplies or services
 - (c) Repairs to plant or machinery which can only be carried out by the manufacturer
 - (d) For the purchase of goods or services for which there is only one source of supply
 - (e) For specialised services where the Authority has authorised invitation of tenders without advertisement from two or more contractors offering such services. Such authorisation not being capable of delegation to an Officer
 - (f) With an estimated value of less than £2,000 (See Para (3) below)
- (2) For contracts with an estimated value of up to and inclusive of £2,000 a minimum of one competitive quote must be obtained in advance and confirmed in writing. Where the estimated value is below £500 an oral quotation must be obtained.
- (3) In relation to contracts, the value of which is estimated to be less than £75,000 but more than £2,000, a minimum of three competitive quotes must be sought and confirmed in writing.
- (4) Where the value of a contract is estimated to be £75,000 or more, the Clerk and Treasurer shall submit a report to the Authority on a proposed procedure to be adopted

Definitions

“Contract” shall mean any arrangement made by or on behalf of the Authority for the carrying out of works or for the supply of goods, materials or services.

“Authority” shall include a duly authorised sub-Committee or Officer

“Equipment” shall mean all equipment owned by the Authority of whatever nature.

“Senior Officer” shall mean either the Clerk, Deputy Clerk, Treasurer or Chief Officer

“Contractor” shall mean a potential contractor and includes a partnership or Company

Compliance

- (5) Every Contract made by the Authority shall comply with the Law of the European Community, national law and these Standing Orders. Wherever a European or national law conflicts with these Standing Orders then that law shall take precedence. European law shall take precedence over national law. Where European law does not provide for a procedural step to be taken that is required by national law then that national law step shall also be taken unless specifically prohibited by European law. The same provision shall apply in the case of a procedural step required by this Standing Order that is not required by national or European law unless the latter laws specifically prohibits such a step. Due regard shall also be paid to current NJCC Codes of Procedure
- (6) Responsibility for ensuring compliance with this Standing Order shall be that of the appropriate Senior Officer

Invitation to Quote or Tender

- (7) Quotes or tenders for all contracts shall be invited in writing unless they have been sought in accordance with any other form of electronic tendering which has been approved by the Clerk and specified in the invitation to quote.
- (8) Evidence must be retained of all quotations sought. Details of all quotations or tenders sought but not received must be recorded. Quotes should be determined on the basis of an assessment of the most economically advantageous quotation.
- (9) The invitation to quote or tender shall state that no quote will be considered unless it is received by the date and time stipulated in the invitation to quote. No quote or tender delivered in contravention of this clause shall be considered.
- (10) All invitations to quote or tender must specify the goods, service or works that are required together with the terms and conditions of the contract that will apply.
- (11) All invitations to quote or tender must state that the Authority is not bound to accept any order.
- (12) The determination as to which quotation or tender to accept shall be based on either:-
 - a. Lowest price
 - or
 - b. Most economically advantageous quotation where considerations other than price also apply.

- (13) Suppliers and or Contractors must be given an adequate period in which to prepare and submit a proper quotation or tender consistent with the complexity of the contract requirement. Normally at least two weeks should be allowed for the submission of quotations or tenders.
- (14) The terms and contract conditions upon which quotations or tenders are sought shall be approved by the Clerk.
- (15) If an opened quotation or tender is found to contain a pricing error (e.g. an arithmetical error) against a specific item the tenderer must be offered the following three options:
- To confirm the quotation or tender; or
 - To withdraw the quotation or tender; or
 - To amend the tender to correct the relevant errors only;

Receipt and Consideration of Tenders for Contracts of £75,000 and above only

- (16) All tenders returned shall be kept by the Clerk in a sealed container until the date and time of their opening.
- (17) Where all tenders expected are returned on the day stated for their return then tenders will, where possible, be opened on that day, otherwise no tender will be opened before 11:00 am on the next working day following the deadline for its receipt.
- (18) Tenders shall be opened at one time only in the presence of the Clerk or his or her nominated representative and the appropriate Senior Officer or their representative. There shall never be less than two persons present when tenders are opened.
- (19) A written record shall be kept of all tenders received and of their amount. A written record shall also be kept of contractors invited who have not tendered and any late tenders. These records shall be signed by all the officers present at the opening of the tenders. (Each completed list of tenders shall be closed by the Clerk or their representative by the insertion of a continuous drawn line under that list).
- (20) Tenders will be assessed in accordance with the guidelines outlined within Appendix 1 and any additional recommendations made by the Authority.

- (21) Tenders to be awarded following negotiations, and all other tenders, shall be accepted only by the Authority except
- (a) Where other arrangements have been approved by the Authority
 - (b) Where the lowest priced tender satisfies the tender evaluation criteria so long as the tender sum is no more than 5% or £1,000 above the pre-tender estimate reported to the Authority
 - (c) Where they are third party contracts and that third party has authorised acceptance otherwise than by the Authority

Contract Conditions

- (22) Every contract shall be in writing, and in a form approved by the Clerk and in particular shall:-
- (a) Where a standard form of contract issued by a competent body is appropriate be in that form or in any other case include conditions of contract approved by the Clerk
 - (b) Include such provision for Health and Safety as is approved by the Clerk
 - (c) Provide for liquidated damages unless such is considered inappropriate by the Treasurer
 - (d) Contain a clause entitling the Authority to cancel the contract and claim any resulting loss in the event that the contractor shall have improperly influenced or made any attempt so to influence the award or administration of the contract.
 - (e) Indicate that in the case of supply goods, payment will not be made in advance unless the appropriate Senior Officer approves it in writing in cases where adequate legal and financial safeguards are in place to protect the Authority's interest or Title in the goods
 - (f) Specify (as applicable) the services or works to be performed, the goods to be supplied, the price to be paid or the manner in which that sum is to be ascertained and the period within which the contract is to be performed
 - (g) Require compliance with any relevant EU standard where such exist or, in their absence, with a British Standard Specification or Code of Practice or equivalent
 - (h) Not require a particular brand of product without acceptance of its equivalent where to do so would offend Article 30 of the EC Treaty

- (i) Contract performance insurance (where required) shall be arranged through the Authority's insurers

Sub Contractors

- (23) In the event that completion of any Contract will involve the use of sub contractors to be nominated to the main contractor then tenders shall be invited as if the sub contract were the main contract for the purposes of this Standing Order unless Authority resolves otherwise.
- (24) The invitation to tender shall include details of the provisions of the proposed main contract

APPENDIX 1

CRITERIA FOR THE EVALUATION OF TENDERS

1. Compliance with Specification and Contract Conditions

- (a) Each tender checked for any arithmetic errors.
- (b) Whether the specification has been met in full and all schedules completed.
- (c) Whether the tender complies with any conditions or working methods specified.
- (d) Production of a Health and Safety Policy approved by the Clerk.
- (e) Whether the contractor has adequate staffing levels/working hours to meet the requirements of the specification, including peak demands and emergencies.
- (f) Whether the contractor has adequate management and organisation to perform the contract.
- (g) Whether the contractor has adequately understood the terms and conditions of the contract.

2. Technical Analysis

- (a) Technical ability and resources to undertake the work as specified for the duration of the contract.
- (b) Ability to recruit and retain labour and the firm's organisational arrangements.
- (c) Qualifications of the workforce.
- (d) Training of the workforce.
- (e) Previous experience and references from users.
- (f) Reliability and compatibility of contractors' equipment.

- (g) Risk assessment of each tender to determine the likelihood of the firm failing to deliver the required service.

3. Financial Analysis

- (a) Comparative Costs

- (i) Comparison of total tender costs
 - difference in contractors' rates for call outs and emergencies;
 - difference in rate for similar buildings and tasks;
 - ensure contractors' rates include for payments of utilities.
- (ii) Redundancy, severance, early retirement costs and similar costs.
- (iii) Contracting out costs
 - costs of ancillary support to contractors;
 - costs of arranging legal transfers;
 - any other related costs.
- (iv) Calculation of net tender prices and avoidable costs.
- (v) Whether the Company is financially viable.
- (vi) Whether satisfactory bank, insurance cover, performance bond and guarantees from any parent company will be provided.
- (vii) Retained or constant costs.

- (b) Peripheral Costs

- (i) The actual costs of any lump sum and annual pension incurred as a result of servicing such payment.
- (ii) The cost of any central establishment charges ascribed to a contract that would continue to be borne notwithstanding the award of that contract to an outside contractor.
- (iii) Loss attributable to delay in repayment of a contractor's VAT.

- (iv) Savings resulting from delays in the payment of external contractors.
- (v) Income from the disposal of assets.

Appendix 2

The North Eastern Inshore Fisheries and Conservation Authority Code of Conduct for Authority Members

1. Introduction and Interpretation

- 1.1 This Code applies to you as a member of this Authority when you act in your role as a member and it is your responsibility to comply with the provisions of this Code.
- 1.2 You are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both a positive and negative impact on the Authority.
- 1.3 The public expect Members to act in an open and transparent manner.
- 1.4 In this Code –
‘Meeting’ means any meeting of:-
- (a) The Authority;
 - (b) The Executive committee of the authority;
 - (c) Any of the authority’s sub-committees or working group
- ‘Member’** includes all members and co-opted and appointed members of the Authority.
- ‘Family’** means Spouse, Civil partner, any person with whom you are living as a Spouse or Civil Partner, parent, grandparent, child, grandchild or sibling.

2. General Obligations

- 2.1 You must treat others with respect.
- 2.2 You must not bully any person.
- 2.3 You must not conduct yourself in a manner that could reasonably be regarded as bringing your office or Authority into disrepute.
- 2.4 You must not disclose information given to you in confidence by any one or information acquired by you which you believe, or ought to be aware, is of a confidential nature, except where :-

- You have the consent of the person authorised to give it;
- You are required by law to do so;
- Disclosure is to made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- The disclosure is:-
 - (i) Reasonable in the public interest; and
 - (ii) Made in good faith and in compliance with the reasonable requirements of the authority; and
 - (iii) You have consulted the Clerk prior to its release.

2.5 You must not prevent another person from gaining access to information to which that person is entitled by law.

2.6 You must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.

3. **Registration of Interests**

3.1 You must before the end of 28 days beginning on the day on which you become a member of the Authority notify the Clerk of

(a) The following **Pecuniary Interests** of yourself ,your Spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Any contract which is made between any of the above named persons (or a body in which any of the above named persons have a beneficial interest) and the Authority under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.
- (iii) Any beneficial interest in land which is within the area of the Authority.
- (iv) Any licence (alone or jointly with others) to occupy land in the area of the Authority for a month or longer.
- (v) Any tenancy where (to your knowledge) the landlord is the Authority and the tenant is a body in which any of the above named persons have a beneficial interest.
- (vi) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the Authority; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital

of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which any of the above named persons has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (vii) Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

(b) The following **Non Pecuniary** interests of yourself

- (i) Bodies to which you are appointed or nominated by the Authority (i.e. outside body appointments).
- (ii) Bodies exercising functions of a public nature of which you are a member (including regional and local development agencies, other (parish) councils, public health bodies, school governing bodies).
- (iii) Bodies directed to charitable purposes of which you are a member (including the Lions, the Masons, a Parochial Church Council; not just bodies registered with the Charity Commission).
- (iv) Bodies whose principal purposes include influence of public opinion of policy (including any political party or trade union) of which you are a member
- (v) Any voluntary work undertaken by you
- (vi) Any person from whom you received in your capacity as a member a gift or hospitality that amounts to the value of at least £25.
- (vii) Any person employed by the authority who is a member of your family.

3.2 You need only notify the Clerk of any interests of which you are aware pursuant to paragraph 3.1 above.

3.3 Where you become a member of the authority as a result of a re-election or re-appointment you only need to disclose interests not already entered on the register.

3.4 Where the nature of the interest is such that you consider that the disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation, (and the Clerk agrees) details of the interests will not be included in any published version of the register of interests save that the register will state you have an interest the details of which are withheld under section 32(2) of the Localism Act 2011.

4. Non - Pecuniary Interests

4.1 You have a non pecuniary interest in any business of the Authority where either it is likely to affect any of the bodies listed in paragraph 3.1(b) of the Code or, the decision in relation to that business might reasonably be regarded as affecting your well being, or financial position, or the well being or financial position of a relevant person to a greater extent than the majority of other Council tax payers, rate payers or inhabitants of the Ward affected by the decision.

4.2 A relevant person is:-

- (i) A member of your family or any person with whom you have a close association, or
- (ii) A person or body who employs or has appointed such persons any firm of which they are a partner or any company of which they are Directors.

4.3 Where you have a non-pecuniary interest in any business of the Authority and you attend a meeting of the Authority at which that business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.

4.4 Paragraph 4 only applies where you are aware or ought reasonably to be aware of the existence of the interest.

4.5 Where you have an interest but by virtue of paragraph 3 it is not registered in the Authority's register of interests you must indicate you have a non -pecuniary interest but need not disclose the sensitive information to the meeting.

5. Pecuniary Interests

5.1 You have a pecuniary interest in any business of the authority where you your Spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner have an interest that falls within sub paragraph 3.1(a) above.

6. Effect of Pecuniary Interest on participation

6.1 Where you have a pecuniary interest in any business of the Authority and you attend a meeting at which the business is considered you must then:-

- (i) Disclose the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.
- (ii) Retire to the public gallery of the room or Chamber where the meeting considering the business is being held.
- (iii) If the pecuniary interest is a sensitive interest as set out in sub paragraph 3.4 above you need only disclose the fact that you have a pecuniary interest.

7. Complaints

7.1 Any complaints relating to the Authority's Code of Conduct must be referred in the first instance to the Clerk of the Authority. Complaints should be made in writing and addressed to the Clerk, North Eastern IFCA, Town Hall, Quay Road, Bridlington YO16 4LP or emailed to: ne-ifca@eastriding.gov.uk

7.2 A complaint, in any event, should detail:-

- Complainant's name, address and contact details.
- Complainant's status
- Who the complainant is about
- Details of the alleged misconduct – including, where possible, dates, witness details and other supporting information.

7.3 A complaint can only be considered if it concerns the conduct of an Authority member. Complaints about members of staff and decisions taken by the Authority cannot be considered within this process and should be referred to the Chief Officer.

7.4 Complaints which fall into the following categories will also not be considered within this process:-

- (i) Where it is clear from the complaint that the subject member was not acting in an official capacity at the time the alleged conduct occurred.
- (ii) Where the conduct complained of is a continuation of a situation/set of circumstances which the Standards Committee has previously considered and has determined not to take any action on.
- (iii) Where the individual the subject of the complaint is not a member at the time the complaint is submitted.
- (iv) Where the complaint is made anonymously unless it relates to an exceptionally serious or significant matter it will not be considered.

A record will be maintained of all complaints which have been received.

8. Receipt of Complaints

- 8.1 The complainant will be notified that their complaint has been received
- 8.2 The Clerk will consider the complaint and whether it falls within the scope of the 'Code of Conduct' process or should be dealt with under other Authority protocols.
- 8.3 Where the Clerk considers that the complaint does fall within scope he or she will appoint an independent officer to investigate the complaint and advise both the complainant and subject member accordingly.
- 8.4 The investigating officer will attempt to complete the investigation within 25 working days of the receipt of the original complaint and provide a written report with recommendations to the Clerk.
- 8.5 The investigating officer can make two recommendations, namely:-
 - (i) That no breach of the Code of Conduct is disclosed/no further action be taken
 - (ii) That the conduct complained of potentially discloses a breach of the Code of Conduct.
- 8.6 Where it is concluded that no breach of the Code of Conduct has been disclosed or that no further action should be taken the Clerk will advise the Standards Committee and inform both the complainant and subject member of the outcome..
- 8.7 Where it is concluded by the investigating officer that the conduct complained of potentially discloses a breach of the Code of Conduct a formal hearing of the Authority's Standards Committee will be convened within two months of the conclusion of the investigation and the Clerk will inform both the complainant and the subject member accordingly outlining the processes to be followed.

9 Standards Committee Hearing

- 9.1 The Clerk will appoint an officer to support the administration of the hearing process.
- 9.2 The officer will write to the Member against whom the allegation(s) has been made and provide a copy of the investigating officers report, a copy of the hearing procedure and a proposed date for

the hearing. The officer will also ask for a written response from the member within 14 days to find out whether he/she:-

- (i) Disagrees with any findings of fact contained in the investigating officer's report and the reasons for such disagreements and/or provide details of any other evidence they consider relevant to the investigation.
- (ii) Wants to be represented at the hearing.
- (iii) Wants to give evidence either verbally or in writing
- (iv) Wants to call witnesses
- (v) Can attend the hearing on the proposed date
- (vi) Wants any part of the hearing to be held in private
- (vii) Wants any part of the investigating officers report or any relevant background papers to be withheld from the public and reasons for doing so.

The officer will also ask the investigating officer to confirm whether he/she:-

- (i) Wants to call relevant witnesses or give evidence
- (ii) Wants any part of the hearing to be held in private, and/or
- (iii) Wants any part of the report or any relevant background documents to be withheld from the public.

- 9.3 The officer supporting the administration of the hearing will produce a covering report detailing any responses received from the subject member and the investigating officer and provide a list of any supporting witnesses.
- 9.4 A copy of the agenda and papers will then be provided to the complainant, the subject member and the members of the Standards Committee 14 days in advance of the date of the hearing.
- 9.5 The subject member may be represented or accompanied during the hearing.
- 9.6 The Standards Committee may take procedural advice at any time during the hearing and whilst considering the outcome.
- 9.7 The Standards Committee may take legal advice from a legal advisor at any time during the hearing or whilst it is considering the outcome. The substance of the legal advice should be shared with the other parties present.
- 9.8 After the members and everyone involved have been formally introduced the Chairman should explain how the Committee is going to run the hearing.

- 9.9 After dealing with preliminary issues the Committee should then move on to consider whether or not there are any significant disagreements about the facts contained within the investigating officer's report.
- 9.10 If there is a disagreement the investigating officer should be invited to make any representations to support the findings of fact within the report including calling any supporting witnesses to give evidence. The Committee may give the subject member the opportunity to challenge such representations.
- 9.11 The subject member should then be given the opportunity to make representation including calling any supporting witnesses.
- 9.12 At any time the Committee may question any people involved and may allow the investigating officer to challenge any evidence put forward.
- 9.13 The Committee will then deliberate in private and the Chairman will announce to all parties the Committee's finding of fact.
- 9.14 The Committee then needs to consider whether or not, based on the facts it has found, the member has failed to follow the Code of Conduct.
- 9.15 The subject Member should be invited to give relevant reasons why the Committee should not decide that he/she has failed to follow the Code.
- 9.16 The Committee should then consider any further representations.
- 9.17 The Committee will deliberate in private and the Chairman will then announce to all parties the Committee's decision as to whether the subject member has failed to follow the Code of Conduct.
- 10.0 If the Member has not failed to follow the Code of Conduct**
- 10.1 If the Committee decides that the member has not failed to follow the Code of Conduct it shall move on to consider whether it should make any recommendations to the Authority.

11.0 If the Member has failed to follow the code

11.1 If the Committee decides that the member has failed to follow the Code of Conduct it will consider any further representations as to whether or not it should make any recommendations concerning sanctions to the Authority or whether it should make any general recommendations to the Authority with a view to promoting higher standards of conduct. Although not an exhaustive list potential sanctions may include:-

- (i) In the case of elected members, making formal representation to their Constituent Local Authority's requesting removal from the membership of the Authority.
- (ii) In the case of general members appointed through the Marine Management Organisation (MMO), making formal representation to the MMO to request termination of their membership.
- (iii) Imposition of recorded verbal or written sanctions from the Chairman of NEIFCA.
- (iv) Requirement to undertake additional training.
- (v) Updates to existing NEIFCA policies and formal guidance to all members

12.0 The Written Decision

12.1 The Committee will announce its decision on the day of the hearing and a full written decision will be produced within two weeks of the hearing. The written decision will be provided to the subject member and the complainant.

12.2 The Committee's decision is final and there is no right of appeal

13.0 Withdrawing Complaints

13.1 Where a complainant wishes to withdraw their complaint the Clerk will consult the members of the Standards Committee to seek guidance on whether the request should be granted or not.

14.0 Multiple Complaints

14.1 Complaints from different people about the same matter may be considered at the same hearing.

15.0 Vexatious and Persistent Complaints

15.1 Where the Clerk considers that the same complaint made by the same person has already been dealt with and there is no new evidence to support the complaint, there is no requirement for the complaint to be considered.

- 15.2 Consideration will be given to all allegations made, however, to ensure that there is nothing new within the complaint which requires action to be taken.

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
4 September 2025

NEIFCA Annual Audit Report 2024/2025

Report of the Clerk

A. Purpose of Report

To inform Members of the findings of the annual audit report.

B. Recommendation

1. That Members note the report.

1. Background

- 1.1 SWAP audit services in partnership with the East Riding of Yorkshire Council undertakes an independent annual audit of the Authority's operational activity.
- 1.2 The purpose of the audit is to provide management with assurance about the effectiveness of the controls identified and the exposure to risk that any control weaknesses may cause.
- 1.3 The objectives of the audit process are included within the scope of the audit that took place during May of this year and should re-assure members that appropriate control objectives are being tested by internal audit.

2. Internal Audit

- 2.1 The Audit Plan is designed to provide the Authority with assurance on key financial controls for the operation of NEIFCA. Inadequate processes or inconsistent application of procedures can lead to legal challenge or financial penalty in areas such as enforcement, health and safety or data protection.

2.2 The key objectives were to provide assurance over the operational and governance processes noted below:

- Governance arrangements including declarations of interest, gifts & hospitality, website accuracy.
- Expenditure (including purchase & fuel cards)
- Recruitment (including staff handbook, induction process)
- Payroll including staff performance reviews and travel & subsistence
- Fisheries vessel contract expenditure and NEG III sale
- Inventories/asset management
- Health & Safety including mandatory training
- Licencing permits and enforcement income
- Data Protection & records management will be included in 2025/26 audit review.

3. Opinion.

3.1 The overall assurance opinion is substantial, maintaining the level achieved in the 2024/2025 audit. A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

3.2 A copy of the report is appended for Members information.

Contact Officer

Darren Stevens, Clerk
Ext 3000

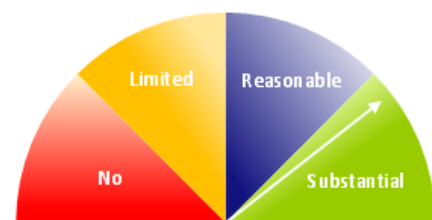
North Eastern Inshore Fisheries & Conservation Authority

Final Report

Issue Date: June 2025

Audit Objective

To provide the Authority with assurance on key financial controls for the operation of the North Eastern Inshore Fisheries and Conservation Authority.

Executive Summary**Assurance Opinion**

A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

Management Actions

Priority 1	0
Priority 2	0
Priority 3	4
Total	4

Organisational Risk Assessment**Low**

Our audit work includes areas that we consider have a low organisational risk and potential impact.

We believe the key audit conclusions and any resulting outcomes still merit attention but could be addressed by service management in their area of responsibility.

Key Conclusions

- Performance pay related decisions for the Chief Officer from the Clerk and Chair could not be provided at the time of review; written evidence should be obtained and retained to support decisions
- One Officer EDR remains incomplete, the outstanding ERD should be address promptly
- New authority members Declaration of Interest forms are required to be submitted to ensure compliance and regulatory requirements are adhered to
- The Standby & Callout Officer record to be updated to include the reason for payment
- Inventory records to be updated to ensure all new and transferred items are included in the correct asset log



- Effective controls were monitored for expenditure and income reconciliation
- The review of the Financial Regulations, along with their formal approval by the Executive Committee, was concluded in September 2024
- A training record spreadsheet is maintained. To date all mandatory training is completed and fully up to date
- Evidence provided to demonstrate that a fair and transparent selection process was followed for two posts recruited in 2024/25

Audit Scope

Through sample testing of transactions and records the audit has provided an assessment of the level of assurance that can be placed on the effectiveness and consistency of application of internal controls in the following areas:

- Governance arrangements including declarations of interest, gifts & hospitality, website accuracy.
- Expenditure (including purchase & fuel cards)
- Recruitment (including staff handbook, induction process)
- Payroll including staff performance reviews and travel & subsistence
- Fisheries vessel contract expenditure and NEG III sale
- Inventories/asset management
- Health & Safety including mandatory training
- Licencing permits and enforcement income
- Data Protection & records management will be included in 2025/26 audit review.

Summary

Overall, the controls and processes that were tested at NEIFCA are satisfactory with processes being in place to govern financial and general management. Expenditure is effectively monitored to ensure transactions are appropriate.

The review noted the sale of the NEG III sale and acquisition of a new Rigid Hulled Inflatable Boat was completed during FY 2024/25. As a result, the scope of testing was extended to include the sale agreement and procurement processes. Evidence was provided to confirm procurement and sale were managed by the Deputy Chief Fisheries Officer with consultation and approval from the Treasurer. This oversight ensured all related expenditure and revenues were accurately recorded and appropriately accounted for.

Audit Findings & Management Action Plan

Finding 1 – Staff progression governance

During a review of the annual Employee Development Review process, it was noted that one officer's EDR remains incomplete. This outstanding EDR should be addressed promptly to ensure the completion of all required reviews and maintain the integrity of the process however, since the officer is already at the top of the pay scale, no pay increment will be applicable.

The Chief Officer EDR was completed and shared with the NEIFCA Authority Chair, and the Clerk, via email in February 2025. No documented evidence of approval from either the Clerk or Chair was provided in advance of the pay progression for the Chief Officer increase of one pay scale. Further to the audit review, the annual EDR was signed by the Chair with approval for pay progression.

Action

Will complete the outstanding EDR for the officer who remains incomplete, ensuring the review process is finalised.

Will ensure documented approval for the Chief Officer's EDR from both the NEIFCA Authority Chair and the Clerk to validate the pay progression decision is obtained before the pay progression is submitted.

Priority	3	SWAP Reference	AP6727
Responsible Officer	CIFO		
Timescale	30 June 2025		

Finding 2 – Inventory records

During a review of inventory records, an item purchased in September 2024 could not be traced to the registers. There is a need to ensure that all new equipment acquisitions are promptly added to the inventory lists.

Additionally, the permanent locations of transferred items such as those items not included with the NEG III sale, should be accurately updated. This will help maintain an up-to-date and accurate inventory and ensure that the locations of equipment reflect the status.

Action

Will ensure all inventory records are updated to ensure all new equipment is included and the correct location of any transferred items.

Priority	3	SWAP Reference	AP6729
Responsible Officer	Operations Support Manager		
Timescale	30 June 2025		

Finding 3 – Authority Members Declaration of Interest

A review of the Declaration of Interest forms for new authority Members has revealed forms have not been submitted within the required timeframe. This raises concerns about compliance with regulatory requirements and potential conflicts of interest.

Action

Will ensure declaration forms for new authority Members are obtained

Priority	3	SWAP Reference	AP6510
Responsible Officer	Operations Support Manager		
Timescale	31 July 2025		

**Finding 4 – Standby & Callout Officer record****Action**

The Standby & Callout Officer record currently lacks a field to capture the reason for payment. This omission hinders effective tracking and auditing of payments made to these officers. Including a dedicated field for capturing the reason for payment would enhance transparency and accountability in financial processes.

Modify the Standby & Callout Officer record system to include a specific field for capturing the reason for payment.

Ensure all future payments to Standby & Callout Officers include a clear and detailed reason for payment in the designated field.

Priority	3	SWAP Reference	AP6510
Responsible Officer	Operations Support Manager		
Timescale	30 May 2025		

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
4 September 2025

NEIFCA Annual Report 2024/2025

Report by the Chief Officer.

A. Purpose of Report

To provide members with a copy of the NEIFCA Annual Report covering the period, 2024/2025, summarising the Authority's outputs and activities during the year.

B. Recommendation

1. That members note the report.

1. Background

- 1.1 Section 178 of the 2009 Marine and Coastal Access Act places a statutory duty on Inshore Fisheries and Conservation Authorities (IFCA's) to prepare and publish an annual report on their activities.
- 1.2 A copy of the Annual Report covering the period 2024/2025 and summarising the Authority's main outputs and achievements during the preceding year is attached for member's information.

Contact Officer

David McCandless
Chief Officer
Tel: 07771936501

Background Papers

NEIFCA Annual Report 2024/2025

North Eastern
Inshore Fisheries
and Conservation
Authority

ANNUAL REPORT

2024/2025



Foreword	3
Executive Summary	5
Introduction	9
Organisational Review 2024/2025	12
Central Policy	13
Legislative Enforcement	14
Environmental and Scientific Research	15
Marine Protected Areas	17
Externally Funded Projects and Initiatives	18
Staff Training and Development	19
Communications, Public Engagement and Partnership Working	20
National IFCA Success Criteria	24
National IFCA Working Level Objectives	25

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FOREWORD

This report provides a summary account and review of North Eastern Inshore Fisheries and Conservation Authority's (NEIFCA) main outputs and achievements between 1 April 2024 and 31 March 2025.

A highlight of the reporting year was observing the progression of the build of a new main vessel for NEIFCA following the award of contract to local, Whitby based, ship building firm, Parkol Marine Ltd in October 2023. By the end of March 2025 the construction phase was nearing completion and the new vessel was being prepared for painting.

Alongside the build of the new vessel the sale of the old vessel, North Eastern Guardian III (NEG III), was successfully concluded on 7 March 2025 to a maritime services company based in Poland. NEG III was delivered, under its own power, to its new owners in Poland, on 7 March 2025.

Outside vessel assets, significant progress was also made in terms of the development and progression of a number of key fisheries management byelaw regulations including shellfish management, trawling in the Humber Estuary and the regulation of beam trawling.

Finally, on 6 February 2025 NEIFCA welcomed the third Defra report into the Conduct and Operations of IFCAs and is currently working in partnership with Defra and the national Association of IFCAs to support the implementation of the associated recommendations.

Professor Mike Elliott

Chair of North Eastern Inshore Fisheries and Conservation Authority (NEIFCA)





NATIONAL VISION

“ To 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. ”

EXECUTIVE SUMMARY

NEIFCA was formally established on 1 April 2011 under provision contained within the 2009 Marine and Coastal Access Act. It replaced North Eastern Sea Fisheries Committee (NESFC), assuming new duties and responsibilities for managing the sustainable exploitation of sea fisheries resources within its district.

This Annual Report covers the period 1 April 2024 to 31 March 2025. It provides a comprehensive review of its main outputs and achievements across key work areas including: Organisational; Legislative Enforcement; Environmental and Scientific Research; Staff training and development; Communications; Partnership working and additional work supporting the delivery of national work streams. The report also provides a summary of NEIFCA's performance and progress against both longstanding national and local working objectives.

EXECUTIVE SUMMARY ACHIEVEMENTS

Main achievements and outputs during 2024/2025 included the following:

- 🐟 Agreement achieved with members on an uplifted, operational budget of £1,535,870 which included a phased increase in revenue funding to meet the projected costs of running the new main vessel from 1 April 2025.
- 🐟 Following the award of contract in October 2023 to Whitby based, Parkol Marine Ltd for the build and commission of a new main fisheries vessel, the project advanced successfully through 2024/2025. Under the management of the Deputy Chief Officer, Ian Davies, the construction phases were completed by the end of March 2025 and the vessel was being prepared for painting.
- 🐟 In combination with the progression of the build of the new main vessel, during 2024/2025, NEIFCA successfully marketed and sold its longstanding offshore asset, North Eastern Guardian III, which was delivered to its new owners in Poland during March 2025.
- 🐟 By the end of March 2025 the majority of NEIFCA fishing permit holders were submitting both electronic applications for their permits and monthly catch and effort returns directly onto the system.
- 🐟 Following the completion of a comprehensive, independent internal audit covering the period 2024/2025 NEIFCA received a substantial assurance opinion. The highest category of assurance.
- 🐟 Significant progress was made on the development of new fisheries byelaw regulations during 2024/2025. On 25 February 2025 a new Humber Estuary fishing byelaw was submitted to Defra for formal confirmation. On 11 March 2025 a new beam trawling byelaw regulation was confirmed by Defra which will enhance the management of beam trawling throughout the NEIFCA district and on 14 March 2025 a new shellfish management byelaw entered the 5th stage of quality assurance with the Marine Management Organisation (MMO).
- 🐟 During 2024/2025 NEIFCA officers engaged extensively in the national Fisheries Management Plan (FMP) programme covering key stocks including king scallops, crabs and lobsters, sea bass and whelk through associated implementation working groups coordinated through the national Association of IFCA's and the national Chief Officers Group.

EXECUTIVE SUMMARY ACHIEVEMENTS CONTINUED

Partnership Working

- NEIFCA retains a strong commitment to active partnership working and continues to build on that through active collaboration with the Marine Management Organisation (MMO), the Department for the Environment Food and Rural Affairs (DEFRA), the Seafish Industry Authority and the Centre for the Environment, Fisheries and Aquaculture Science (CEFAS). During 2024/2025 much of that work involved supporting the national development and implementation of Fisheries Management Plans (FMPS) a new statutory requirement of the 2020 Fisheries Act. With additional grant aid support, provided by Defra, NEIFCA was able to maintain its level of active involvement in the implementation phase of key FMPs through 2024/2025. This included regular attendance on national working groups such as those focused on crab and lobster and king scallop management. Throughout the year NEIFCA also made significant contributions to other FMP programmes including sea bass. Active engagement in FMP delivery is now a significant component of NEIFCA's national annual work programme.
- From an enforcement and compliance perspective NEIFCA maintained an active and collaborative working relationship with MMO colleagues which included attendance and participation in monthly joint Tasking and Coordination Group (TCG) meetings. These meetings enable the review of shared intelligence and the associated tasking of joint actions to tackle issues as they emerge and develop locally. Throughout 2024/2025 NEIFCA continued to share national fisheries intelligence and outcomes via the newly commissioned 'CLUE' system and information relating to fisheries inspections. This continues to enhance and strengthen NEIFCA's collaborative approach to enforcement and compliance work. During 2024/2025 NEIFCA Officers issued 25 verbal warnings, 1 written caution, 1 financial administrative penalty and a further 8 cases were formally prosecuted in local Magistrates Courts for non-compliance with local byelaw and national fisheries legislation.
- During 2024/2025 further joint working was undertaken in conjunction with the Gangmasters and Labour Abuse Authority (GLAA), the Borders Agency and local policing and public protection teams in response to the illegal gathering of certain intertidal shellfish species within the Authority's district. Officers also worked actively with the Environment Agency (EA), policing intertidal netting activity along the coast and local marine policing units in support of more general fisheries enforcement and compliance work.

North Eastern Guardian III

Whitby Harbour 2019



INTRODUCTION

Introduction

This 2024/2025 Annual Report provides a summary of NEIFCA's main outputs and achievements across Central policy, encompassing strategic development and legislative review; Legislative enforcement; Environmental and scientific research, encompassing fisheries stock assessment, marine survey and monitoring, data management, review of marine consents and licensing applications and marine habitat protection; Staff training and development; Communications and partnership working. The report complements NEIFCA's 2024/2025 Annual Plan and also provides a summary of progress against longstanding national IFCA success criteria and high-level objectives.

Background

NEIFCA was established in October 2010 under provisions contained within the Marine and Coastal Access Act 2009. On 1 April 2011, it assumed full statutory responsibility for managing the exploitation of sea fisheries resources within its jurisdiction. Since its inception it has drawn professional service provision including legal, financial and human resource support from its lead Local Authority member, East Riding of Yorkshire Council (ERYC). NEIFCA membership totals 30 and comprises of 13 elected councillors, representing 11 coastal local authorities together with 14 members appointed by the Marine Management Organisation and singular members representing Natural England, the Environment Agency and the Marine Management Organisation.

Financial Overview

NEIFCA's total annual levy for the reporting period December 2023 was agreed by members during March at £1,535,870. The budget was allocated across four main areas:

Corporate

Expenditure relating to corporate governance.

Headquarter

The cost of management and administrative support.

Operations

Direct expenditure incurred in the performance of the authority's objectives comprising of offshore, land-based and environmental activities.

Grant aided projects

Projects which are specific or time bound and wholly funded by external sources.

See table on Page 10

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

Income versus expenditure is summarised in the following tables covering the 2024/2025 financial year. The final budget outturn shows and underspend of £1,237,569 which included a capital receipt of £850K from the sale of North Eastern Guardian III combined with a number of compensating variances including: a planned hold on recruitment to two full time positions, revenue savings generated from the main vessel sale and additional income including external grant aid payments and more favourable banking interest rates. The savings generated through 2024/2025 were transferred to the vessel renewals fund and the external projects reserve.

2023/2024		2024/2025				
Net Expenditure		Expenditure	Income	Net Expenditure	Original Budget	Variance
£393,969	Central / Headquarters	£471,972	£94,719	£377,254	£455,820	£-78,566
£136,965	Land Based Operations	£151,178	£5,964	£145,213	£145,140	£73
£478,638	Offshore Operations	£540,678	£3,848	£536,830	£625,140	£-88,310
£111,072	Environment	£104,790	£4,500	£100,290	£146,100	£-45,730
£-81,528	Grand Aided Projects	£233,689	£382,821	£-149,133	£17,000	£-166,133
£1,039,117		£1,502,307	£491,853	£1,010,454	£1,389,120	£-378,666

Income	Sources of Finance	Expenditure	Income	Net Income	Original Budget	Variance
£1,377,465	Annual levy on Local Authorities	£0	£1,535,875	£1,535,875	£1,535,870	£-5
£58,497	Contribution from Reserves	£0	£64,588	£64,588	£55,690	£-8,898
£0	Contribution to / from Capital - Vehicles	£0	£850,000	£850,000	£0	£-850,000
£-112,900	Contribution to Earmarked Reserves	£202,440	£0	£-202,440	£-202,440	£0
£1,323,062		£202,420	£2,450,463	£2,248,023	£1,389,120	£-858,903

NORTH EASTERN GUARDIAN III

Fisheries Patrol



ORGANISATIONAL REVIEW 2024/2025

Main Achievements

- During December 2023 members endorsed and set an operational budget of £1,389,120 for the 2024/2025 year. This included a phased uplift of 11% to support the projected financing and leasing costs associated with the new main vessel asset.

- Following the award of contract in October 2023 to Whitby based, Parkol Marine Ltd for the build and commission of a new main fisheries vessel, work commenced during February 2024. The first stage of the construction phase involved laying the keel through to the completion of the framing of the twin hulls in May 2024 and associated plating, including the main deck sections in July 2024 followed by the accommodation sections during September 2024.

Housing for the shafts and main engines was completed at the end of September 2024 and construction of the wheelhouse, the last section of the main superstructure, during October 2024. Internal 'fit out' commenced during November 2024 with the installation of pipework, cable runs and internal insulating layers.

Main engine installation was completed on 19 December 2024 alongside supporting ancillary equipment including tanks, pipework and deck machinery. External paintwork and fendering installation commenced during March 2025 and the vessel was lifted into the water on 8 May 2025.

The entire project has been very effectively managed both in terms of time and budget by the Deputy Chief Officer, Ian Davies.

- On 11 March 2025 a new fisheries management byelaw regulation was confirmed by Defra. Byelaw XXXIII Beam Trawling Byelaw 2024 replaced an emergency regulation made by NEIFCA on 17 July 2023. The new regulation enables the management of beam trawling via a number of conditions which are attached to a fishing permit. These conditions can then be varied to suit the needs of the fishery ensuring that associated activities remain sustainable. This is the first time that NEIFCA has implemented such a regulation and since confirmation five such permits have been issued.

- In other areas of regulatory development a new Humber fishing byelaw regulation was submitted to Defra for formal confirmation on 25 February 2025. Once confirmed, this regulation will extend the boundaries of a protected area within the Humber Estuary, designated to protect sea grass. The success of previous management interventions has led to an expansion of sea grass habitat beyond the boundaries of the current protected area.

Extensive work was also completed on the development of a new flexible shellfish permitting byelaw regulation which, amongst other things, will enable NEIFCA to more effectively manage both the number of vessels fishing commercially for shellfish and the number of pots worked within its district..

- Throughout 2024/2025 key NEIFCA staff have maintained very active engagement across the national Fisheries Management Plan (FMP) programme. Key plans of specific interest to NEIFCA include the crab and lobster, king scallop and sea bass. Involvement through 2024/2025 has included attending and actively contributing in implementation groups, providing timely data, information and advice when requested by Defra leads.
- In terms of supporting the delivery of other national marine workstreams NEIFCA also played an active role in Marine Protected Area (MPA) work through 2024/2025. This involved the timely provision of data, information and advice specific to MPA interactions in the NEIFCA district.

CENTRAL POLICY 2024/2025

Central Policy and Strategic Development

Central policy and strategic development is supported by two key internal sub-groups, the Executive Committee and the Science Advisory Group. The Science Advisory Group comprises of MMO appointees and representatives from Natural England, the Environment Agency and the MMO and is responsible for overseeing regulatory review, development and implementation, scientific and survey work, projects and licensing applications and consents. The Executive Committee comprises of elected and appointed MMO members and provides a smaller more focused decision making group to undertake any work delegated by the full authority, including ratifying emergency byelaw provisions and considering appeals against process. These groups work in tandem with recommendations passing through the Executive Committee for final endorsement by the full authority.

Risk Management

The effective management of risk remains a key priority for officers and members of the authority. A formal strategy supporting the identification and management of risk was first agreed and adopted by members of the shadow authority on 25 January 2011. The strategy and its provisions are reviewed on an annual basis to ensure that it remains 'fit-for-purpose'.

Alongside the strategy, the identification and management of risk is supported through a number of risk registers covering both strategic and operational risk, including a risk-based enforcement matrix. All risk registers are subject to six-monthly review with updates reported to authority members and posted on the authority's website. During the reporting year, these reviews and updates were completed during March and September 2024.

Emergency IFCA Byelaws

Section 157 of the Marine and Coastal Access Act 2009 provides a mechanism for IFCA's to introduce emergency byelaw regulations to deal with unforeseen issues requiring urgent action. Emergency byelaws are time limited to a maximum period of eighteen months. Since its inception in 2011, NEIFCA has effectively utilised its emergency byelaw making powers on six separate occasions. On 17 July 2023 NEIFCA confirmed an emergency byelaw to enable the effective management of an unforeseen emergent beam trawl fishery targeting King Scallop within its district. This enabled NEIFCA to control the numbers of vessels accessing the fishery, set fishing conditions and in combination with existing byelaw regulations, gather information on the fishery to inform future management. The emergency byelaw was replaced on 11 March 2025 with a permanent fisheries regulation which has since been fully implemented.

LEGISLATIVE ENFORCEMENT

Legislative enforcement forms a key element of the authority's drive to achieve the sustainable management of sea fisheries resources within its district. Enforcement is undertaken by fourteen warranted Inshore Fisheries and Conservation Officers (IFCOs) who are responsible for monitoring and inspecting fisheries activities, both offshore and along the coast. Enforcement work is now supported by a dedicated 26 metre catamaran, North Eastern Guardian IV (NEG IV), which will carry a 6.4 metre rigid inflatable boat (RIB) to facilitate the boarding and inspection of fishing vessels at sea alongside a 9.5 metre cabin RIB to support its offshore operations.

During the 2024/2025 reporting period NEIFCA's long standing main vessel asset, North Eastern Guadian III (NEG III), was withdrawn from service and prepared for sale. The sale process was concluded during March 2025 and the vessel was delivered to its new owners in Poland.

ENFORCEMENT OUTPUTS 2024/2025

Enforcement Output	Frequency
Vessel Inspections	245
Vessel observations	426
Inspection Reports completed	353
Verbal Warnings	25
Written Warnings	1
Offences Reported	17
Formal Cautions	1
Financial Administrative Penalties	1
Formal prosecutions	8



ENVIRONMENTAL AND SCIENTIFIC RESEARCH

Marine environmental and scientific research functions continue to develop and expand in line with the developing role and remit of the authority. The environmental and science team undertake fisheries stock assessment work, collate and analyse seabed habitat and water column data, review marine licensing applications and consents, support marine habitat conservation and management through engagement with European Marine Site (EMS) management schemes and Marine Conservation Zone (MCZ) programmes and oversee the internal management of data. This work is guided by an annual research and evidence plan and a five-year strategic plan.

Fisheries Stock Assessment work

The majority of species exploited within the NEIFCA district are a component of wider stock units which extend beyond the six-mile limit and also into neighbouring IFCA districts. During 2024/2025, officers improved the analysis methods used in lobster, crab, and scallop stock assessments. A Multiple Indicator Framework, incorporating both specific reference points and proxy measures, was applied to monitor fish stocks and support sustainable fisheries management. This analytical work continues to develop and evolve and is underpinned by a comprehensive stock assessment programme which includes quayside sampling at four main ports including Hartlepool, Whitby, Scarborough and Bridlington and an offshore monitoring programme covering each of the five main ICES areas located within and surrounding the authority's district.

Marine Licensing and Consents

During the reporting period, authority officers reviewed 24 licensing and consent applications covering a wide range of projects from maintenance and capital dredging to discharging at sea and large infrastructure applications, including developments within major ports in the Tees and Humber estuaries, offshore renewables, pipelines and cabling.

Education and Outreach

Scarborough 2019



MARINE PROTECTED AREAS

European Marine Sites (EMS)

The NEIFCA district contains five European Marine Sites (EMSs); Northumbria Coast, Teesmouth and Cleveland Coast, Flamborough Head, Humber Estuary and the Greater Wash. Flamborough Head and the Humber Estuary are each supported by a management group comprising statutory authorities and other relevant bodies and NEIFCA plays an active role in each. NEIFCA workstreams within the EMSs focus on four main areas; active participation in the EMS management schemes and associated projects; the provision of guidance to developers and input into the licensing conditions of development consent orders within and adjacent to EMSs; stock assessments of commercially important finfish and crustacea; and the appropriate assessment and management of fisheries within EMS boundaries through both voluntary and regulatory measures. Significant progress was made during 2019/2020 in reducing risk to designated Marine Protected Area (MPA) features associated with fishing activity. A seasonal netting prohibition in the waters surrounding Flamborough Head and Filey Brigg came into force to protect the largest mainland UK breeding seabird colony; home to 412,000 seabirds. In addition, a trawling permit management system was introduced for the Humber Estuary. Control of trawl effort will help to protect the valuable habitats and species within the estuary, which also acts as vital spawning and nursery grounds for a range of fish species. Regulations to improve fishery data collection have also been approved. Such regulations remain under continuous review to ensure that they maintain appropriate levels of feature protection across all the MPAs located within the NEIFCA district.

On 25 February 2025 a new byelaw regulation was submitted to Defra for formal confirmation. This new regulation will enhance protection for sea grass with the Humber estuary.

A further byelaw regulation entered Quality Assurance (QA) stage 5 with the MMO. This regulation will enable NEIFCA to manage levels of potting effort throughout its district and reduce associated impacts within MPA sites.

Marine Conservation

The NEIFCA district contains two MCZ sites; Runswick Bay and Holderness Inshore. Full assessments have been completed on both sites and appropriate management measures supporting their protection are already in place. Work to establish a new Management Group to encompass both MCZs is supported through the Yorkshire Marine Nature Partnership.

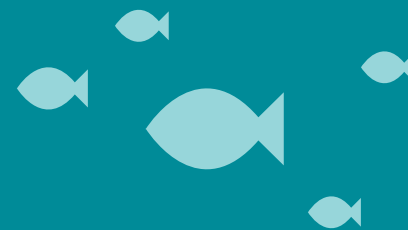
Data Management

All raw data gathered from the NEIFCA district is stored electronically in a format enabling ease of manipulation, import into other programmes and statistical analysis. Spatial data is stored in shape file format for presentation and analysis in the GIS platforms. This is a developing workstream that aims to generate key data layers that present information related to the NEIFCA district, such as management regimes, fishing effort, habitat types and commercial species ranges.

EXTERNALLY FUNDED PROJECTS AND INITIATIVES

European Lobster Larval Settlement Index Project

Funded by the DEFRA Fisheries Industry Science Partnership (FISP) scheme, this collaborative project with the fishing industry began in 2022 and was successfully completed in 2024. Its primary objective was to improve understanding of the seasonality, distribution, and abundance of lobster larvae and Early Benthic Phase (EBP) lobsters—newly settled post-larval individuals. The project generated valuable preliminary data on lobster larvae and species diversity, laying the groundwork for future research aimed at developing a more predictive stock assessment model. Due to its success and significance, the project has been included in the annual research plan for continuation. This project concluded during 2024/2025 and a final report has since been published and submitted to Defra. Officers are planning to continue this investigative work into lobster larval settlement as part of its wider annual research programme.



STAFF TRAINING AND DEVELOPMENT

A new staffing appraisal system first implemented during November 2021 was maintained through 2024/2025. This system links to pay progression and performance and has strengthened the identification of individual training and development needs across all the operational teams. Alongside it, progress against staff training and development needs are monitored centrally.



COMMUNICATIONS, PUBLIC ENGAGEMENT AND PARTNERSHIP WORKING

NEIFCA Website

The authority's website and social media, such as Facebook, remains at the forefront of its drive to improve overall communications, accessibility to information and associated services. A new Authority website 'went live' during March 2022. It carries a much clearer, simpler format which is more straightforward to navigate. Authority staff edit and update the content directly negating the need for third party intervention. Stakeholders can access a range of services from the website including applications for fishing permits and provision of feedback on a wide range of topical issues.

Tyne to Tees, Shores and Seas - SeaScapes Partnership

The SeaScapes project is a partnership of local, regional and national organisations working in the coastal, marine and heritage sectors that have come together to better protect and celebrate the unique coastline between the rivers Tyne and Tees. The first National Lottery Heritage Fund supported Marine Landscape Partnership will deliver around 23 projects over the next four years worth £5 million to the communities of South Tyneside, Sunderland, Durham and Hartlepool.

Yorkshire Marine Nature Partnership

Delivery of a well managed network of Marine Protected Areas (MPAs) is a key work area for NEIFCA. With the growing number of MPAs, effective site management requires new ways of working and a collaborative approach. As a member of the Flamborough Head European Marine Site Management Group, National Lottery Heritage Funding was obtained to establish the Yorkshire Marine Nature Partnership. The emerging partnership is focussed on supporting, understanding, managing and caring for Yorkshire's seas, coastline and hinterland, working with cross-sector partners to achieve shared aims and promote holistic action in the marine and coastal environment.

Feedback System

During March 2022 NEIFCA agreed a new service level agreement with East Riding of Yorkshire Council for the provision of enhanced support covering both feedback and information governance. This support was utilised during 2024/2025 to assess and respond to Freedom of Information (FOI) requests and formal complaints.

Partnership Working

NEIFCA works extensively, collaboratively and proactively with a wide range of partner agencies and organisations, most notably, the MMO, Environment Agency (EA), marine policing units, Defra, the Seafish Industry Authority and the Yorkshire Wildlife Trust. During 2024/2025 much of that associated work involved supporting the national development and implementation of Fisheries Management Plans (FMPS) a new statutory requirement of the 2020 Fisheries Act. Key plans of specific interest to NEIFCA include crab and lobster, king scallop and sea bass. Active involvement in the programme through 2024/2025 included attending and actively contributing in implementation groups and providing timely data, information and advice when requested by Defra leads.

Further collaborative partnership working was fostered at national level through the IFCA Chief Officers Group (COG), the national IFCA/MMO Strategic Operations Group (SOG) and the Defra Marine and Fisheries Chief Officers Group (MAFCO).

Outside operational partnership working, during 2024/2025, NEIFCA officers also worked closely with colleagues from the Angling Trust on a range of local public engagement initiatives.

From an enforcement and compliance perspective NEIFCA maintained an active and collaborative working relationship with MMO colleagues which included attendance and participation in monthly joint Tasking and Coordination Group (TCG) meetings, the national joint Strategic Operational Group (SOG) and the National Inshore Marine Enforcement Group (NIMEG). The monthly TCG meetings enable the review of shared intelligence and the associated tasking of joint actions to tackle issues as they emerge and develop locally. During 2024/2025 this work was further enhanced through the commissioning of a bespoke joint intelligence database known as 'CLUE'. Since the commissioning of the 'CLUE' system NEIFCA has uploaded over 97 individual fisheries intelligence records covering a wide range of issues. As a result of this collaborative approach several joint enforcement operations were undertaken to target illegal fisheries activities during 2024/2025.

Throughout the reporting period extensive joint working was undertaken by NEIFCA's shore operations team in conjunction with the Gangmasters and Labour Abuse Authority (GLAA), the Borders Agency and local policing and public protection teams in response to the illegal gathering of certain intertidal shellfish species throughout the Authority's district. Officers also worked actively with the Environment Agency (EA), policing intertidal netting activity along the coast and marine policing units in more general enforcement and compliance work.

National IFCA Association

A national association was established on 24 March 2011 to represent and support the work of IFCA's. NEIFCA continues to play an active role in this association through the Chairman and Chief Officer. Throughout 2023/2024 the national Association of IFCA's (AIFCA) played a strong supporting role across the ten IFCA's delivering cohesion and collaboration which included supporting IFCA engagement across a number of national projects including the Coastal Health and Livelihoods project (CHLE), a CEFAS led project which is focused on improving the planning, programming and response to unforeseen events impacting on the health of the marine environment and associated livelihoods such as the Tees and North Yorkshire shellfish mortality event.





North Eastern IFCA staff and BBC presenter Tom Heap courtesy of BBC Countryfile following a film shoot on 18 June 2021 which aired on 4 July 2021.

NATIONAL IFCA SUCCESS CRITERIA

IFCAs are recognised and heard, whilst working in partnership and engaging with stakeholders; IFCAs implement a fair, effective and proportionate enforcement regime;

IFCAs use evidence based and appropriate measures to manage the sustainable exploitation of sea fisheries resources and deliver marine environmental protection within their districts;

IFCAs have appropriate governance in place and staff are trained and professional;

IFCAs make the best use of evidence to deliver their objectives;

NEIFCA work streams and organisational priorities are geared towards the positive achievement of the national vision: outlined on page 4.

To support the positive delivery of the above national vision, IFCAs have agreed a set of national success criteria matched with corresponding working-level objectives. The vision, success criteria and national working objectives are designed to assist in the creation of a shared understanding of the aims and objectives of IFCAs nationally and focus positive service delivery towards achievement of the national vision. These national IFCA performance criteria also link directly to the UK Marine Policy Statement.

Focus and Priorities for the Year - Annual Plan 2024/2025

Each year authority members agree and set their objectives and priorities for the year ahead which are outlined within the summary work programme contained within the authority's 2024/2025 annual plan. The 2024/2025 plan was adopted by members on 7 March 2024.

NATIONAL IFCA WORKING LEVEL OBJECTIVES

The following tables provide a summary of the authority’s progress towards achieving the Success Criteria and supporting Working Level Objectives (WLO) during the 2024/2025 reporting period.

31 March 2025



Completed



Ongoing



Not started

WORKING LEVEL OBJECTIVE

The IFCA will maintain and implement an effective communication strategy.

OUTCOME(S)

The IFCA will maintain a database of stakeholder contacts that will have been reviewed and updated by 31 March each year.

The IFCA will have completed a review of its communication strategy and implementation plan by 31 March each year.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

Through its fishing permitting schemes NEIFCA maintains an annual database of some 3,000 individual contacts covering both commercial and recreational fishing.

The authority maintains a formal communication strategy which is reviewed annually.

Copies of annual plans are sent to the Department for Environment, Food and Rural Affairs (Defra) Secretary of State by 30 April each year.

The IFCA will maintain its website ensuring public access to current fisheries and conservation information for the district, including management requirements and byelaws. non-reserved IFCA Committee papers will be published.

The IFCA will have reviewed its website by the last working day of each month.

A new authority website 'went live' during at the beginning of April 2022 and information is updated on a daily basis which includes information on live projects or events occurring within the NEIFCA district.

Copies of annual reports are sent to Defra's Secretary of State by 30 November in the year in which they are published.

WORKING LEVEL OBJECTIVE

The IFCA will contribute to co-ordinated activity at a national level.

OUTCOME(S)

By 31 March each year the IFCA will have participated appropriately, proportionately and at the right level of delegation, in regional and national fisheries and conservation activity identified within the annual plan.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

Throughout the reporting year authority officers have engaged extensively in a wide range of nationally coordinated work streams including joint training and joint intelligence gathering through the National Association of IFCAs, the National IFCA Chief Officers Group, the National IFCA Technical Advisory Group and the National Inshore Marine Enforcement Group. In addition, throughout 2024/2025 NEIFCA played a full and active role in newly established Regional Fisheries Groups and maintained active engagement and participation in the national fisheries intelligence gathering programme. During 2024 the MMO, in partnership with IFCA's, commissioned 'Clue' a new joint fisheries intelligence database system. Since commissioning, NEIFCA has inputted over 97 intelligence reports onto the system.

The IFCA and its principle partners will have a clear understanding of the roles and responsibilities. Memoranda of Understanding (MoU) with MMO, Natural England, Environment Agency and Centre for Environment, Fisheries and Aquaculture Services (CEFAS) will be maintained.

The IFCA will have reviewed all of its MoUs by 31 March each year. There will be a clear plan in place to update MoUs where necessary, to an agreed standard.

National MoU's are maintained through the Association of IFCA's but more recently have largely been superseded by joint operational delivery groups such as the IFCA/MMO Strategic Operational Group, NIMEG and TAG.

WORKING LEVEL OBJECTIVE

The IFCA will publish its enforcement risk register and strategy, clearly setting out its approach to achieving regulatory compliance and potential sanctions that may be applied for infringements and/or offences.

OUTCOME(S)

The IFCA will ensure its enforcement risk register and strategy are published and available on its website from 1 April each year.

The IFCA will compile records of enforcement activity in a standard format; provide them to AIFCA for collation and publish them on its website.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

The authority publishes a comprehensive annual risk register which covers all aspects of risk including enforcement. The authority publishes details of its enforcement activity within its annual report and provides statistics to the National Association of IFCAs in a standard format.

The IFCA will manage operational activity and capture, record, evaluate and disseminate intelligence that is compatible with partner organisations. It is engaged in joint working with partner organisations.

Working to the National Intelligence Model (NIM) and participating actively through Tasking and Coordination Groups (TCGs).

Throughout 2024/2025 Officers have been actively engaged in the joint fisheries intelligence gathering programme, collating, assessing and exchanging intelligence in accordance with NIM principles.

This work culminated in the commissioning of the 'Clue' system during 2023/2024. A new bespoke fisheries intelligence database managed by the MMO to enhance joint intelligence gathering with IFCAs.

This involved active participation in the TCG process including joint TCGs with MMO officers.

WORKING LEVEL OBJECTIVE

Warranted Inshore Fisheries and Conservation Officers (IFCOs) will be trained and accredited to nationally agreed standards. They will maintain professionalism and make appropriate interventions to deliver efficient, effective enforcement activity.

OUTCOME(S)

The IFCA will adopt the national code of conduct for IFCOs which will be reviewed annually and published on its website.

Warranted Officers attain accreditation. ALL undertaking continuing professional development.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

Authority Officers undergo a wide range of training supported by a twelve month probationary process. That training incorporates an induction, an IFCA residential course and 'on-the-job' training and evaluation.

A national code of conduct for IFCA enforcement officers was agreed in 2010 and was adopted by the authority. It is reviewed annually.



WORKING LEVEL OBJECTIVE

The IFCA will identify issues likely to affect sustainable management of the marine environment in the IFC District; undertake risk assessment and gap analysis; review appropriateness of existing measures; evaluate management options and develop and implement proportionate marine management solutions.

OUTCOME(S)

The IFCA will record site-specific management considerations for Marine Protected Areas and report progress to the authority.

The IFCA will publish data analysis and evidence supporting new management measures, on its website management information (e.g. sampling and/or survey results) will be collected periodically after new management measures have been implemented, to demonstrate the extent of effectiveness of the intervention.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

Authority officers have completed extensive site feature/activity interaction risk matrices for all Marine Protected Areas (MPAs), including European Marine Sites (EMSs) and Marine Conservation Zones (MCZs) occurring within the NEIFCA district. A significant supporting management programme commenced during 2013 prioritised towards high risk activities. This work was advanced during 2019/2020 with the confirmation of two regulations protecting features at Flamborough Head, Filey and the Humber Estuary. On the 1 December 2022 the Authority approved the extension of the protected sea grass area at Spurn Point in the Humber Estuary Byelaw The IFCA actively supports implementation of a well managed network of marine protected areas by: developing a range of criteria based management options; implementing management measures to ensure that inshore fisheries activities comply with the Marine and Coastal Access Act 2009 and the revised approach to managing commercial fisheries in European Marine Sites; and that local management contributes to delivery of targets for the Marine Strategy Framework Directive, Water Framework Directive and Marine Plans.

WORKING LEVEL OBJECTIVE

The IFCA will develop Fisheries Management Plans for priority species where appropriate. Shared objectives will be developed with identified partners; actions identified and best practice reflected so that management makes a contribution to sustainable development.

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.

OUTCOME(S)

The IFCA will include shared agreed objectives and actions from Fisheries Management Plans in its own annual plan, which will be published by 31 March each year.

Progress made in relevant Fisheries Management Plan areas, including maximum sustainable yield commitments, will be noted in the IFCA's annual report.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

The sustainable management of key lobster and edible crab stocks was further enhanced during 2019/2020 through measures introduced in the revised Crustacea Conservation byelaw. Protection for soft shelled and berried lobsters will help to bolster spawning stock of this species, while the introduction of a maximum pot size and reducing the maximum size of vessel permitted to fish within inshore areas are important effort controls that will help to ensure the continued viability of the regionally significant fishery. A new minimum size byelaw, developed in collaboration with a number of other IFCAs, was also introduced, confirmed during February 2021. As was a catch return byelaw aimed at improving data capture to inform future management decisions.

A Fisheries Management Plan has been adopted to support the inshore scallop dredging fishery. The plan has been informed by a four year pilot trial which commenced following the introduction of emergency control measures at the beginning of 2015. The plan describes the state of the stocks and the fishery derived from research undertaken by the authority, it outlines current national and local management policy and objectives, and highlights the conservation and fishery management measures in place to ensure a sustainable fishery. The plan will guide development of the dredge fishery, balancing the needs of different stakeholders.

At national level, during 2024/2025, NEIFCA is also fully engaged in the implementation of Fisheries Management Plans (FMPs) across key exploited stocks including King Scallop, crab and lobster, sea bass and whelk.

WORKING LEVEL OBJECTIVE

The IFCA will demonstrate its long-term strategic approach to sustainable marine management by having appropriate plan-making, review, update and amendment procedures in place. The IFCA will record its performance against corporate outcomes and indicators as soon as practically possible following the end of the financial year.

Staff performance management systems will be in place that link to the IFCA success criteria. There will be an induction procedure for new joiners. Staff training and development needs will be identified. Performance will be managed and where necessary, improvement procedures will be followed.

OUTCOME(S)

The IFCA will publish a plan on its website by 31 March, setting out the main objectives and priorities for the next financial year. A copy will be sent to the Secretary of State.

After the end of each financial year, the IFCA will publish a report on its website describing its activities, performance and a summary of audited financial information in that year by 30 November. A copy will be sent to the Secretary of State.

IFCA staff will have annual performance management plans in place. Annual appraisals for all staff will have been completed by 31 May each year.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

The authority has produced an annual plan and annual report since 2010. The 2024/2025 plan was considered and endorsed by the committee on 7 March 2024 and submitted to the Secretary of State. The annual report covering the 2023/2024 period was submitted to the Secretary of State during November 2024.

A new staffing appraisal system commenced during November 2022 which incorporated performance related pay progression. This system enables a bespoke annual training plan to be set to meet individual staff needs underpinned by personal set of work objectives for the year ahead. All staffing appraisals were completed by 31 May 2025.

Staff performance management systems will be in place that link to the IFCA success criteria. There will be an induction procedure for new joiners. Staff training and development needs will be identified. Performance will be managed and where necessary, improvement procedures will be followed.

IFCA staff will have annual performance management plans in place. Annual appraisals for all staff will have been completed by 31 May each year.

During 2024/2025 the authority maintained a system of 'hybrid' meetings providing for attendance in person combined with virtual engagement to conduct its business. Agendas, supporting papers and minutes were published in accordance with the authority's standing orders and posted on the authority's website.

WORKING LEVEL OBJECTIVE

Standard operating procedures describe how data is captured and shared with principal partners.

OUTCOME(S)

The IFCA's contribution to Technical Advisory Group (TAG) and progress that it has made towards a national evidence needs programme will be recorded in the IFCA's annual report.

PERFORMANCE INDICATOR(S) UPDATE 2024/2025

The authority's environmental and scientific leads are fully engaged with other IFCA colleagues through the national IFCA Technical Advisory Group. Through this group, the authority's officers have developed and implemented standard operating practices across most of its work streams.



Non-confidential meta-data collected through the IFCA research programme should be recorded in a database available to the marine research community.

Non-confidential data is shared reducing the need for duplication of survey effort.

Authority officers share non-confidential meta data through MEDIN and 'one drive' and improving internal data sharing within the authority's membership remains an ongoing work stream.





North Eastern Inshore Fisheries
and Conservation Authority

2024/2025
Annual Report

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
4 September 2025

Chief Officer's Operational Update

Report of the Chief Officer

A. Purpose of Report

To provide members with an operational report covering the period March to August 2025.

B. Recommendation

That Members note the report.

1. Overview

1.1 NEIFCA

New Vessel Build

Following the award of contract to Whitby based shipbuilders, Parkol Marine Ltd, on 6 October 2023, to build and commission a new vessel to replace North Eastern Guardian III, fabrication work commenced during February 2024. The first stage of the construction phase involved laying the keel through to the completion of the framing of the twin hulls in May 2024 and associated plating, including the main deck sections in July 2024 followed by the accommodation sections during September 2024.

Housing for the shafts and main engines was completed at the end of September 2024 and construction of the wheelhouse, the last section of the main superstructure, during October 2024. Internal 'fit out' commenced during November 2024 with the installation of pipework, cable runs and internal insulating layers.

Main engine installation was completed on 19 December 2024 alongside supporting ancillary equipment including tanks, pipework and deck machinery. External paintwork and fendering installation commenced during March 2025 and the vessel was lifted into the water on 8 May 2025.

Throughout May 2025 finishing work continued on the vessel including the completion of painting, wiring and the installation of electronic equipment and deck machinery including the hydraulic after 'A' frame and the deck crane.

North Eastern Guardian IV was formally named and blessed at a quayside ceremony held at the Parkol shipyard in Whitby, North Yorkshire on Saturday 21 June 2025.

The new vessel is not yet fully operational and is still undergoing a period of equipment commissioning and testing which is expected to be complete by September 2025 when it will be formally accepted into the full ownership of East Riding of Yorkshire Council and NEIFCA.



Official launch day 8 May 2025



Naming & blessing ceremony 21 June 2025

Enforcement & Compliance Work

The weather throughout the spring and summer reporting period has been generally settled, warm and dry throughout, enabling fishing activity, both recreational and commercial to operate largely without restriction. Catch reports were generally good from most ports with lobster fetching between £10 and £16 per Kg and edible crab £1.80 to £2.20 per Kg.

Throughout the later spring period, May into June, there were some excellent reports from the recreational angling sector both onshore and at sea. Onshore there were some very good catches of smooth hound, ray and sea bass particularly along the East Yorkshire coast and offshore, cod and ling from known wreck marks, particularly off the North Yorkshire coast.

From a compliance perspective, issues relating to the landing of soft-shelled lobster, undersize lobster and the illegal scrubbing of egg bearing lobsters were most prevalent throughout the reporting period. One other key issue observed, particularly during August, related to high levels of unregulated intertidal shore gathering activity at Redcar. This primarily involved the targeting of pullet carpet shells which are not currently subject to any NEIFCA byelaw provisions so cannot be formally regulated. The new shellfish permit byelaw will eventually provide the means to more formally regulate. Primary concerns related to habitat disturbance and the localised depletion of biodiversity.

Environmental & Scientific Work

The Environmental and Scientific team continued to focus on data collection at sea from a range of fisheries, data analysis and the completion of annual stock status reports for lobster, crabs and scallops. Data and information collection and collation covered the active, permitted scallop dredgers, the intertidal fixed net permit holders, quayside and observer trips onboard potting vessels. Further work also focused on the completion of appropriate assessments covering the Holderness Inshore MCZ (Marine Conservation Zone) and Greater Wash SPA (Special Protected Area).

1.2 National Work streams

IFCA Conduct and Operations Report

Every four years there is a statutory requirement under Section 183 of the Marine and Coastal Access Act 2009 for the Secretary of State to 'lay' a report to Parliament on the conduct and operations of IFCAs. The third such report, covering the period 2018 to 2022, was published by Defra on 6 February 2025 and copies were included in the information circulated in advance of both the March Executive Committee meeting and the June Authority meeting 2025.

In response to the recommendations contained within the report IFCA Chief Officers have established a joint implementation group in collaboration with Defra. The Conduct and Operations Report Recommendations Implementation Steering group (CORRIS) has met three times, developed an action plan and commissioned some bespoke pieces of work to address some of the key issues identified within the report. The timing of this 2018 to 2022 report has been significantly delayed and the next statutory report will be due in 2026 but the CORRIS work will continue feed into the associated process.

Fisheries Management plans

On 14 December 2024 Defra published 5 Fisheries Management Plans (FMPs) including crab and lobster, sea bass, king scallop, whelk and Channel non-quota species. The development of FMPs is a key component of the 2020 Fisheries Act to inform future fisheries management policy delivery across a range of exploited stocks in the UK. The FMP programme has now expanded across some 40 plans covering a wide range of species.

NEIFCA staff are currently directly involved in two of the current, national FMP implementation groups including crab and lobster and king scallop. One of the objectives in the crab and lobster FMP is to set up pilot scheme for the North East and South West, exploring and trialling fine scale management measures for the regions. The first focus of this pilot scheme will be to examine potential changes in the minimum landing size of lobsters and NEIFCA is working in close partnership with Northumberland IFCA on that.

1.3 **Priority Work streams for the next six months**

- Commissioning and operationalisation of the new vessel including the training and integration of two new staff members.
- Completion of the build and delivery of the new 6.4m boarding RIB and integration with NEG IV.
- Implementation of both the Humber Estuary Fishing Byelaw 2022 and the shellfish permit byelaw.
- In terms of biometric survey work, prioritising potting, scallop dredging and beach net fisheries
- Further implementation of the new fisheries database including the capture of electronic catch and effort returns.

1.4 **Summary of meetings and events attended**

DEFRA lobster MCRS increase meeting	27 th February 2025
Crab and Lobster Management Group meeting	4 th March 2025
New Vessel Build Project Update meeting	5 th March 2025
IFCA Chief Officers Group meeting	11 th March 2025
Scientific Advisory Group meeting	11 th March 2025
North East Environment & PMCC Incident (Vessel Collision)	12 th March 2025
North East Environment Group (Vessel Collision)	13 th March 2025
North East Environment & PMCC Incident (Vessel Collision)	14 th March 2025
AIFCA Parliamentary Reception	17 th March 2025
SAGB open welfare meeting	17 th March 2025
North East Environment Group (Vessel Collision)	17 th March 2025
North East Environment Group & PMCC (Vessel Collision)	18 th March 2025
Science and FMPs	18 th March 2025
MSC FIP	19 th March 2025
IFCA Technical Advisory Group	20 th March 2025
CEFAS Training	25 th March 2025
PMCC (Vessel Collision)	26 th March 2025
FMP Crab and Lobster Management meeting	31 st March 2025
Marine and Fisheries Chief Officers meeting	1 st April 2025

IFCA Chief Officers Group	9 th April 2025
Industry Group meeting – Bridlington	22 nd April 2025
IFCA CFRONT meeting	23 rd April 2025
Yorkshire Marine and Coastal Biodiversity Group	24 th April 2025
Industry Group meeting – Whitby	24 th April 2025
Yorkshire Marine Nature Partnership	25 th April 2025
MMO Byelaw meeting	25 th April 2025
IFCA MMO Strategic Operations Group	28 th April 2025
Policy Playbook for Marine Incidents of Unknown Cause	29 th April 2025
MMO lobster “scrubbing” test meeting	30 th April 2025
Natural England “Coatham Rocks, Redcar” meeting	30 th April 2025
Natural England evidence & monitoring plan	1 st May 2025
IFCA Chief Officers Group Meeting	7 th May 2025
FishTek Scallop pot meeting	12 th May 2025
Marine and Fisheries Chief Officers meeting	13 th May 2025
IFCA and MMO Licensing Engagement meeting	14 th May 2025
Yorkshire Marine Nature Partnership Executive Board	21 st May 2025
Naos GPS tag meeting	21 st May 2025
MMO shellfish permit byelaw meeting	23 rd May 2025
FMP Crab and Lobster Management Group	29 th May 2025
National Association of IFCA's	3 rd June 2025
Defra, MMO, IFCA DMA workshop	3 rd June 2025
IFCA Chief Officers Group meeting	4 th June 2025
National Seawork exhibition, Southampton	10 th to 13 th June 2025
HBDSEG benthic sub-group meeting	12 th June 2025
IFCA MMO Strategic Operations Group	23 rd June 2025
Whelk FMP permit scheme meeting	24 th June 2025
King Scallop FMP Implementation Group	30 th June 2025

NFFO FLO workshop	3 rd July 2025
IFCA TAG Conference	7 th to 9 th July 2025
IFCA Chief Officers Group meeting	16 th July 2025
Association of IFCAs directors meeting	16 th July 2025
MMO and IFCA joint meeting MPA assessment	21 st July 2025
CFRONT fisheries permitting database meeting	23 rd July 2025
Cleanplanet Uk meeting	23 rd July 2025
King Scallop FMP Implementation Group	28 th July 2025
Eastern Green Link 5 meeting	29 th July 2025
Crab and lobster KMP implementation group meeting	29 th July 2025
IFCA Chief Officers Group meeting	6 th August 2025
Angling Trust meeting recreational charter fishing	6 th August 2025
King Scallop FMP Implementation Group	12 th August 2025
MMO/IFCA porpoise bycatch management meeting	27 th August 2025

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
4 September 2025

Health & Safety Policy & Safe Working Practices 2025/2026 - Review

Report by the Chief Officer.

A. Purpose of Report

To inform members of the completion of the sixth monthly review of the Authority's Health & Safety provisions.

B. Recommendation

That Members note the report.

1. Background

- 1.1 The Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999 and other associated legislation impose duties on all of us, both of a general and specific nature to ensure as far as is reasonable and practicable, health and safety at work. North Eastern Inshore Fisheries and Conservation Authority wishes, through the preparation and issue of this policy to convey the importance that it places on all measures that promote the health and safety of its employees
- 1.2 This policy and its provisions are reviewed continuously throughout the year both at senior management level and at regular staffing Health and Safety meetings. If appropriate, changes to safe working practice guidelines are made and risk assessments reviewed, including where necessary, the provision of additional safety equipment for officers. Such changes are reported to the Executive Committee on a six monthly basis.
- 1.3 Since the last review in March 2025, I am pleased to advise that there have been no notable incidents or accidents to report whilst staff have been working. As part of this six-monthly review the Authority's overarching Health and Safety Policy, standing Safe Operational Working Practices and supporting risk assessments have all been reviewed and updated with no notable changes to report to members.
- 1.4 The updated safe working practice documents and revised risk assessments are shared with all operational staff and subject to continuous review by both the senior operational management team and as part of the general staffing health and safety meetings. The entire health & safety regime is underpinned by regular health and safety training and 'refresher' courses undertaken by all operational staff.

- 1.5 Officers are currently in the process of reviewing and updating the risk assessments and associated safe working practices to incorporate new equipment and working practices associated with North Eastern Guardian IV.

Contact Officer

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Chief Officer
Tel: 07771936501

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
4 September 2025

NEIFCA Byelaws Update

Report by the Chief Officer

A. Purpose of Report

1. To update Members on progress with the following byelaws which were made at a meeting of the Authority held on 1 December 2022:

XXVIII Shellfish Permit Byelaw 2022

XXIX Humber Estuary Fishing Byelaw 2022

B. Recommendation

1. That members receive the update and note the report.

1. Background

1.1 *XXVIII Shellfish Permit Byelaw 2022*

- 1.1.1 At the Authority meeting held on 1 December 2022 members supported the making of a new byelaw XXVIII Shellfish Permit Byelaw 2022 (Minute Item 32 refers).

The key aims of the new byelaw are to establish a new flexible management framework which will more effectively cover the exploitation of listed shellfish species throughout the NEIFCA district, both offshore and onshore. The new proposed byelaw will also consolidate existing byelaw regulations and introduce an effort management system for commercial potting within the district. The provisions contained within the byelaw will be applied via conditions attached to the permit which can be varied following an appropriate review process, without the need to formally remake the whole byelaw. Two permitting schemes will be established, 'Commercial' for licensed commercial vessels and 'Recreational' for recreational operators. It is proposed that during year one a maximum of 234 Commercial Permits will be offered and permit holders restricted to working a maximum of 1000 pots. A permit charge would also be levied for Commercial Permits linked to the number of pots worked. The number of Recreational Permits offered will remain unrestricted but a new £10 charge would be levied, and the number of pots permitted reduced from 10 to 5 per permit holder with daily bag limits remaining unchanged at 2 lobsters, 10 crabs and 30 whelks per day.

- 1.1.2 Since the making of the byelaw on 1 December 2022 it has been subject to an internal quality assurance check, informal consultation with fishing groups and wider formal statutory consultation which completed on 27 October 2023.
- 1.1.3 During this process the following adjustments were made to the draft byelaw regulation:

- Prior to the commencement of formal consultation the scope of the byelaw was widened to include, European green crab, mussel, common periwinkle, pullet carpet shell, Norway Lobster, razor clam and scallop. This was felt prudent and necessary to improve the active management of intertidal shore gathering by large ethnic groups which has become an increasing issue in some areas of the NEIFCA district.
- Prior to formal consultation additional provisions were also added to allow for the varying of fees and charges and the implementation of management by 'pot type' alongside a further provision clarifying that, in terms of Commercial Permit applications, first priority would be given to those vessels who held a permit on 1 December 2022.
- The supporting Regulatory Impact Assessments were also updated to include some additional information from the 2023 shellfish landings report and intertidal shore gathering.

1.1.4 Following the completion of the formal statutory consultation process on 27 October 2023 the outcome was presented to members, alongside the proposed next steps, at the Authority meeting held on 8 December 2023 (Minute 75 refers). The outcome was published on the NEIFCA website on 11 January 2024 and stakeholders notified via email.

1.1.5 In line with the statutory process the draft byelaw regulation and supporting documentation was sent to the Marine Management Organisation (MMO) for a Quality Assurance (QA) assessment on 11 January 2024 with a recommendation that it be further considered for formal confirmation by Defra. The draft regulation and its supporting RIA have subsequently gone through six phases of QA checking with the MMO and on 9 July 2025 it was finally submitted to Defra for formal confirmation. On 8 August 2025 Defra advised that it had been passed onto the Ministerial department for final review and signing.

1.2 *XXIX Humber Estuary Fishing Byelaw 2022*

1.2.1 At the Authority meeting held on 1 December 2022 members supported the making of a new byelaw XXIX Humber Estuary Fishing Byelaw 2022 (Minute Item 31 refers).

1.2.2 Whilst retaining all existing management measures in relation to fishing activities within the boundaries of the Humber Estuary the new byelaw included a revision to the boundaries of an existing protected area to support the expansion of eel grass habitat.

1.2.3 Following completion of the statutory consultation process on 27 October 2023 the outcome was presented to members, alongside the proposed next steps, at the Authority meeting held on 8 December 2023 (Minute 75 refers). The outcome was published on the NEIFCA website on 11 January 2024 and stakeholders notified via email.

1.2.4 In line with the statutory process the draft byelaw regulation and supporting documentation was also sent to the Marine Management Organisation for a Quality Assurance (QA) assessment on 11 January 2024 with a recommendation that it be further considered for formal confirmation by Defra. The draft regulation and its supporting RIA have subsequently gone through four phases of QA checking with the MMO and on 28 February 2025 it was submitted to Defra for formal confirmation. On 7 August 2025 officers received written confirmation from Defra that the byelaw had been signed by the Fisheries Minister on 28 July 2025.

1.2.5 The provisions of the new byelaw regulation are now being implemented, and a copy of the new regulation is attached to this report for members information.

1.3 Summary Update

1.3.1 **XXVIII Shellfish Permit Byelaw 2022**

Made on 1 December 2022. As of 13 August 2025, the byelaw is with the Ministerial department in Defra awaiting formal confirmation.

1.3.2 ***XXIX Humber Estuary Fishing Byelaw 2022***

Made on 1 December 2022 and confirmed by the Fisheries Minister on 28 July 2025.

Contact Officer

David McCandless, Chief Officer

Ext. 3690

**NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY
MARINE AND COASTAL ACCESS ACT 2009
XXIX Humber Estuary Fishing Byelaw 2022**

The Authority for the North Eastern Inshore Fisheries and Conservation District in exercise of its powers under section 155(1) of the Marine and Coastal Access Act 2009¹ makes the following byelaw for that District.

Commencement

1. This byelaw comes into force immediately upon its confirmation by the Secretary of State.

Interpretation

2. In this byelaw:
 - (a) 'the Act' means the Marine and Coastal Access Act 2009¹;
 - (b) 'the Authority' has the meaning given by Article 2 and 4 of the North Eastern Inshore Fisheries and Conservation Order 2010²;
 - (c) 'the baselines' means the 1983 baselines as defined in the North Eastern Inshore Fisheries and Conservation Order 2010²;
 - (d) 'dig' means to break up and move substrate and includes the use of any rake, spade, fork, pump or similar device, hand gathering, or collecting;
 - (e) 'the District' has the meaning given by Article 3 of the North Eastern Inshore Fisheries and Conservation Order 2010²;
 - (f) 'Humber Estuary' means the area as defined in Schedule 1(2) of this byelaw;
 - (g) 'Humber Estuary Trawling Permit' means a permit issued by the Authority in accordance with the procedure set out within paragraph 5;
 - (h) 'owner' means a person listed as holding a share in the ownership of that vessel as recorded on the vessel's Certificate of Registry issued by the UK Ship Registry³;
 - (i) 'joint owner' in relation to a vessel means a person who holds a share in the ownership of that vessel alongside one or more other owners as

¹ 2009 c.23

² S.I. 2010, No. 2193

³ The UK Ship Register is part of the Maritime and Coastguard Agency (MCA),
<https://ukshipregister.co.uk/about-us>

recorded on the vessel's Certificate of Registry issued by the UK Ship Registry;

- (j) 'ownership' in relation to a vessel means the ownership details as listed on the vessel's Certificate of Registry issued by the UK Ship Registry;
- (k) 'permit holder' means an owner or joint owner that has been granted a Humber Estuary Trawling Permit in accordance with the requirements under this byelaw;
- (l) 'registered fishing vessel' means a fishing vessel registered in accordance with Part II of the Merchant Shipping Act 1995⁴ and the Merchant Shipping (Registration of Ships) Regulations 1993⁵ and in respect of which there is a valid fishing licence issued under the Fisheries Act 2020⁶;
- (m) 'relative' in relation to a vessel owner means a person who is part of the owner's family, either through blood or by marriage this can include but is not limited to a spouse, partner, son, daughter, parent, sibling, uncle, aunt, grandparent, cousin, niece or nephew;
- (n) 'sea fisheries resources' has the same meaning as in the Act;
- (o) 'separator trawl or sorting grid' means an attachment to the trawl which complies with Section 3(1) of the Shrimp Fishing Nets Order 2002⁷;
- (p) 'Spurn Point Seagrass Area' means the area as defined in Schedule 1(1) of this byelaw;
- (q) 'three nautical mile limit line' means a line drawn three nautical miles seaward of and running parallel to the baselines;
- (r) 'trawl' means a net towed or dragged on or above the seabed to catch sea fisheries resources; and
- (s) 'WGS84' means the World Geodetic System as revised in 1984 and 2004.

3. Coordinates used in this byelaw are measured from WGS84 datum.

Prohibitions

4. (a) A person must not trawl within the Humber Estuary unless that person

⁴ 1995 c.21.

⁵ S.I. 1993 No. 3138

⁶ 2020 c.22.

⁷ S.I. 2002, No. 2870

holds a valid Humber Estuary Trawling Permit.

- (b) A person must not trawl, dig, or use a pot, trap, net, longline, dredge or similar device within the Spurn Point Seagrass Area.
- (c) A person must not remove sea fisheries resources from the Spurn Point Seagrass Area.
- (d) Paragraph 4(c) does not apply to a person fishing for or removing sea fisheries resources by means of a rod and line.

Permit Applications

- 5. (a) An owner of a registered fishing vessel may apply for a Humber Estuary Trawling Permit.
- (b) An application or renewal of a Humber Estuary Trawling Permit must be made using the printed application forms available from the Authority's office⁸ or website⁹.
- (c) Applications will only be accepted from an owner of a registered fishing vessel that held a valid permit issued by the Authority in accordance with the byelaw titled XXIX Humber Estuary Fishing Byelaw 2016¹⁰ on 1 December 2022.
- (d) All applications must be received within six months of the byelaw coming into force.

Permit Conditions

- 6. (a) A Humber Estuary Trawling Permit expires on 1 January of the year following the date of issue unless the Authority notifies the permit holder otherwise.
- (b) A permit holder will receive a written invitation to re-apply for their permits on 1 December each year. All applications received within 14 days of the date of the invitation will be processed and new Humber Estuary Trawling Permits issued, prior to the date of expiry of the respective permit.
- (c) If a permit holder does not submit an application to renew their Humber Estuary Trawl Permit within one year of the date of its expiry, then eligibility to apply in future years will be permanently lost.

⁸ NEIFCA, Town Hall, Quay Road, Bridlington, YO16 4LP

⁹ www.ne-ifca.gov.uk

¹⁰ 'XXIX Humber Estuary Fishing Byelaw 2016' made by North Eastern Inshore Fisheries and Conservation Authority on 27 April 2016 in exercise of its powers under Sections 155 and 156 of the Marine and Coastal Access Act 2009 (c. 23) and confirmed on 15 August 2019.

- (d) A fee of £500 will be charged by the Authority for each Humber Estuary Trawling Permit upon each successful application or renewal.
- (e) A Humber Estuary Trawling Permit is not valid if there is a change of vessel ownership that the permit was issued to.
- (f) Paragraph 6(e) does not apply where the ownership of the vessel has passed onto a relative of the owner or a joint owner.
- (g) Humber Estuary Trawling Permits must be immediately surrendered to the Authority if the permit is no longer required.

Permit Conditions - Trawl Conditions

- 7. (a) A person fishing under the authority of a Humber Estuary Trawling Permit using a trawl with a mesh size ranging from 16 millimetres to 31 millimetres must lift inboard the cod end of the net, inspect it and empty it at least once every hour of the trawl being in the water.
- (b) All trawl nets used with a mesh size ranging from 16 millimetres to 31 millimetres must have a separator trawl or sorting grid installed.

Permit Suspensions

- 8. (a) A Humber Estuary Trawling Permit may be suspended by the Authority for the purposes of environmental protection, fisheries conservation or non-compliance with the provisions of this byelaw.
- (b) In deciding whether to suspend a Humber Estuary Trawling Permit the Authority will consider:
 - (i) all available scientific and survey data;
 - (ii) internal scientific advice from within its membership as the Authority sees fit;
 - (iii) advice provided by the Centre for Environment, Fisheries and Aquaculture Science;
 - (iv) advice provided by the Department for Environment, Food and Rural Affairs, the Marine Management Organisation, Natural England or other external authorities, organisations, persons or bodies as the Authority sees fit; and
 - (v) information from any other relevant source as the Authority sees fit.
- (c) Written notification of the decision to consider a suspension of a Humber Estuary Trawling Permit will be given to the permit holder and it will also

be published on the Authority's website, at least fourteen days before any decision is made.

- (d) Any representations must be lodged, in writing, to the Authority within ten days of the date of the notice referred to in paragraph 8(c).
- (e) Representations referred to in paragraph 8(d) will be considered by the Authority's members and a decision will be made. That decision will be final and cannot be appealed.
- (f) Written notification of the final decision to suspend a Humber Estuary Trawling Permit, will be given to the permit holder and it will also be published on the Authority's website within seven days of the decision being made.
- (g) The suspension of a Humber Estuary Trawling Permit may apply to all or part of the Humber Estuary.

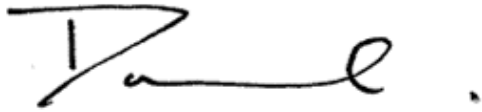
Offences

- 9. A person who contravenes this byelaw is guilty of an offence under section 163(1) of the Act.

Revocations

- 10. The byelaw "XXIX Humber Estuary Fishing Byelaw 2016" made by the North Eastern Inshore Fisheries and Conservation Authority on 27 April 2016 is revoked.

I hereby certify that the above Byelaw was made by the Authority at its meeting on 1 December 2022.

A handwritten signature in black ink, appearing to read 'Darren' followed by a period.

Darren Stevens

Clerk

North Eastern Inshore Fisheries and Conservation Authority

Town Hall

Quay Road

Bridlington

East Yorkshire

The Secretary of State for Environment, Food and Rural Affairs in exercise of the powers conferred by section 155 (4) of the Marine and Coastal Access Act 2009, confirms this byelaw made by the North Eastern Inshore Fisheries and Conservation Authority on 1 December 2022.

A handwritten signature in black ink, appearing to read 'Daniel Zeichner'.

Daniel Zeichner, Minister of State (Minister for Food Security and Rural Affairs),
Department for Environment, Food and Rural Affairs

Date: 28 July 2025

Schedule 1

1. Spurn Point Seagrass Area

The “Spurn Point Seagrass Area” means the area depicted in Annex 1 within the Humber estuary and enclosed by a line drawn from the following points:

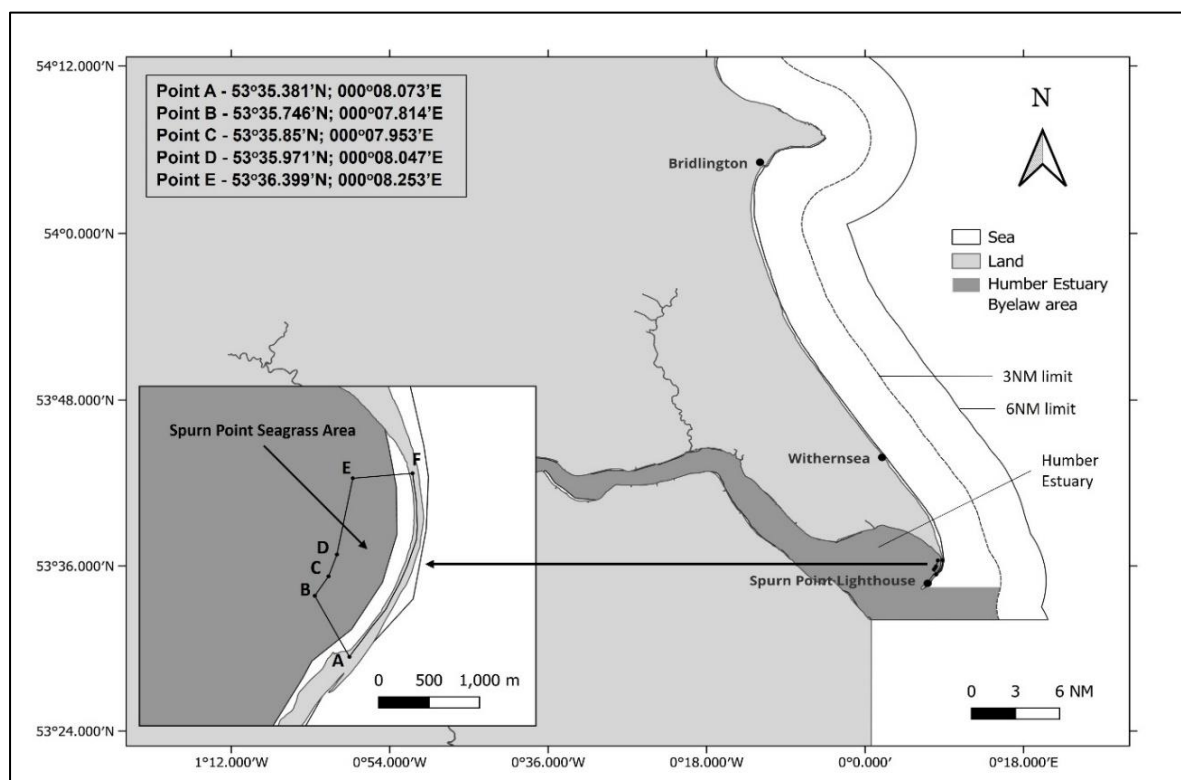
- (a) Point A (Latitude 53°35.381'N Longitude 000°08.073'E) to
- (b) Point B (Latitude 53°35.746'N Longitude 000°07.814'E) to
- (c) Point C (Latitude 53°35.85'N Longitude 000°07.953'E) to
- (d) Point D (Latitude 53°35.971'N Longitude 000°08.047'E) to
- (e) Point E (Latitude 53°36.399'N Longitude 000°08.253'E) to
- (f) Point F (Latitude 53°36.400'N Longitude 000°08.792'E) and
- (g) From Point F along the coast at a level of mean high spring water tide to Point A.

2. The Humber Estuary

The “Humber Estuary” means the area depicted in Annex 1 bounded by the following lines:

- (a) to the north by a line drawn true east from Spurn Head Lighthouse (position 53° 34.490' North, 000° 06.650' East) to the three nautical mile limit line; and
- (b) to the east by the three nautical mile limit line; and
- (c) to the south by the boundary of the District.

Annex 1 Humber Estuary



EXPLANATORY NOTE

(This note is not part of the byelaw)

The byelaw prohibits digging, using pots, traps, nets, trawls, dredges or similar devices or removing sea fisheries resources from within the Spurn Point Seagrass Area as defined within the byelaw.

The byelaw prohibits trawling within the Humber Estuary unless the respective owner of the vessel holds a Humber Estuary Trawling Permit issued by the Authority. Only vessel owners who previously held a permit to trawl within the Humber Estuary on 1 December 2022, the date the byelaw was made, are eligible to apply for such a permit. Vessel owners with a valid Humber Estuary Trawl Permit must apply and renew it within one year of the date of expiry of the respective permit, otherwise eligibility to apply in future years will be permanently lost. An annual fee of £500 will be charged for such a permit.

The byelaw does not prohibit rod and line fishing.

The byelaw confirms that any contravention of the prohibitions is an offence under section 163 Marine and Coastal Access Act 2009.

The byelaw revokes and replaces the byelaw “XXIX Humber Estuary Fishing Byelaw 2016”.

All maps and charts contained within the byelaw are for illustrative purposes only and are not to be used for navigation.