

# **North Eastern Inshore Fisheries and Conservation Authority**

## **Publication Scheme**

### **Introduction**

North Eastern Inshore Fisheries and Conservation Authority ('NEIFCA') is constituted pursuant to the Marine and Coastal Access Act 2009. It is one of ten authorities surrounding the coastline of England. Each Authority has the same principal statutory function, to manage the exploitation of sea fisheries resources within pre-defined areas or districts.

The NEIFCA district covers the area from the River Tyne, in the North, to a point drawn True East from 'Haile Sand Fort' on the North East Lincolnshire Authority boundary, close to Humberston, on the South Bank of the Humber Estuary. The District also encompasses all estuarine areas, landward to tidal limits, occurring within the boundaries of member Local Authorities

The Authority is responsible for managing the exploitation of sea fisheries resources within its area of jurisdiction. This includes all animals and plants which habitually live or are cultivated in the sea. In delivering this function the Authority is required to ensure that all exploitation and development, taking place within its District, is sustainable and socio economic needs are balanced with marine environmental protection. The Authority is also required to balance the needs of all stakeholders exploiting resources within its District and further the conservation objectives of any Marine Conservation Zones (MCZs).

To assist focus on the positive delivery of the above statutory duties, IFCA's have agreed the following national vision which has been adopted by NEIFCA:-

'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.'

This publication scheme is designed to identify and facilitate access to a range of information gathered, held and used by the Authority. It will assist in ensuring that the Authority complies with the provisions of the Freedom of Information Act 2000 and the Data protection Act 2018.

The scheme specifies the classes of information which the Authority publishes or intends to publish. The format in which the information is available, either hard copy,

by inspection through appointment or on the Authority's website and whether or not the information is available free of charge or on payment of a fee.

In some classes, information is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the scheme is general correspondence sent or received by the Authority and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 2018.

In certain classes a limitation on the age of some documents has also been stipulated. This does not necessarily mean that information beyond that date cannot be obtained but it does indicate that it is not readily available as a matter of course within the scheme. If original documents are more readily available from another source, details of that organisation are specified within the scheme.

The Clerk of the Authority retains responsibilities for the management of the publication scheme.

### **Core Classes of Information**

The Authority has identified the following core classes of information:

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

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

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Website: [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk)

## **Publication Scheme: Core Classes**

### **1. Role Function & Management of the Authority**

**Information** Annual Plan

**Description** Sets out the Authority's vision, function and role, operational strategy for the forthcoming year, performance targets, budgetary provisions staffing structure and training plan.

**Availability** A copy of the Authority's Annual Plan is available in pdf format to download from the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk).

**Notes** Published annually in April each year. A standard administration charge will be levied for any 'hard' copies sent to cover postage and printing etc. These charges will be specified at the time of the request and payable in advance.

**Information** Annual Report

**Description** Sets out a review and summary account of the Authority's main outputs and achievements during the proceeding year (April to March inclusive).

**Availability** A copy of the Authority's Annual Report is available in pdf format to download from the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk) and archived copies are available dating back to 2010 upon request.

**Notes** Published annually in November each year. A standard administration charge will be levied for any 'hard' copies sent to cover postage and printing etc. These charges will be specified at the time of the request and payable in advance.

### **2. Authority Policies and Procedures**

**Information** Strategic Risk Management Policy & Risk Registers

**Description** Sets out the Authority's policy for recording and managing risk including associated risk registers.

**Availability** Copies of the Authority's most current Strategic Risk Management Policy and associated risk registers are available upon request in either electronic pdf or 'hard copy'.

**Notes** Reviewed on a sixth monthly basis. A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Memoranda of Understanding with key partner organisations

**Description** Memoranda of Understanding outlining key principles and aspects of working arrangements such as the sharing of information with key partners including, the Marine Management Organisation, the Environment Agency, Natural England and the Centre for Environment, Fisheries and Aquaculture Science.

**Availability** Information is available upon request from the Authority's office in Bridlington East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Consultation and Feedback Policies

**Description** Sets out the Authority's strategies for communicating, consulting and receiving feedback from its direct stakeholders and members of the wider public.

**Availability** Copies of the Authority's Consultation Strategy and Feedback Policy are available in pdf format to download from the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk). Hard copies are also available from the Authority's office in Bridlington, East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Code of Conduct for Authority Officers

**Description** Sets out a code of conduct for Officers to observe during day to day work

**Availability** A copy of the Authority's 'Code of Conduct' is available in pdf format to download from the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk). A Hard copy is also available from the Authority's office in Bridlington, East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Enforcement & Compliance Policy

**Description** Sets out the Authority's guiding principles in terms of its approach to enforcement and compliance work and the determination of sanctions.

**Availability** A copy of the Authority's 'Enforcement & Compliance Policy' is available in pdf format to download from the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk). A Hard copy is also available from the Authority's office in Bridlington, East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Procedural Standing Orders

**Description** Information on current Authority standing orders

**Availability** Information is available in either electronic pdf or 'hard copy' upon request from the Authority's office in Bridlington East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Staffing Handbook

**Description** Covers working hours, terms and conditions, personnel policies and procedures for Authority Staff.

**Availability** Information is available in either electronic pdf or 'hard copy' upon request from the Authority's office in Bridlington East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Health and Safety Policy, Risk Assessments & Safe Working Practices

**Description** Detailed statement of duties and responsibilities, risk assessments and arrangements for safe working practices.

**Availability** Information is available in either electronic pdf or 'hard copy' upon request from the Authority's office in Bridlington East Yorkshire.

**Notes** Reviewed and updated annually. A standard administration charge will be levied for any 'hard copies' sent to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

### 3. Authority Proceedings

**Information** Minutes of Quarterly, Executive meetings and working groups

**Description** Minutes of proceedings of Authority meetings, Science & Governance Working group and other ad hoc groups.

**Availability** All minutes published on NEIFCA website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk) in pdf format. Archived minutes dating from October 2010 also available upon request in pdf format.

**Notes** Requests for hard copies of Authority minutes will be subject to a charge to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

**Information** Archived minutes of meetings and working groups held by the Authority's predecessor organisation North Eastern Sea Fisheries Committee (NESFC)

**Description** Minutes of NESFC meetings and other working groups dating back to its inception in July 1890.

**Availability** Bound historical minutes are available for inspection by prior appointment at the Authority's main Offices in Bridlington East Yorkshire or by appointment at central archives, located within the Treasury House, Beverley, East Yorkshire, operated by East Riding of Yorkshire Council.

**Notes** A standard administration charge will be levied for any 'hard' copies of archived documents to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

#### **4. Auditing and Accounts**

**Information** Annual Statement of Accounts & financial information including audit reports

**Description** Detailed statement of the Authority's accounts published in June of each year including internal auditing reports since October 2010.

**Availability** Available upon request in pdf format from the Authority's main office in Bridlington East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard' copies of archived documents to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

#### **5. Legislation Relevant to the Authority's Function**

**Information** Authority Byelaw Regulations

**Description** Detailed listing of all current fisheries byelaws and provisions

**Availability** Summary information and copies of individual regulations available to download from the NEIFCA website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk) in pdf format. Hard copies in booklet form available from Authority Officers and from the Authority's main office in Bridlington East Yorkshire. Summary information posted on the network of Authority notice boards located throughout the coastal area.

**Information** General Legislation

**Description** Acts, Statutory instruments and explanatory notes and guidelines

**Availability** Acts of parliament can be downloaded and viewed free of charge from the HMSO website [www.legislation.hmso.gov.uk](http://www.legislation.hmso.gov.uk)  
The TSO website [www.tso.co.uk](http://www.tso.co.uk) provides pricing information for hard copy legislation

## 6. Science & Project Work

**Information** Reports on Authority Science Projects & Joint Funded Studies

**Description** Published results

**Availability** Reports available, upon request, electronically or in 'hard copy' from the Authority's office in Bridlington East Yorkshire

**Notes** A standard administration charge will be levied for any 'hard' copies of archived documents to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance.

## 7. Authority Publications and Services

**Information** Authority Newsletters & Information Notices

**Description** Information on current work and consultation undertaken by Authority Officers and specific information notices relating to individual byelaws and other fisheries legislation.

**Availability** Copies available in pdf format to download from the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk). Hard copies are also available from the Authority's office in Bridlington, East Yorkshire.

**Notes** At least one main newsletter is produced annually and circulated to all active permit holders throughout the Authority's area. A standard administration charge will be levied for any 'hard' copies of archived documents to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance. Notices are also posted on the Authority's network of notice boards throughout the coastal area.

**Information** Press Releases

**Description** Copies of press releases highlighting specific aspects of the Authority's work, events and activities.

**Availability** Copies available in pdf format to download from the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk). Hard copies are also available from the Authority's office in Bridlington, East Yorkshire.

**Notes** A standard administration charge will be levied for any 'hard' copies of archived documents to cover postage, photocopying etc. These charges will be specified at the time of the request and payable in advance. Notices are also posted on the Authority's network of notice boards throughout the coastal area.

**Information** Fishing Permits

**Description** Fishing permit schemes covering a range of fishing activities including trawling, dredging the collection of cockles, taking lobsters, crabs and whelks and fixed net fishing.

**Availability** All permit applications can be downloaded in Word format and or completed and submitted 'on-line' via the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk) . Hard and electronic copies of permit applications are available on request from the Authority's office in Bridlington East Yorkshire.

**Notes** Some fishing permit schemes currently attract an annual fee including trawling within the Humber Estuary, scallop dredging and fixed net fishing along the Holderness Coast of East Yorkshire and charging for

other permitting schemes remains under consideration. Applicants will be advised if a charge is to be levied on receipt of the application. With regard to limited shellfish permits (LSP) a fee of £5 is levied for each replacement pot tag issued. A maximum of ten pot tags per annum will be issued to an individual LSP holder.

**Information** Situations Vacant

**Description** Information on job vacancies within NEIFCA.

**Availability** All vacancies open to external applicants will be advertised on the Authority's website [www.ne-ifca.gov.uk](http://www.ne-ifca.gov.uk) , local and national recruitment websites and relevant publications as deemed appropriate.

**Notes** All internal vacancies will be circulated electronically amongst NEIFCA officers and staff and other LA funding authorities

**November 2021**