

Clerk of the Authority
Caroline Lacey
County Hall, Beverley
East Riding of Yorkshire, HU17 9BA

Chief IFC Officer
David McCandless, BSc. MSc.
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Our ref: NEIFCA
Date: 26 February 2018

Dear Member

Executive Meeting of North Eastern Inshore Fisheries & Conservation Authority –
Thursday 8 March 2018

I hereby give you notice that the next Executive meeting of North Eastern Inshore Fisheries and Conservation Authority will be held on **Thursday 8 March 2018**, at the **Green Lane Centre, Green Lane, Whitby, YO22 4EH** starting at **12:30pm**.

On arrival please ask for David McCandless. Can members please send apologies by Monday 5 March 2018, please telephone 01482 393515 or email ne-ifca@eastriding.gov.uk. Thank you to members who have already given their apologies.

The agenda and reports for the meeting are enclosed.

Please contact me if you have any queries.

Yours Faithfully

David McCandless
Chief IFC Officer

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

EXECUTIVE MEETING

Green Lane Centre, Green Lane, Whitby, North Yorkshire, YO22 4EH

Thursday 8 March 2018

COMMENCING 12.30pm

AGENDA

1. Apologies for absence
2. To take the notes of the last meeting held on 7 September 2017 as a correct record (*pages 1-4*)
3. Environment Agency Presentation & Update – Wheatcroft & Whitburn Consents

Items for Decision

4. Revenue Budget 2018/2019 - (*pages 5-10*)
5. NEIFCA Annual Plan 2018/2019 - (*pages 11-44*)
6. Risk Management Strategy & Strategic and Operational Risk Register Reviews - (*pages 45-62*)
7. NEIFCA Health & Safety Policy & Safe Working Practices 2018/2019 (*pages 63-108*)

Items for Discussion

8. NEIFCA Byelaws Update - (*pages 109-110*)
9. Budget Report 2017/2018 - (*pages 111-114*)
10. Chief Officer Operational Update - (*pages 115-116*)

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

07 SEPTEMBER 2017

Present

Councillor Ron Allcock
Dr Stephen Axford
Kirsten Carter
Councillor Chris Matthews
Mr Nigel Proctor
Councillor Tony Randerson
Mr Gary Redshaw

Representing

North Lincolnshire Council
MMO appointee
MMO appointee
East Riding of Yorkshire Council
MMO appointee
North Yorkshire County Council
MMO appointee

Chief Officer Mr David McCandless and Clerk Caroline Lacey also attended the meeting.

The Committee met at Best Western Monk Bar Hotel, York. The meeting started at 12:30.

35. APOLOGIES

Apologies for absence were received from Council Member Bell.

DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS

Resolved – The Clerk asked Members to declare any personal or prejudicial interests in items on the Agenda and the nature of such interests.

36. MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 09 MARCH 2017

Resolved - That the minutes of the meeting held on 09 March 2017 be approved as a correct record and signed by the Chairman.

37. EXCLUSION OF THE PUBLIC

That the public be excluded from the meeting for consideration of the following item (Minutes 21) 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 21).

38. TO CONSIDER ANY APPEALS LODGED IN REPOSE TO THE ADMINISTRATION OF THE 2017/2018 SCALLOP DREDGING PERMIT SCHEME

The Chief Officer submitted a report to inform and update members on the permit application process associated with the 2017/2018 scallop dredging fishery and to present

two written appeals for review, consideration and ruling. A full copy of the procedure governing the issue of the permits was circulated amongst members. Following the Authority's decision that only 3 permits would be offered for the 2017/2018 season, 10 applications were received in total. Of the 10 applications received, 2 appeals had been received from the unsuccessful applicants, Mr P Overton, vessel Investor, FY367 and Harris and Garrod, vessel Carousel, SH298. The Chief Officer discussed in detail the rationales behind both appeals. Members considered all of the evidence provided by Mr P Overton and agreed that in relation to the current permitting criteria, the points raised within the appeal carried no validity and it was not upheld. Members then considered the appeal from Harris and Garrod and agreed that there were no valid grounds for reversing the original decision and it was not to be upheld.

Resolved - That the appeal be rejected on the grounds that due process has been followed for the 2017/2018 season and the Chief Officer inform those who had submitted formal appeals accordingly.

39. STRATEGIC AND OPERATIONAL RISK REGISTER REVIEW

The Clerk submitted a report to present a revised Risk Management Strategy for adoption and to inform members of the Executive Committee that in accordance with the Strategy, a six monthly review of the Strategic and Operational Risk Registers had also been undertaken and was reported for approval. Although the Authority's risk management strategy was also reviewed and updated on 9 March 2017 the Internal Audit team recommended that the process of scoring risk and describing the criteria behind the risk scores should be documented within the strategy. This had been included as a new section to the risk management strategy. Members were made aware that the scoring process was slightly different to that applied previously resulting in a different scoring regime but it did not affect the standing ranking of ongoing risks.

Resolved – That the revised Risk Management Strategy be adopted and the revised Strategic and Operational Risk Register be approved and reviewed in six months' time.

40. NEIFCA INTERNAL AUDIT REPORT 2016/2017

The Clerk submitted a report to inform Members of the findings of the annual audit report. The overall control effectiveness within NEIFCA was considered to be satisfactory and the residual risk exposure moderate. Members were informed that the majority of the recommendations had since been actioned, alternative storage arrangements in the Whitby area were being investigated. The Chief Officer highlighted to members that the current storage facility had served the Authority very well and was extremely cost effective and would be very difficult to replace. Members were asked to provide the details of any potential storage sites.

Resolved - That the notes be received.

41. NEIFCA HEALTH & SAFETY POLICY & SAFE WORKING PRACTICES 2016/2017

The Chief Officer provided a report to inform members of the completion of the annual review of the Authority's Health & Safety provisions; a revised policy was included within the report. The Chief Officer reported since the last formal review in March 2017 there had been one notable incident to report which occurred on the Authority's main patrol vessel, North Eastern Guardian III. This incident happened on 21 June 2017 whilst the vessel was engaged in the deployment of a 'drop down' camera unit. All Health and Safety protocols were followed and the actions of the skipper and crew were exemplary on the day. The incident was formally reported to the Marine Accident Investigation Branch

(MAIB) and the Health & Safety Executive and MAIB took the lead in the independent investigation. MAIB formally closed the case on 3 August 2017 and no sanctions or additional recommendations were imposed on the Authority. As part of the standard six-monthly review and following the incident on 21 June all the Safe Working Practices and supporting risk assessments have been fully reviewed and updated

Resolved - That the notes be received.

42. REPLACEMENT PATROL VESSEL UPDATE

The Chief Officer submitted a report to update members on progress with the project to replace the Authority's main patrol vessel. Members agreed the decision to commence the procurement process for the replacement patrol vessel at a meeting held on the 10 September 2015. Extensive research has been carried out on possible replacement options and members were informed that officers were continuing to explore all match funding opportunities which included positive dialogue with Hull University.

Resolved - That the notes be received.

**43. ANY ITEMS REFERED FROM THE SCIENCE AND GOVERNANCE
WORKING GROUP – FUTURE MANAGEMENT STRATEGY PERMITTED
SCALLOP DREDGING FISHERY**

A member from the Science and Governance Working Group gave an update on a presentation provided by Dr Bryce Beaukers Stewart which provided a focused analysis on the opening of the fishery within the Authority's district and the effect of fishing on the scallop stocks. It was agreed by members that Dr B Stewart should be invited to the full Authority meeting in December. It was also discussed at the Science and Governance Working Group that officers would continue to complete stock assessment work and look at habitat and stock recovery and any longer term impacts on other species, funding opportunities would also be explored to facilitate a PhD student to focus on the project for a period of 3 – 5 years.

Resolved - That the notes be received.

44. ANY OTHER BUSINESS

Members discussed feedback from the Chair of the Science and Governance Working Group that it was not always possible to accurately report back the debates and issues raised at meetings to the Executive Committee and suggested holding the Science and Governance Working Group meetings on a separate day to the Executive Committee meetings. The Clerk agreed to discuss the possible options with the Chief Officer in order to strengthen the interaction of the Executive Committee and Science and Governance Working Group with the main Committee.

Members also raised issues surrounding the McCain Long Sea Outfall pipe at Cayton Bay. Councillor Randerson requested that the Authority contact Yorkshire Water to clarify what licenses have been granted and if adequate consent has been given to take into consideration the excessive volume of discharge following expansion of the McCain site. The Chief Officer agreed to contact Yorkshire Water requesting clarification and also to ask the Environment Agency to provide a full update at the next Authority meeting.

Resolved – That the notes be received.

The meeting closed at 2pm

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
8 March 2018

DRAFT BUDGET 2018/19

Report of the Treasurer

A. Purpose of Report

To inform Members of the draft budget for 2018/19

B. Recommendations

- a) That the draft budget for 2018/19 be approved
- b) That the level of general reserves is maintained at £228,449 (19%) of the annual levy
- c) That £100,000 plus accrued interest be set aside annually in a Renewals Fund in order to plan for the replacement of the patrol vessel (an increase of £20,000 from previous years)
- d) That £10,000 be set aside annually in the Vehicle Replacement Reserve, as in previous years

1. Introduction

- 1.1 At its meeting on 7 December, the Authority set the levy for the North Eastern Inshore Fisheries and Conservation Authority at £1,200,310 for 2018/19. The Board resolved that a detailed budget be brought to the Authority for approval on 8 March 2018.
- 1.2 The Authority's budget has been reviewed in detail by the Chief Officer and his senior management team, together with the Treasurer, to identify the level of expenditure necessary to meet operational priorities through to 31 March 2019.

2. Overall Budget

- 2.1 The Authority's budget is spent in the following major areas –

Central Management Budget: Expenditure relating to the cost of Corporate Management and administrative support.

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

- 2.2 The draft budget resources the main objectives and work priorities for the year ahead in order to deliver the requirements of both the adopted national vision and the Authority's local priorities. It has been produced in line with the Annual Plan and Strategic Risk Register.
- 2.3 The following table summarises the proposed operational budget for the Authority for 2018/19. Further details are shown in Appendix A.

Net Expenditure	£
Central Management	385,080
Operations	
Land Based	142,010
Offshore Operations	448,740
Environment	111,580
Grant Funded	0
Net Cost of Service	1,087,410
Funding	
Contribution to Renewals Fund	102,900
Contribution to Vehicle Replacement Reserve	10,000
Local Authority Levy	1,200,310

3. Known Pressures

- 3.1 Additional budgets are required for a 2% pay increase, taking recent public sector pay offers into account.
- 3.2 Each budget line has been scrutinised and where known pressures are apparent the budget has been uplifted examples include travel costs, boat berthing, storage, insurance premiums and telephone charges.

4. Savings

- 4.1 Service level agreements for services provided by East Riding of Yorkshire Council have been reviewed and renewed for three years from April 2018 to March 2021, resulting in a saving of £13,500.
- 4.2 There is also a reduction in employers' pension contributions of £27,000, as a result of the East Riding Pension Fund's triennial valuation which set a rate of 17.6% compared to 23.2% previously.

5. Risk

- 5.1 The Bank of England's most recent inflation report shows that CPI has risen to 3% and predicts the level of CPI to remain above its target of 2% in 2018/19 and inflation is judged

likely to remain above the target until 2021. NEIFCA will experience this inflationary pressure as a significant amount of its budgeted costs such as fuel and other supplies are subject to the effect of a relatively weaker pound. The exit from the European Union is also anticipated to result in increased inflation.

- 5.2 Maintenance of the patrol vessel is usually cyclical in nature and can be planned. However a catastrophic event, such as engine failure, could potentially leave the Authority exposed to substantial additional expenditure. Whilst most such events would be insured, the Authority would likely be expected to incur the expenditure in the first instance. As the vessel ages the risk of higher maintenance requirements become more likely.
- 5.3 The next triennial valuation of the East Riding Pension Fund, due in 2020/21, may result in a budget pressure.
- 5.4 Reserves are held to manage the above risks. In the short-term the general reserve will be available to meet the ongoing known risks above.

6. Reserves

- 6.1 The Authority maintains a general reserve to meet unforeseen events and specific reserves to even out cash flow for individual projects or purchases (Appendix B). The Authority currently holds four specific reserves.

7. General Reserve

- 7.1 The general reserve enables the Authority to demonstrate its financial standing as a 'going concern', to be in a position to meet unforeseen liabilities. The actual level of reserves is subjective, since any such liability is neither known nor anticipated. Setting the level of general reserves is just one of several related decisions in the formulation of the budget for a particular year. Account is taken of the key risks, stated above, that could impact on the financial assumptions underpinning the budget alongside a consideration of the Authority's financial management arrangements. A good track record for managing in-year budget pressures and operation of robust financial reporting arrangements is evident.
- 7.2 At 31 March 2017, the balance on the general reserve was £228,449, which represents 19% of the annual levy for 2018/19. It is anticipated this can be maintained until 31 March 2019. This is a reasonable level of balances for the Authority to hold.

8. Specific Reserves

- 8.1 In 2011/12 the Authority created an earmarked reserve to manage the risk associated with patrol vessel maintenance. Due to its nature, certain maintenance is cyclical rather than annual and other maintenance may be of an exceptional and urgent nature. The balance on the reserve will be maintained at £50,000.
- 8.2 The Authority also holds a reserve to balance out cash flows in respect of externally funded projects. The balance on this reserve will be £66,541 and this will enable the Authority to progress with the AIS project in 2018/19.
- 8.3 £80,000 plus accrued interest has been set aside annually in order to plan for the replacement of the vessel and this has been increased to £100,000 plus accrued interest. The

amount of £80,000 was equal to the annual net depreciation charge assuming the vessel had a 12-year life and a residual value of approximately £1.2m, however estimates of the total cost of replacing the boat are between £4m and £4.5m and external funding is now very limited, therefore it is proposed that the annual set aside is increased to £100,000 plus accrued interest and any underspend over and above the £40,000 set aside for the External Projects Reserve is transferred to the Renewals Fund. The balance in the Renewals Fund is estimated to be £989,475 at 31 March 2019.

- 8.4 A vehicle replacement reserve has been set up to fund the maintenance and replacement of vehicles and the balance of this is estimated to stand at £20,000 at 31 March 2019.

Contact Officer

Stephen Chandler (Tel 01482 394270)
Interim Principal Accountant, East Riding of Yorkshire Council

Neal Beckett
Treasurer

Background Papers

NEIFCA Budget File

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Appendix A

2018/19 DRAFT BUDGET

	Central Management	Land Based Operations	Offshore Operations	Environment	Funded Projects	2018/19 Draft Budget	2017/18 Budget
	£	£	£	£	£	£	£
EXPENDITURE							
Employee Expenses							
Pay, NI and Superannuation	124,460	127,860	268,430	104,800	126,080	751,630	679,880
Other Employee Costs	28,590	1,400	1,680	980	0	32,650	27,640
Premises	0	0	20,710	0	0	20,710	24,210
Transport							
Patrol Vessel Running Costs	9,720	5,000	161,120	0	0	175,840	169,840
Vehicle Running Costs	33,790	0	0	0	0	33,790	29,290
Travel and Subsistence	31,700	3,150	2,800	1,100	0	38,750	28,450
Supplies and Services	74,100	4,600	9,000	4,700	0	92,400	84,500
Support Services	91,500	0	0	0	0	91,500	105,000
	393,860	142,010	463,740	111,580	126,080	1,237,270	1,148,810
INCOME							
Grants and Contributions	0	0	0	0	-126,080	-126,080	-35,000
Other Income	-8,780	0	-15,000	0	0	-23,780	-23,780
	-8,780	0	-15,000	0	-126,080	-149,860	-58,780
NET EXPENDITURE	385,080	142,010	448,740	111,580	0	1,087,410	1,090,030
REPRESENTED BY							
Annual levy on Local Authorities						1,200,310	1,162,310
Contribution to (-) / from Reserves						0	20,620
Contribution to Renewals Fund						-102,900	-82,900
Contribution to Vehicle Replacement Reserve						-10,000	-10,000
						1,087,410	1,090,030

Reserves

The Authority maintains specific reserves to even out cash flow for individual projects or purchases and a general reserve to meet unforeseen events. The Authority currently holds four specific reserves.

The actual opening balances at 1 April 2018 will be known once the 2017/18 accounts for NEIFCA have been completed. The following tables project the latest budget monitoring position for 2017/18, together with the proposals contained in the draft budget for 2018/19

General Reserve	2017/18	2018/19
	£	£
Balance brought forward	228,449	228,449
Transfer from Revenue	0	0
Transfer to Revenue	0	0
Balance carried forward	228,449	228,449
Patrol Vessel Maintenance	2017/18	2018/19
	£	£
Balance brought forward	50,000	50,000
Transfer from Revenue	0	0
Transfer to Revenue	0	0
Balance carried forward	50,000	50,000
External Projects	2017/18	2018/19
	£	£
Balance brought forward	26,541	66,541
Transfer from Revenue	40,000	0
Transfer to Revenue	0	0
Balance carried forward	66,541	66,541
Renewals Fund	2017/18	2018/19
	£	£
Balance brought forward	789,390	886,575
Transfer from Revenue	97,185	102,900
Transfer to Revenue	0	0
Balance carried forward	886,575	989,475
Vehicle Replacement Reserve	2017/18	2018/19
	£	£
Balance brought forward	0	10,000
Transfer from Revenue	10,000	10,000
Transfer to Revenue	0	0
Balance carried forward	10,000	20,000
TOTAL USEABLE RESERVES	1,241,565	1,354,465

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
8 March 2018

NEIFCA Annual Plan 2018/2019

Report by the Clerk & Chief Officer.

A. Purpose of Report

1. To review the Annual Plan for the year 2018/2019.
2. To authorise the drafting of an accompanying annual report, summarising the Authority's main activities and outputs during the 2017/2018 year.

B. Recommendation

1. That members endorse the plan for the new year ahead 2018/2019 for submission to Defra to meet the deadline of 1 April 2018.
2. That members authorise the drafting of an annual report, summarising the Authority's main activities and outputs during the 2017/2018 year for submission to the June 2018 meeting of the full Committee.

1. Background

- 1.1 Section 177 of the 2009 Marine and Coastal Access Act places a statutory duty on Inshore Fisheries and Conservation Authorities (IFCA's) to make and publish an annual plan which sets out the main objectives and priorities for the year ahead.
- 1.2 A draft copy of the plan covering the new 2018/2019 year is attached for members information and review. Central to the new plan, remains the shared national IFCA vision and revised set of national IFCA Success Criteria and indicators endorsed by members at the Authority meeting held on 3 December 2015 (Minute 23 refers). The new plan also provides a summary work programme for the year ahead which is reflective of national, regional and local priorities.

Contact Officer

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ANNUAL PLAN

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North Eastern Inshore Fisheries and Conservation Authority

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EXECUTIVE SUMMARY

This is the eighth Annual Plan released by North Eastern Inshore Fisheries & Conservation Authority (NEIFCA). The general format of the plan remains consistent with previous years, providing a guide for work streams during the forthcoming year. The plan links the national IFCA vision, high level objectives and success criteria to local strategic objectives and performance indicators. The plan also highlights how the training and development of the authority's officers and members is incorporated into the delivery of its own local performance indicators and objectives and ultimately the national vision.



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. ”

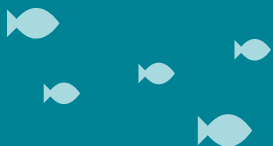
FOREWORD

Outside any agreed transitional arrangements the UK will technically leave the European Union within the next year. Many uncertainties remain including any detail on the scope of the withdrawal in terms of future trading arrangements and fisheries policy. Once that landscape has been established consideration can then be given to the mechanics of how the UK should best manage its marine resources and what structures are needed to do so. Since their inception in 2010 IFCA's have successfully demonstrated their ability to deliver sound and effective marine management and conservation at a local level and as a collective, make a significant contribution to the positive delivery of national marine policy. I believe that they have a significant role to play in the future and I know that NEIFCA officers remain fully engaged in those work streams.

Locally the Authority continues to make significant strides in protecting and sustaining both the marine environment and a wide range of commercial fisheries across its district. Over the last couple of years the focus has centred on marine protected areas, scallop dredge and crustacean fisheries and looking forward to this year, officers will be working on the development of a potting effort management scheme with informal consultation expected to commence during the next few months of 2018. This new plan sets out the Authority's main commitments for the year ahead.

Finally, I would like to welcome all those new members to North Eastern IFCA and I hope you find your first year both rewarding and fulfilling.

Caroline Lacey Clerk of North Eastern Inshore Fisheries and Conservation Authority



HUMBER BRIDGE

Humber Estuary



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INTRODUCTION

PLAN CONTENT

This eighth Annual Plan for North Eastern Inshore Fisheries and Conservation Authority was developed through its main committee and internal working groups. The plan sets out the main performance targets and objectives for the year ahead, facilitating effective performance management and staff development. This plan will continue to be reviewed and updated annually to reflect improvements in performance brought about by achieved targets and any changes in national objectives and success criteria.

FUNCTIONS

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).

The Authority's principal enforcement functions relate to minimum landing sizes, net and fishing gear regulations, restricted fishing areas, the protection of European Marine Sites (EMSs) and Marine Conservation Zones. Apart from the enforcement of these regulations, the Authority's main fisheries vessel, North Eastern Guardian III (NEG III) also plays a central role in monitoring the impact of offshore activities through the digital recording of sightings information, water column sampling (including temperature, salinity, turbidity, dissolved oxygen), acoustical seabed assessment, underwater and remote camera assessment, grab sampling and wider fisheries stock assessment work using a range of trawls and dredges.

The Authority can make Byelaws (subject to final confirmation by the Department of Environment, Food and Rural Affairs) to address a wide range of local fisheries and marine environmental management issues. This also extends to emergency byelaw regulations which are time limited to a maximum period of eighteen months.

ENVIRONMENTAL RESPONSIBILITIES

The Authority's role in marine conservation and protection continues to develop. The 2009 Marine and Coastal Access Act provides clear duties to ensure the sustainable exploitation of all marine flora and fauna and further the conservation objectives of MCZs. This is particularly relevant to fisheries related exploitation and activity.

The Authority is also a statutory consultee for all marine licensing applications and consents occurring within its area of jurisdiction. These include applications relating to the discharge of effluents, marine water extraction, removal and deposition of dredged materials, harbour and coastal construction projects, scientific investigations and renewable energy projects. The Marine Management Organisation (MMO) acts as the primary consultative 'hub' for the majority of licensing applications and consents involving construction. The majority of consultations are now dealt with electronically via a national system operated by the MMO. Key Authority officers are registered on this system and receive electronic alerts when relevant licensing consents are opened for consultation, comments are then drafted and submitted electronically on behalf of the Authority. This work is currently led by the Authority's Environmental Officer. Any consents relating to discharge or extraction are managed by the

Environment Agency and a similar electronic consultation process is in place to deal with those also.

In addition, the Authority is also a "Relevant and Competent Authority" under the Conservation (Natural Habitats, &c.) Regulations 1994. This means that the Authority, along with other partners, has a statutory duty to ensure that the conservation objectives of European marine sites are upheld. Currently three European Marine Sites are designated within the Authority's jurisdiction including Tees Mouth and Cleveland, Flamborough Head and the Humber Estuary. Each site is subject to a single scheme of management which is specifically tailored to protect and conserve its sensitive environmental features such as salt marsh areas or sub-tidal reef habitat. The delivery of the management schemes is overseen by a dedicated project officer who coordinates the work of the relevant Authorities, including IFCAs, through a formal management group. NEIFCA officers are actively involved in all three schemes of management and are currently playing a crucial role in ensuring positive delivery of the associated management schemes and appropriate protection and conservation of the three important sites. This role includes supporting voluntary codes in relation to leisure activities in the Tees Estuary, establishing regimes for the

During 2012 Defra commenced a project aimed at strengthening the assessment and management of fishing activities within European Marine Sites to ensure much greater compliance with Article 6 of the Habitats Directive. All UK sites and associated fishing activities have now been categorised according to their features and the level of risk presented by both current and potential fishing activities. The sites at highest risk have been allocated a red code with an expectation that associated designated features would be subject to formal protection by December 2013.

During 2013 two byelaws were developed to protect 'red risk' features within the Flamborough Head and Humber Estuary European Marine Sites. During 2017 four further byelaw regulations were made to strengthen the management of 'Amber risk' activities. This particular work stream has since been expanded to include other MPA sites such as Marine Conservation Zones and associated objectives and outputs have been incorporated within this plan.



AUTHORITY AREA

The District of the Authority extends six nautical miles seaward from the baselines, from the River Tyne 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.



- | | | | |
|---|--------------|----|------------------|
| 1 | River Tyne | 1 | South Shields |
| 2 | River Wear | 2 | Sunderland |
| 3 | River Tees | 3 | Seaham |
| 4 | River Esk | 4 | Hartlepool |
| 5 | River Humber | 5 | South Gare |
| 6 | River Ouse | 6 | Redcar |
| 7 | River Trent | 7 | Marske |
| | | 8 | Saltburn |
| | | 9 | Skinningrove |
| | | 10 | Staithe |
| | | 11 | Port Mulgrave |
| | | 12 | Runswick Bay |
| | | 13 | Sandsend |
| | | 14 | Whitby |
| | | 15 | Robin Hoods Bay |
| | | 16 | Scarborough |
| | | 17 | Filey |
| | | 18 | Flamborough Head |
| | | 19 | Bridlington |
| | | 20 | Hornsea |
| | | 21 | Tunstall |
| | | 22 | Withernsea |
| | | 23 | Kilnsea |
| | | 24 | Stone Creek |
| | | 25 | Hull |
| | | 26 | Immingham |
| | | 27 | Grimsby |
| | | 28 | Cleethorpes |
| | | 29 | Humberston |

FUNDING

LEVY

The levy for the 2018/2019 financial year has been agreed and set by Authority members at £1,200,310. The Authority's budget has been reviewed by the Chief Officer and his senior management team, together with the Clerk and Treasurer, to identify the level of expenditure necessary to meet operational priorities through to 31 March 2019.

OVERALL BUDGET

The Authority's budget is spent in the following major areas:

CENTRAL MANAGEMENT BUDGET

Expenditure relating to the cost of corporate management and administrative support, comprising land-based, offshore and environmental activities.

The draft budget resources the main objectives and work priorities for the year ahead in order to deliver the strategic 'road map' towards the achievement of both the Authority's overarching national vision and local priorities. It has been produced in line with the Annual Plan and Strategic Risk Register.

OPERATIONS

Direct expenditure incurred in the performance of the Authority's objectives, comprising land-based, offshore and environmental activities. The draft budget resources the main objectives and work priorities for the year ahead in order to deliver the strategic 'road map' towards the positive delivery of both the Authority's overarching national vision and local priorities. It has been produced in line with the Annual Plan and Strategic Risk Register.

Proposed operational budget for the Authority for 2018/19

Net Expenditure

Central Management	£ 369,890
Operations	
Land Based	£ 158,740
Offshore Operations	£ 456,250
Environment	£ 115,150
Grant Funded	£ 0

Net Cost of Service £ 1,100,030

Funding (Contribution)

To/ from (-) Reserves	£ 20,620
To Renewals Fund	£ 82,900 (-)

Local Authority Levy £1,200,310

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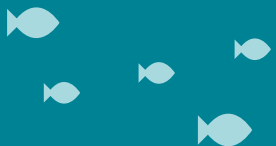


FINANCIAL RISKS

The fuel budget will be closely monitored, as oil prices have increased during 2017/18. Weather patterns in recent years mean that vessel downtime is less predictable. The budget has been prepared using the best estimate of likely fuel consumption and this will be monitored closely; We need to be aware though that the price of fuel is volatile and that any savings are likely to be of a short term nature.

Maintenance of the patrol vessel is usually cyclical in nature and can be planned. However a catastrophic event, such as engine failure, could potentially leave the Authority exposed to substantial additional expenditure. Whilst most such events would be insured, the Authority would likely be expected to incur the expenditure in the first instance.

Additional income – chartering of the patrol vessel for third party survey or research work, etc. – is not planned. Whilst such work will necessarily incur additional marginal expenditure, any surplus income would benefit the Authority's net budget. The budget has been prepared assuming no costs or income during the coming financial year.



RESERVES

Reserves are held to manage the above risks. In the short-term the general reserve will be available to meet the ongoing known pressures above, but it is expected that proposed charges or additional income will eventually balance the budget. The Authority maintains a general reserve to meet unforeseen events and specific reserves to even out cash flow for individual projects or purchases. The Authority currently holds three specific reserves.

GENERAL RESERVE

The general reserve enables the Authority to demonstrate its financial standing as a 'going concern', to be in a position to meet unforeseen liabilities. The actual level of reserves is subjective, since any such liability is neither known nor anticipated. Setting the level of general reserves is just one of several related decisions in the formulation of the budget for a particular year. Account is taken of the key risks, stated above, that could impact on the financial assumptions underpinning the budget, alongside a consideration of the Authority's financial management arrangements. A good track record for managing in-year budget pressures and operation of robust financial reporting arrangements is evident.

At 31 March 2018, the balance on the general reserve will be £232,136. This is considered a reasonable level of balances for the Authority to hold.

SPECIFIC RESERVES

In 2011/12 the Authority created an earmarked reserve to manage the risk associated with patrol vessel maintenance. Due to its nature, certain maintenance is cyclical rather than annual and other maintenance may be of an exceptional and urgent nature. The balance on this reserve will be maintained at £50,000. The Authority also holds a reserve to balance out cash flows in respect of externally funded projects. The balance on this reserve is nil but may be increased in future years.

£80,000 plus accrued interest has been set aside annually in order to plan for the replacement of the vessel. This amount is equal to the annual net depreciation charge assuming the vessel has a 12-year life and a residual value of between £0,800 and £1.2 million. Given future uncertainties surrounding the availability of external match funding to support the purchase of a replacement vessel the Authority agreed that during the 2018/2019 financial year £100,000 should be set aside. At 31 March 2018 the balance on the Fund will be £972,290.

ASSETS

The Authority's largest asset is a 26m-patrol boat, the 'North Eastern Guardian III' (built and delivered November 2007), capable of a top speed of 26 knots and equipped with the latest electronic navigation systems and marine survey and monitoring equipment. The vessel also carries a 6.4 metre RIB capable of speeds up to 30 knots. During the 2013/2014 year the Authority purchased a 4.7 m RIB specifically designed for launching and recovery from the shore. This RIB provides a small, flexible asset, easily deployed from a wide range of locations and capable of a top speed of 20 knots.

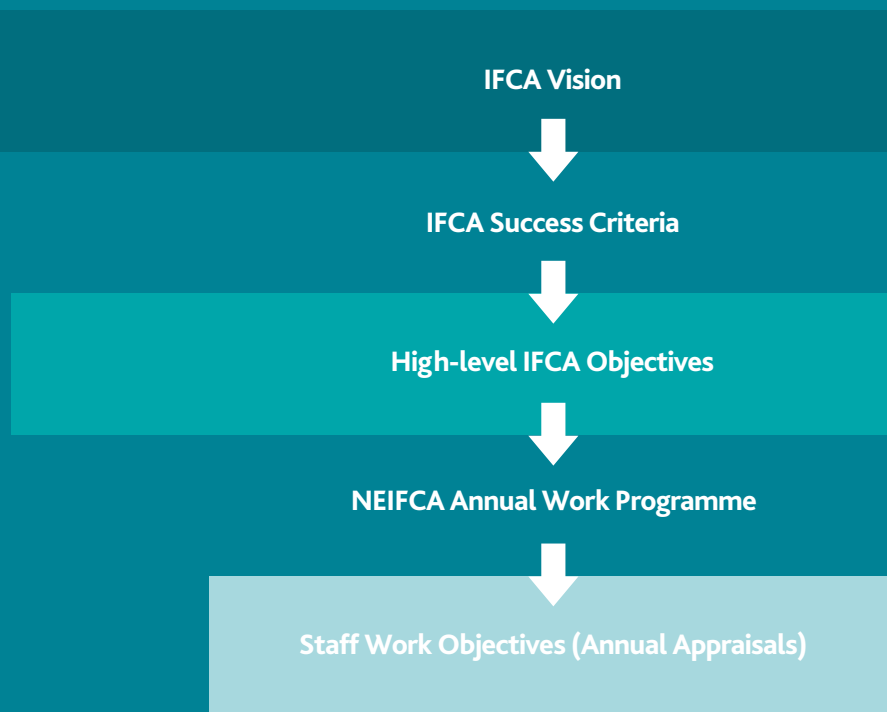
The Authority leases a number of vehicles including one 4x4 truck and four multi-purpose vans. In addition the Authority owns a further 'second-hand' 4x4 vehicle and a small all terrain vehicle. All The vehicles are used to transport and launch vessels, equipment and access coastal and estuarine areas.

Fifteen dedicated staff members with a wide variety of expertise and high level of competency.



CONSTITUTION

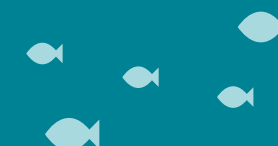
The Authority's work programme for the year ahead is reviewed and adopted annually, reflecting local, regional and national priorities for the year ahead. The relationship between the national IFCA vision, national objectives and the annual work programme is diagrammatically represented below:



North Eastern Inshore Fisheries and Conservation Authority is one of ten such Authorities established in October 2010 under provisions contained within the Marine and Coastal Access Act 2009.

On 1 April 2011 the Authority assumed full statutory responsibility for managing the exploitation of sea fisheries resources within its jurisdiction.

The Authority currently comprises representatives from the eleven coastal Local Authorities within its area, representing 13 Local Authority members, together with 14 members appointed by the Marine Management Organisation and singular members representing Natural England, the Environment Agency and the Marine Management Organisation. The total membership of the Authority is 30 members.



HARBOUR

Scarborough, North Yorkshire



MEMBERSHIP OF THE AUTHORITY

APPOINTED BY CONSTITUENT AUTHORITIES:

EAST RIDING OF YORKSHIRE COUNCIL

Cllr. C Matthews, (VC, E)
Cllr. J Owen

DURHAM COUNTY COUNCIL

Cllr. C Bell (E)

HARTLEPOOL BOROUGH COUNCIL

Cllr. K Cranney

HULL CITY COUNCIL

Cllr. P Allen

NORTH EAST LINCOLNSHIRE COUNCIL

Cllr. S Harness

NORTH LINCOLNSHIRE COUNCIL

Cllr. R Allcock

NORTH YORKSHIRE COUNTY COUNCIL

Cllr. T Randerson (E)
Cllr. D Chance

REDCAR AND CLEVELAND BOROUGH COUNCIL

Bob Norton

SOUTH TYNESIDE METROPOLITAN BOROUGH COUNCIL

Cllr. E Gibson

STOCKTON-ON-TEES BOROUGH COUNCIL

Cllr. M Smith

SUNDERLAND CITY COUNCIL

A Emmerson

APPOINTED BY MARINE MANAGEMENT ORGANISATION

Dr S Axford (E)
Mr A Faichney
Mr M Montgomerie
Mr N Proctor (E)
Mrs K T Carter
Professor Mike Elliott
Mr J Whitton

APPOINTED BY MARINE MANAGEMENT ORGANISATION

Mr R Houghton
Mr G Redshaw (E)
Mr S Wood
Mr R Acker
Mr P MacMullen

NOMINATED BY MARINE MANAGEMENT ORGANISATION

Mr A Newlands

APPOINTED BY THE ENVIRONMENT AGENCY

Mr P Slater

APPOINTED BY NATURAL ENGLAND

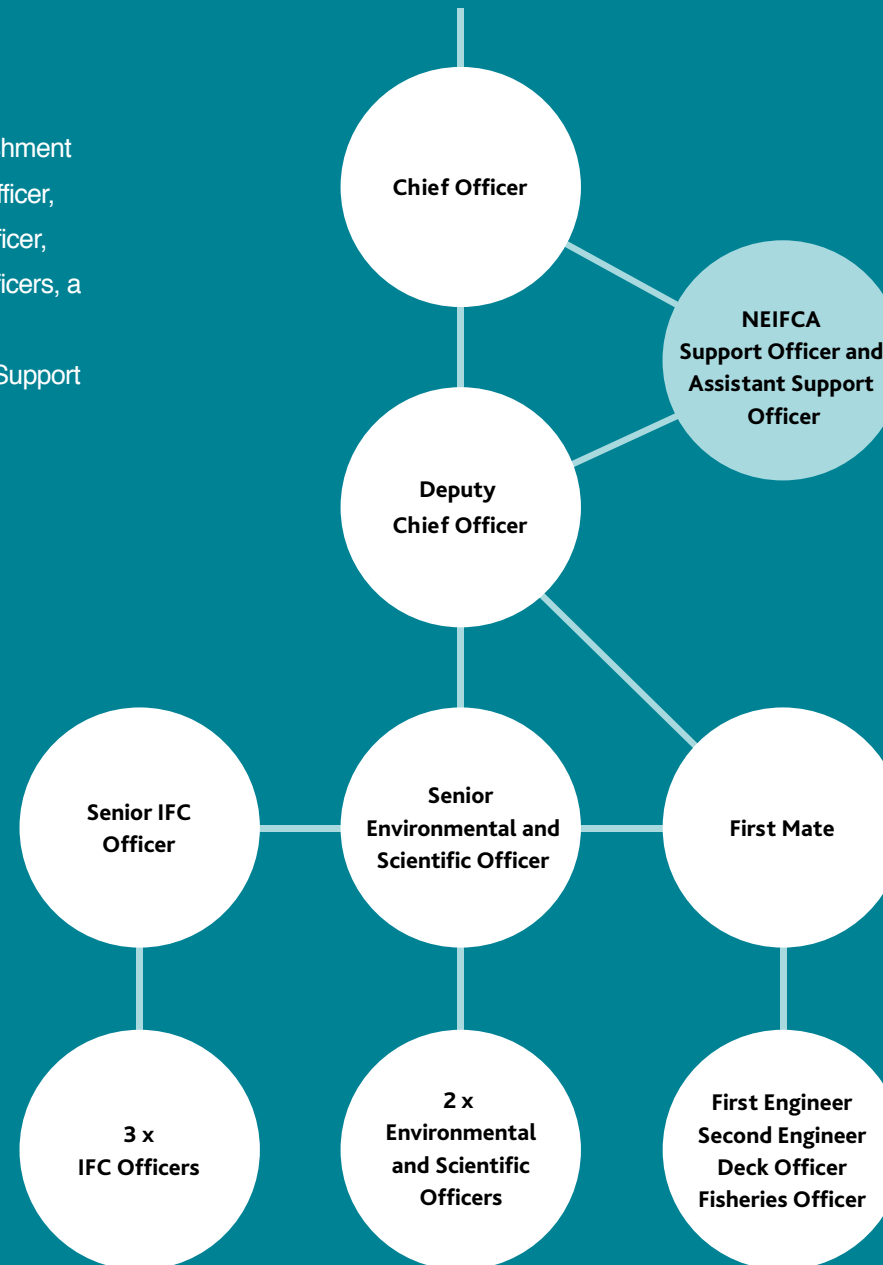
Miss E Browne

- (C) **Chairman**
- (VC) **Vice Chairman**
- (E) **Members of the Executive Committee**
- (MBE) **Member of the Order
of the British Empire**

STAFF & STRUCTURE

The Authority is a direct employer having an establishment currently comprising a Chief Officer, Deputy Chief Officer, Senior Inshore Fisheries and Conservation (IFC) Officer, three shore based IFC Officers, five offshore IFC Officers, a Senior Environmental and Scientific Officer, two Environmental and Scientific Officers, one NEIFCA Support Officer and one Assistant Support Officer.

NEIFCA COMMITTEE



SERVICE STANDARDS

- Staff will identify themselves when dealing with you
- Aim to answer 95% of telephone calls within 7 rings in normal working hours
- Respond to general correspondence within 5 working days
- Respond to email correspondence within two working days (we will respond by email)
- Deal with complaints in accordance with the feedback procedure
- Be courteous and helpful
- Provide information on our services and facilities
- Consult on important issues and ask your views about our services
- Greet you within 5 minutes when attending one of our offices
- Provide confidential interview facilities
- Provide an SF1 inspection record form at the end of any premise, vessel or vehicle inspection
- Notify offenders against legislation whether a prosecution is to be undertaken within 6 months of detection of the offence

TRAINING AND DEVELOPMENT PLAN

North Eastern Inshore Fisheries and Conservation Authority is committed to the training and development of all its staff and members. It is accepted that, to match the changing requirements of the Authority's employees, training needs must be regularly reviewed and the opportunity to do this is provided through an Employee Performance Appraisal (EPA) mechanism. This procedure allows for strategic issues to be converted into personal objectives and assists in the achievement of the Authority's objectives and the national IFCA vision set out in this Annual Plan.

The Authority's Training and development Plan is compiled from the results of the Employee Performance Appraisal interviews and through consultation with individual staff and line managers. This is an evolving document and is updated every six months after each round of the Employee Performance Appraisals.

It is important that training and development activities are focused on those areas which are relevant to the workplace and that there is the commitment from both the employee and manager. The Authority views training and development in a much wider and holistic sense, including not only specific formal 'class room' based training courses but also conferences, seminars, workshops, presentations to external groups and representing NEIFCA at relevant public events.

CORE STRATEGIES

The work of the Authority is guided by a number of core or 'key' strategies and policies which are integral to this plan and its successful implementation. These strategies are reviewed and updated regularly by the Authority. The Risk management policy and associated risk registers are reviewed and considered on a sixth monthly basis or quarterly if required. Other strategies such as enforcement and compliance, and research are reviewed on an annual basis. The core or key policies which inform the work of NEIFCA are summarised as follows:

ENFORCEMENT AND COMPLIANCE POLICY

This enforcement policy statement has been drafted in accordance with the Regulators' Compliance Code and the regulatory principles required under the Legislative Regulatory Reform Act 2006.

It sets out the general principles and approach which NEIFCA is expected to follow. The appropriate use of enforcement powers, including prosecution, is important both to secure compliance with the law and to ensure those who have duties under it may be held to account for harm caused to the marine ecosystem.

RESEARCH STRATEGY

This strategy is reviewed annually and supports the delivery of key research work streams including fisheries stock assessment work, the monitoring of activities throughout the Authority area, environmental research and monitoring work and project initiatives. The strategy is also regularly updated to support the planning for and delivery of Government work streams and initiatives as and when they arise.

RISK MANAGEMENT STRATEGY

The aim of this strategy is to manage risk and to successfully integrate risk management into existing business and management processes. Risk management is a key part of this Authority's corporate governance arrangements providing assurance to meet the requirements of the Accounts and Audit Regulations 2003 and was reviewed and adopted by the Authority at its meeting held on 8 March 2018

STRATEGIC ENVIRONMENTAL ASSESSMENT

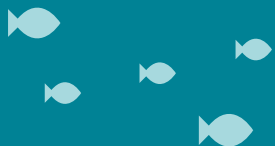
Is a statutory process which aims to provide high level protection of the environment and to ensure integration of environmental considerations in the preparation and adoption of plans and programmes with a view to promoting sustainable development. This methodology now forms the foundations of the Authority's fisheries management processes.

SUCCESS CRITERIA

To support the positive delivery of the national IFCA vision, IFCAs have agreed a revised set of success criteria matched with corresponding high-level objectives. The vision, success criteria and high level 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.

The following success criteria have been agreed and adopted nationally

- 1 IFCAs are recognised and heard, whilst working in partnership and engaging with stakeholders;
- 2 IFCAs implement a fair, effective and proportionate enforcement regime ;
- 3 IFCAs use evidence based and appropriate measures to manage the sustainable exploitation of sea fisheries resources and deliver marine environmental protection within their districts;
- 4 IFCAs have appropriate governance in place and staff are trained and professional;
- 5 IFCAs make the best use of evidence to deliver their objectives;



DELIVERABLES

WORKING LEVEL OBJECTIVES

Maintain a database of stakeholder contacts updated annually.

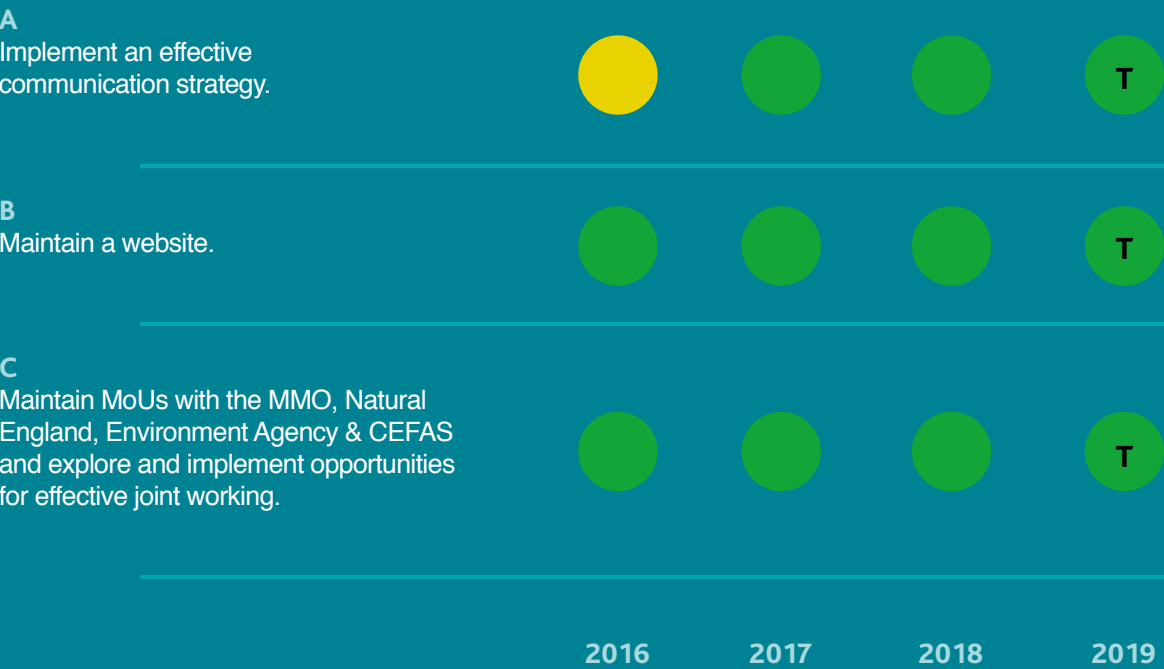
Maintain and review a communication strategy annually.

Review and update website by end of each Month.

Review and update national MoUs annually.

SUCCESS CRITERIA 1

IFCAs are recognised and heard, whilst working in partnership and engaging with stakeholders.



SUCCESS CRITERIA 2

IFCAs implement a fair, effective and proportionate enforcement regime.

A

Maintain and publish an enforcement risk register.



B

Develop consistency in regulations.



C

Manage operational activity. Capture, record, evaluate and disseminate intelligence. Engage in joint working.



D

Ensure IFCOs are warranted, trained and accredited to national standards. Maintain professionalism and deliver efficient effective enforcement activity.



2016

2017

2018

2019

● Achieved / Delivered ● Partially Achieved / In Progress ● Not Achieved / Implemented T Target

DELIVERABLES

WORKING LEVEL OBJECTIVES

Enforcement strategy and risk register are published annually from 1 April each year.

Detail application and enforcement of management measures within Annual Report.

Compile and publish records of enforcement activity in standard format.

Adopt, review and publish national code of conduct for IFCOs & integrate with annual appraisal process.

Warranted officers attain national accreditation and continue professional development.

DELIVERABLES

WORKING LEVEL OBJECTIVES

Record site-specific management considerations for MPAs and report progress.

Publish data analysis and evidence supporting new management measures.

Collect information to assess the effectiveness of new management measures.

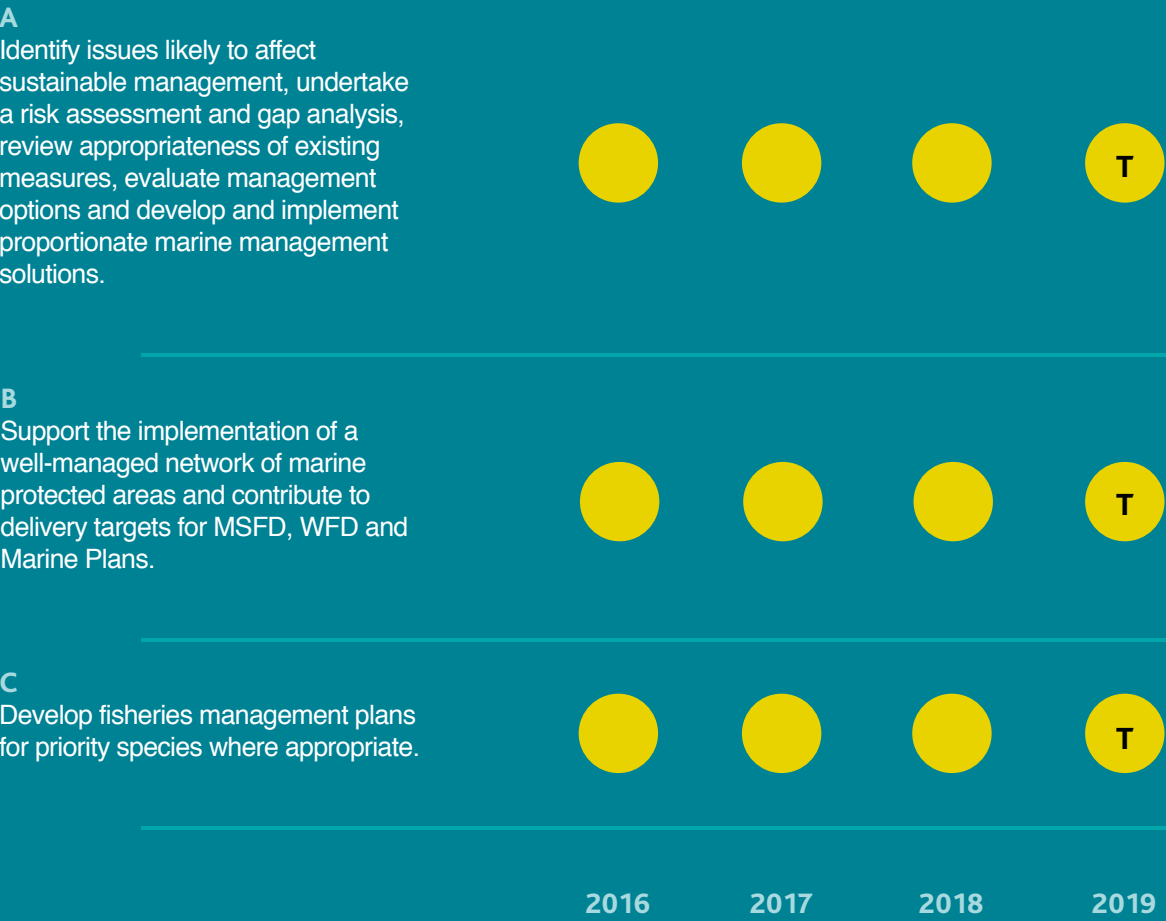
Develop of a range of criteria based management options which are reviewed and updated annually.

Deliver new management measures within agreed timescales.

Management plans published annually and progress noted in Annual Report including MSY commitments.

SUCCESS CRITERIA 3

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



SUCCESS CRITERIA 4

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

A

Demonstrate a long-term strategic approach to sustainable marine management.



B

Staff performance management systems are in place that link to IFCA success criteria. Induction procedure for new joiners. Staff training and development needs identified. Performance managed.



C

Efficient and effective secretariat in place to support the Authority. New members will receive an induction pack. There will be a 'rolling' twelve month schedule of quarterly Authority meetings. Notice of meetings and documentation will be made available in line with standing orders.



D

IFCA Committee meetings will be held in public unless material is either confidential or exempt.



2016

2017

2018

2019

DELIVERABLES

WORKING LEVEL OBJECTIVES

Annual plan published by 31 March each year and submitted to the Secretary of State.

Annual report produced and published by 30 November each year and submitted to the Secretary of State.

All staff have annual performance management plans in place and annual appraisals are completed by 31 May each year.

An efficient secretariat of IFCA staff support IFCA Authority meetings.

Annual report demonstrates how marine, land and water management mechanisms have worked responsively and effectively together.

All MMO appointees to the Authority complete an annual appraisal review.

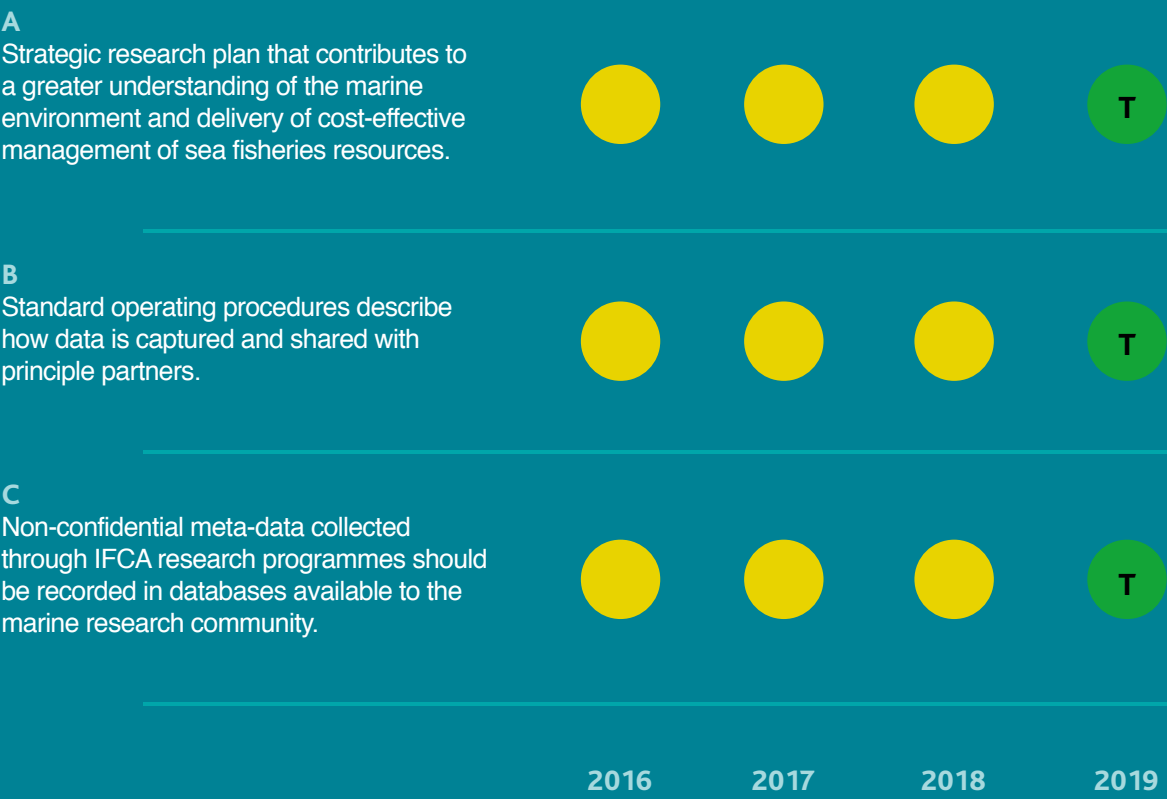
DELIVERABLES

WORKING LEVEL OBJECTIVES

- An annual research plan will be published each year.
- An annual research report will be published each year.
- The Authority's contribution to TAG and progress towards a national evidence needs programme will be recorded within the Annual Report.

SUCCESS CRITERIA 5

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



EUROPEAN PLAICE

Pleuronectes Platessa



SUMMARY WORK PROGRAMME 2018 / 19

Authority Officers and members have developed the following summary work programme for the year ahead. The work programme covers a wide range of national and regional priorities and links to the positive delivery of the national IFCA Success Criteria.

FISHERIES ENFORCEMENT

Continue active engagement within the national collaborative fisheries intelligence gathering project including tasking and coordination.

Deliver a comprehensive fisheries patrol service throughout the NEIFCA district.

Continue active engagement within the national collaborative fisheries intelligence gathering project including tasking and coordination.

Actively support and engage in joint agency enforcement work throughout the year.

Ensure continuous development and training of all 'front line' enforcement staff.

Procure and implement an IT system supporting the capture, collation and analysis of AIS fishing vessel data.

FISHERIES REGULATIONS

Implement new byelaw regulations governing mandatory AIS, Catch & Effort returns, fixed netting and the management of trawling activities in the Humber.

Develop new byelaw regulations supporting the effective management of potting effort and the protection of egg bearing lobsters within the Authority's district.

Maintain an active and proactive educational programme providing regular information updates on both current and proposed fisheries regulations.

SUMMARY WORK PROGRAMME 2018 / 19

ENVIRONMENTAL & RESEARCH

Continue scrutiny and review of all marine licensing applications within the NEIFCA district with a focus on those relating to 'mine water' discharge, aggregate dredging, cabling, pipelines.

Continue stock and environmental monitoring programmes both onshore and offshore with a focus of scallops, crustaceans, nephrops, sea bass and eelgrass.

Continue MPA monitoring, assessment work with a focus on MCZ sites.

Development of fisheries management plans focusing on key stocks.

ADMINISTRATION

Continue to provide an efficient administrative support service to the Authority and its sub committees.

Maintain an up to date website and on-line service.

Provide an effective and efficient service to all fishing permit holders.

Ensure timely payment of invoices to suppliers.

Oversee and support an efficient payroll service.

Develop payment systems for fishing permit holders.

TRAINING & DEVELOPMENT

Maintain all training and development programmes in line with the Authority's training plan.

Work towards key staff achieving the nationally accredited MEO NVQ.

Maintain an active training and development programme for all Authority members.

Adobe

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
8 March 2018

Risk Management Strategy & Strategic & Operational Risk Register – Six Monthly Reviews

Report of the Clerk.

A. Purpose of Report

To present a revised Risk Management Strategy for adoption and inform members of the Executive Committee that in accordance with the Strategy, a six monthly review of the Strategic and Operational Risk Registers has also been undertaken and is reported for approval.

B. Recommendation

That the revised Risk Management Strategy be adopted and the revised Strategic and Operational Risk Register be approved and 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 Operational Risk Registers were reviewed and updated on 9 March 2017. That review included the incorporation of a revised risk scoring process. (Minuted item 30 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 September 2018. The identified risks have also been ranked in order of significance (highest residual risk score).
- 2.2 In the main, identified strategic and operational risk have largely remained unchanged since September 2017, although there have been some changes in operational risk relating to staff

vacancies, funding for a replacement patrol vessel and implications surrounding new General Data Protection Regulations (GDPR) which will take effect at the end of May 2018.

- 2.3 The revised Risk Management Strategy is attached as Appendix 1, the revised Strategic Risk Register is attached as Appendix 2, the Operational Risk Register as Appendix 3 and the risk based enforcement matrix, a sub register of the Operational Risk Register, as Appendix 4 for members information.

Contact Officer

Caroline Lacey, Clerk of the Authority
Ext 3000

Background Papers

Revised Risk Management Strategy
Strategic Risk Register
Operational Risk Register

Risk Management Strategy

1. Introduction

- 1.1 North Eastern Inshore Fisheries and Conservation Authority (NEIFCA) recognises its responsibility to manage risk in order to successfully achieve the Authority's objectives, maximise opportunity and minimise threats. This is also reflected in national guidance advice to Inshore Fisheries and Conservation Authorities.
- 1.2 Risk cannot always be eliminated and this strategy provides a structured approach to enable the Authority to identify, manage and monitor the most significant risks it faces. From an operational perspective it also provides a framework for applying a more 'risk based' approach to its activities.
- 1.3 The aim of this strategy is to manage risk and to successfully integrate risk management into existing business and management processes. Risk management is a key part of the Authority's corporate governance arrangements and also provides assurance to meet the requirements of the Accounts and Audit Regulations 2003.

2. Objectives

- 2.1 The objectives of the risk management strategy are to –
- Embed risk management in the culture of NEIFCA including the Authority's decision making, strategic planning, policy, project and service delivery arrangements.
 - Manage risk in accordance with best practice, ensuring key strategic and operational risks are identified, monitored and controlled.
 - Raise awareness of the need for risk management both within the Authority and with key partners and suppliers of goods and services.
 - Enable the Authority to anticipate and respond to change.
 - Prevent injury, damage and loss, thus reducing the cost of risk.

3. Roles and Responsibilities

- 3.1 All Members and employees should have regard to risk when carrying out their duties. Risk management is part of all decisions at both manager and Member level and all Authority processes. The key roles within the risk management process are -

NEIFCA	To oversee the effective management of risk by Authority officers
Clerk	To champion risk management and ensure it is embedded throughout the Authority. To develop the Authority's risk management policy and strategy To report to Members on risk management
Senior Management Team	To ensure the Authority manages risk effectively through the development and implementation of the strategy. To identify, manage and monitor the strategic risks faced by the Authority.

IFC Officers	To manage risk effectively in their particular areas of service delivery.
Clerk and Treasurer	To support the Authority and its services in the effective development, implementation and review of the risk management strategy

3.2 Responsibilities and reporting requirements are set out in more detail in Annex A.

4. Risk Definitions

4.1 Risk is the chance of something happening that will have an impact on objectives.

4.2 Risks can be divided into two main categories –

Strategic risks – that need to be taken account of in judgements about the Authority's medium to long term goals.

Operational risks – day to day risks in the delivery of a service.

4.3 Examples of strategic and operational risks are listed at Annex B. The two are interlinked with the potential for operational risks to become a strategic risk for the Authority.

5. Risk Management Process

5.1 There are four key stages to the risk management process, which will be recorded and monitored through the use of risk registers –

- **Identification**

The Authority will identify both strategic and operational risks that can affect achievement of its strategic and service objectives.

- **Assessment**

Risks will be assessed for impact and likelihood using a scoring matrix. Both the gross risk (before controls) and the net risk (following the implementation of controls) will be assessed.

- **Control**

Mitigating controls will be identified for all medium and high scoring risks and action plans developed where controls need to be improved. Consideration must be given to the anticipated benefits in relation to the estimated costs in deciding whether it is cost effective to introduce the proposed controls/initiatives. Risks and controls will be allocated to a risk owner for monitoring and review.

- **Monitoring and Review**

Strategic and operational risk will be reviewed and reported at least every 6 months by the risk owners.

5.2 Strategic Risk Process

Identification and assessment of strategic risks will form part of the corporate business planning process. A full review of the strategic risk register will be undertaken every six months by the Clerk, Chief & Deputy Chief Officers and the Authority to ensure all risks associated with the delivery of strategic objectives have been identified and assessed.

Risks will be allocated a risk owner and will be reviewed every six months together with any outstanding actions required. This review will be reported to the Authority.

The Clerk and Chief Officer will be responsible for identifying any new risks and providing the link with any changes in operational risk that need to be reflected in the strategic risk register.

5.3 Operational Risk Process

The identification, assessment and control of operational risks will form part of the service planning process.

The Chief & Deputy Chief Officers will be responsible for reviewing registers and controls on a six monthly basis through management teams and updating registers accordingly.

The Authority will gain an understanding of key operational risks through the performance monitoring process and will monitor that the operational risk register is updated.

The Clerk and Chief Officer will be required to provide an annual assurance statement on the effectiveness of controls and management of risk within their area. These statements will contribute to the assurance required for the Authority's Statement on Internal Control.

5.4 Risk Analysis & Risk Evaluation Process

5.4.1 Risk are measured in two ways:

- The likelihood of the risk event occurring
- The impact on the Authority should the risk event occur

The likelihood of the risk event occurring will be given a score from 1 to 5 using the following criteria:

Likelihood	Score	Description	Criteria
Almost certain	5	The event is expected to occur in most circumstances	Probability of occurring in the next year >90%
Likely	4	The event will probably occur in most circumstances	Probability of occurring in the next year 60 to 90%
Possible	3	The event will occur at some time	Probability of occurring in the next year 30 to 60%
Unlikely	2	The event is not expected to occur	Probability of occurring in the next year 10 to 30%
Remote	1	The event may only occur in exceptional circumstances	Probability of occurring in the next year <10%

5.4.2 The potential impact of an event on the Authority will also be given a score of 1 to 4 as follows:

- 1 Insignificant – Minimal disruption, no long-term consequences to service delivery or marine conservation and management. No stakeholder concern. Minor negative publicity
- 2 Minor – Short-term consequences to both service delivery and or marine conservation and management. Potential for stakeholder concern. Some adverse publicity in local media.
- 3 Moderate – Medium long term consequences to both service delivery and or marine conservation and management, impact absorbed with significant intervention. Extensive stakeholder concern. Extended adverse publicity in both local and national media.
- 4 Major – Significant long-term consequences, formal intervention from central government departments or Executive Agencies, significant stakeholder concern and pro-longed loss of confidence. Sustained adverse publicity both locally and nationally.

The gross risk score = likelihood x potential impact

The residual risk score includes the application of appropriate control actions

The application of appropriate control actions may not necessarily reduce the gross risk score

The table below provides a visual ‘heat chart’ of the relationship between the levels of potential impact and likelihood of certain risk occurring and provides a general guide to the overall risk assessment process.

LIKELIHOOD		IMPACT			
		Insignificant 1	Minor 2	Moderate 3	Major 4
	Almost Certain 5	Green 5	Green 10	Amber 15	Red 20
	Likely 4	Green 4	Green 8	Amber 12	Red 16
	Possible 3	Green 3	Green 6	Amber 9	Red 12
	Unlikely 2	Green 2	Green 4	Green 6	Amber 8
	Remote 1	Green 1	Green 2	Green 3	Amber 4

5.5 Project and Procurement Risk Process

Projects will be managed using appropriate methodology. Project managers will identify and assess the risks associated with the project and mitigating controls and document these in a risk register. The register will be maintained and updated throughout the life of the project and be reported to the Chief Officer on a regular basis.

The risks associated with a particular procurement will be considered and documented.

6. Corporate Business Processes

6.1 Risk management will continue to be embedded in all the Authority's key business processes including –

- Long term financial planning and annual budget setting processes.
- Authority Performance planning processes.
- Policy and decision making processes.
- Strategic planning processes.
- Operational delivery

7. Training and Communication

7.1 Risk management training will be provided to officers identified in Annex A.

7.2 The Clerk and Treasurer will provide support and advice on risk management throughout the Authority.

8. Measuring Effectiveness

8.1 The effectiveness of this process will be reported through the Statement of Intent Control.

9. Monitoring and Reporting

9.1 Assurance on the effectiveness of controls over key strategic and operational risks will also be provided by the Audit Section.

9.2 The strategy and action plan will be reviewed annually.

10. Links to other policies and strategies

10.1 Insurable retained risk will be managed by the Treasurer in accordance with the risk financing strategy.

NORTH EASTERN INSHORE AND CONSERVATION AUTHORITY - STRATEGIC RISK REGISTER

Risk No	Performance Plan Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 1	An Authority which attracts and keeps the best staff.	Customer/ Staff	Specialist staff and skills shortages. Sickness absence. Triggers include:- (i) Inability to recruit and retain staff. (ii) Inadequate succession planning. (iii) The Authority has a small but dedicated workforce. (iv) Private sector competition	6 (2x3)	Recruitment, retention policies, training and development, surveys of existing staff, analysis at exits interviews and managing sickness absence.	6 (2x3)	Recruitment processes expedited to fill vacancies when they arise.	NEIFCA carrying two vacancies which are expected to be filled by June 2018.	Chief Officer & Deputy Chief Officer
NEIFCA 2	A reputation for smart and prudent stewardship.	Disaster Planning	Major incident, i.e. patrol vessel collides with another vessel or runs aground.	4 (1x4)	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		Chief Officer & Deputy Chief Officer
NEIFCA 3	A reputation for smart and prudent stewardship.	Financial/ Economic	Cuts to service, balance budget. Triggers include:- <ul style="list-style-type: none">Reduction in Government fundingBudget over spends, insufficient reserves.Precept set too low.Lack of compliance with financial regulationsIncreased pressure on resources from other agencies	6 (2x3)	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.	3 (1x3)	Ensure sound business cases are made to Authority funders for continued financial support. Continue to apply for EU and other grants for project work.	Board agreed that the levy for 2018-19 be increased by £38K to meet identified pressures alongside the continuation of the IFCA 'New Burdens' funding support for until March 2020.	Clerk/ Treasurer/ Chief IFC Officer

Risk No	Performance Plan Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 4	A reputation for smart and prudent stewardship	Reputation	Loss or damage to reputation through poor press and public relations	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.	3 (1x3)	Reviewed on a quarterly basis		Chief Officer
NEIFCA 5	A reputation for smart and prudent stewardship. Strategic objectives	Reputation	Failure to achieve policies, aims and objectives.	6 (2x3)	Annual Plan produced each year outlining strategic objectives. Performance measured against number of targets. Reviewed in March. Exceptions reported to Authority. Constitution, Standing Orders Schemes of Delegation. The Authority has put in place structures and processes to govern decision making.	3 (1x3)	Reviewed on a quarterly basis by the Authority.		Chief Officer
NEIFCA 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.	6 (2x3)	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	3 (1x3)	Reviewed on a quarterly basis by reporting to the Authority.		Chief Officer

Risk No	Performance Plan Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 7	A reputation for smart and prudent stewardship.	Reputation/ Legal	Officers acting beyond their statutory remit through inexperience. Legal challenge. Potential incident. Adverse publicity.	6 (2x3)	Full training in role. Qualifications. Performance monitoring, target setting, recruitment procedures.	3 (1x3)	As roles develop, change, continuous training and development. EDP process to be utilised for this.	Training strengthened through induction, national IFCA residential course and nationally accredited NVQ.	Chief Officer
NEIFCA 8	A reputation for smart and prudent stewardship	Reputation/ legal	<p>Failure to deliver revised fisheries management policies within Marine Protected Area Sites which fall within the Authority's jurisdiction.</p> <p>Procedural delays in the formal making of regulations.</p>	6 (2x3)	Full engagement with Defra, MMO, national working groups and local management groups.	3 (1x3)	Regular updates and progress reports to Science Advisory Group, Executive and full Committee.	'Red Risk' EMS management complete. 'Amber' and 'Green' planning currently 'on track'.	Chief, Deputy Chief Officers. Senior Environmental & Scientific Officer Environmental & Scientific Officers.
NEIFCA 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 • Inaction on behalf of the Chief Officer and his assistants. 	6 (2x3)	Asset Management Plans - including audit and survey result to target investment and maintenance at high priority areas. Patrol Vessel renewal fund. Maintenance programme. Risk assessments. Inspections and surveys. Insurance.	3 (1x3)	Review and define inspection survey programme. Ensure compliance with the programme. Review health and safety arrangements. Review adequacy of sums insured and compliance with insurance policy conditions. Operating a close monitoring regime on investment priority criteria. Strengthen asset management and control.	Allocation of funds to the Renewals Fund made as part of the annual budget setting and increased by £20K for 2018/2019 year. Sixth monthly review of asset registers.	Chief Officer Deputy Chief Officer

APPENDIX 3

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	1-6 = Low 8-12 = Medium 13-20 = High	Control Action	1-6 = Low 8-12 = Medium 13-20 = High	By Whom	Review Frequency	Triggers for Action
1	Financial reputation, technical.	<p>Insufficient funding to replace main fisheries vessel, North Eastern Guardian III.</p> <p>Only £500K allocated to support vessel replacement and renewal within the EMFF programme for England with reduced time lines to access due to the UK referendum result to leave the EU.</p>	9 (3x3)	<p>Maintenance of current funding levels to the vessel renewal account including allocating an additional £20K in the 2018/2019 year. Continued investment in current vessel as a saleable asset. Monitoring and utilisation of all appropriate external funding avenues. One off appropriation of funds to the Renewals Fund considered. Officers currently exploring all external funding options to support vessel replacement.</p>	9 (3x3)	Chairman, Clerk, Chief Officer and Deputy Chief Officer	Quarterly	Budget financial review & reporting to Committees and internal working groups.
2	Staffing	<p>Lack of staffing resources to deliver service and that staff have adequate skills training to achieve performance requirements.</p> <p>Increasing pressures from partner agencies to support their front-line services and primary service delivery could have a negative impact on the delivery of IFCA statutory duties and responsibilities.</p>	9 (3x3)	<p>Communication networks. Staff flexibility. Monitoring of workloads. Workforce Development. Vacancy Management. Adhere to Sickness Policy. Implement Training Plans. Health and Safety. Recruitment processes expedited to fill vacancies. Active participation in the MMO/IFCA joint working project and maintenance of active dialogue with all key partner agencies. AIFCA, NIMEG & TAG.</p>	6 (2x3)	Clerk and Chief IFC Officer.	Quarterly.	<p>Reports to Authority. Team meetings/ EPAs. Sickness Review Meetings. Vacancy/sickness. Performance monitoring results. Proactive training programmes.</p>

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-6 = Low 8-12 = Medium 13-20 = High	Control Action	1-6 = Low 8-12 = Medium 13-20 = High	By Whom	Review Frequency	Triggers for Action
3	Financial and reputational	Breaches of new General Data Protection Regulations which come into force at the end of May 2018 could lead to fines and reputational impacts.	9 (3x3)	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.	6 (2x3)	DPO Clerk Chief Officer Support Officer	Monthly	
4	Financial reputation, technical.	Volatility of global oil/fuel markets and national tax changes. Markets remain unstable	4 (2x2)	Regular monitoring of fuel spends included within quarterly reports to Authority. Additional provision made within annual precept.	4 (2x2)	Chairman, Clerk, Deputy Clerk, Chief Officer and Deputy Chief	Monthly.	Budget financial review & reporting
5	Legal/ reputation.	Legal challenge resulting from failure to undertake statutory responsibilities in terms of enforcement or poorly drafted Authority bye-laws.	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.	4 (2x2)	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	1-6 = Low 8-12 = Medium 13-20 = High	Control Action	1-6 = Low 8-12 = Medium 13-20 = High	By Whom	Review Frequency	Triggers for Action
6	Financial reputation.	Failure to deliver projects through lack of resources or investment. Loss of funding and grants resulting in inability to proceed with projects. Change in legislation resulting in inability to generate funds. Reputation for inability to utilise grants awarded. Continued risk level due to ongoing national MPA management programme. Future funding implications of the UK referendum result to leave the EU.	3 (1x3)	Budget setting and monitoring process. Procurement policy followed. Appropriate resources available to undertake the project. Skills and knowledge of staff. With regard to supporting national projects ensure maintenance of dialogue and a proactive approach. Business Cases considered with full whole life costs of projects made	3 (1x3)	Clerk and Chief Officer.	Monthly	Performance monitoring reports. Budget reports. Legislative changes. Government funding initiatives. Authority decisions. Contract variation slippage.
7	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.	3 (1x3)	Performance Indicators. Inspections audit. Workload monitoring. Policy and procedure compliance. Staff training. Communication with customers.	3 (1x3)	Clerk and Chief IFC 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	1-6 = Low 8-12 = Medium 13-20 = High	Control Action	1-6 = Low 8-12 = Medium 13-20 = High	By Whom	Review Frequency	Triggers for Action
8	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.	3 (1x3)	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. With regard to supporting national projects ensure maintenance of dialogue and a proactive approach.	3 (1x3)	Chairman, Clerk and Chief IFC Officer.	Monthly.	Procurement processes. Legislative changes. Contract variations. Timetable slippage.
9	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.	3 (1x3)	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. With regard to supporting national projects ensure maintenance of dialogue and a proactive approach.	3 (1x3)	Chairman, Clerk and Chief Officer.	Monthly.	Procurement processes. Legislative changes. Contract variations. Timetable slippage.

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-6 = Low 8-12 = Medium 13-20 = High	Control Action	1-6 = Low 8-12 = Medium 13-20 = High	By Whom	Review Frequency	Triggers for Action
10	Financial and contractual.	Unexpected budget demands and variances and failure to achieve agreed budget Income generation is expected to remain low during 2018/2019.	4 (2x2)	Additional £38K agreed by Las to be added to the 2018/2019 levy. Monitoring systems. Systems to capture spend. Regular budget holder meetings. Internal Audit. Regular reviews of the appropriate level of reserves	2 (1x2)	Treasurer, Clerk and Chief Officer.	Monthly.	Budget financial reporting.

OPERATIONAL RISK REGISTER – RISK BASED ENFORCEMENT MATRIX

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-6 = Low 8-12 = Medium 13-20 = High	Control Action	1-6 = Low 8-12 = Medium 13-20 = High	By Whom	Review Frequency	Triggers for Action
1	Environmental	Habitat damage caused by invasive fishing methods. Damage to protected features of European Marine Sites or Marine Conservation Zones Significant increases in nomadic scallop dredging activity surrounding the NEIFCA area	8 (2x4)	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. New byelaw regulation confirmed on 17 December 2015 to strengthen the management of scallop dredging within the Authority's district.	4 (1x4)	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	1-6 = Low 8-12 = Medium 13-20 = High	Control Action	1-6 = Low 8-12 = Medium 13-20 = High	By Whom	Review Frequency	Triggers for Action
2	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.</p> <p>Over-exploitation of the Farne Deep nephrop fishery by large pair and multi-rig trawlers leading to associated economic impacts on smaller scale local fleet</p>	8 (2x4)	<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>Working closely with MMO, CEFAS, DEFRA and NIFCA colleagues to support more effective national management of nephrop stocks</p> <p>Consultation processes continuing during 2018 in the development of a potting effort management regime.</p>	4 (1x4)	Chief & Deputy Chief Officers and Environmental & Scientific Officers	Quarterly & monthly	Non achievement of stock indicators. Declining catches and fleets. Complaints and comments.
3	Environmental	Impacts on other marine species such as sea birds, cetaceans and other organisms associated with fishing activities	4 (1x4)	Monitoring through fishing permit schemes and accreditation processes. One off studies and assessments. Timely use of emergency byelaw making procedures when required.	4 (1x4)	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
4	Environmental	Impacts on fish and shellfish stocks through non-compliance with regulations	4 (1x4)	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. New intelligence gathering system established to better inform targeted enforcement activity.	4 (1x4)	Chief, Deputy Chief and IFC Officers	Monthly	Intelligence reports. Surveillance. Routine observations and complaints

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
8 March 2018

Health & Safety Policy & Safe Working Practices 2018/2019 - Review

Report by the Chief Officer.

A. Purpose of Report

To inform members of the completion of the six 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. In addition since the last review in September the Authority's Health and Safety policies and procedures have been subject to an independent external assessment and a short summary report is attached for members additional information.
- 1.3 Since the last review in September 2017 there have been no notable incidents to report and as part of this standard six-monthly review all the Safe Working Practices and supporting risk assessments have been fully reviewed and updated. The member of staff that was injured onboard the Authority's main vessel on 21 June 2017 (reported to the Executive Committee on 7 September 2017, minute note 41) has now made a full return to normal duties onboard.

- 1.4 The updated safe working practice document 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.

Contact Officer

David McCandless
Chief Officer
Ext. 3690



HEALTH AND SAFETY POLICY

2018/2019

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Part 4 HEALTH AND SAFETY TRAINING

The North Eastern Inshore Fisheries and Conservation Authority (NEIFCA) recognises its responsibilities for making appropriate provisions and sufficient funds for the health and safety of its employees. It is therefore the policy of the Authority to conduct its operations in such a manner as to secure health and safety for its employees and to protect members of the public who may be affected.

It is the responsibility of the Authority, through its employees to provide and maintain measures which will ensure that every employee can carry out their duties in a safe environment without risk to health. Equally it is the duty of each employee to co-operate with the management in regard to health and safety matters. The Authority expects each employee to take reasonable care for their own safety and that of others who may be affected by their acts or omissions, to prevent accidents and avoid hazards to health.

This Safety Policy and accompanying organisational arrangements, will contribute to the Authority's overall ability to fulfil their duties and responsibilities, by reducing injuries and ill health at work, both to employees and to any other persons who may be affected by their employees acts or omissions. These measures will protect the environment and reduce unnecessary losses and liabilities.

To achieve this, the Authority will;

- i) Set and maintain high standards for Health and Safety by controlling workplace hazards by assessing risks and establishing risk control measures which are suitable and sufficient;
- ii) Ensure that all employees are informed of these standards, by providing adequate and appropriate facilities for communication and consultation;
- iii) Ensure that employees understand their responsibilities at whatever level they operate and discharge them with care;
- iv) Provide adequate levels of training and instruction to ensure that employees are competent to carry out their duties;

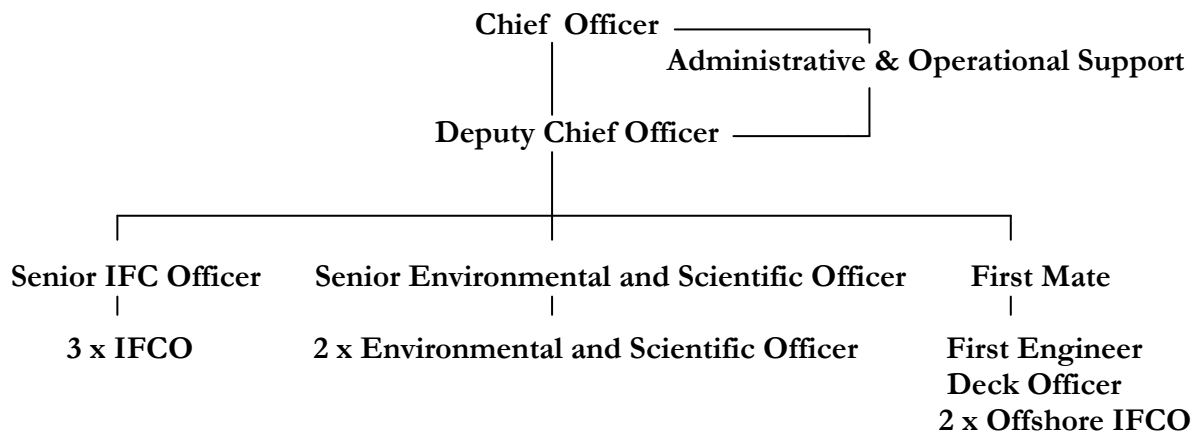
A copy of this Statement of Policy will be issued to all employees. It will be reviewed and modified as necessary and will be supplemented in appropriate cases by further statements relating to the work of individual employees or groups of employees.

Signature_____Date_____

Clerk of the Authority

Part 2: ORGANISATION FOR SAFETY

2.1: STRUCTURE OF ORGANISATION



2.2 Clerk (Deputy Clerk) of the Authority

The Clerk (Deputy Clerk) bears responsibility for the overall arrangements, and for ensuring that the operations of the Authority are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health and safety at work of all employees and all persons likely to be affected by its operations.

In particular the Clerk (Deputy Clerk) will:-

- (a) Advise the Authority on safety, health and welfare matters including the Safety Policy.
- (b) Agree and authorise the implementation of the Safety Policy.
- (c) Monitor progress of the Health and Safety Policy, initiate any changes necessary, and issue an annual report to the Authority.
- (d) Ensure all employees understand and fulfil their responsibilities for safety, health and welfare.

2.3 Chief Officer:-

- (a) Ensure that Risk Assessments are carried out for all operations undertaken by employees and ensure employees are informed of the findings of the Risk Assessments.
- (b) Ensure that methods and systems of work are safe, and that the necessary procedures, rules and regulations designed to achieve this are formulated, and applied.
- (c) Ensure all employees are aware of and fulfil their safety responsibilities and arrange for the relevant training.
- (d) Provide adequate equipment, tools and protective clothing and equipment to enable work to be carried out safely.
- (e) Ensure that all equipment, tools, facilities etc, are maintained in a safe condition, and remain suitable for the function for which they were intended, arrange for inspections to monitor and record this.

- (f) Act as **Responsible Officer** to receive check and verify accident reports, and ensure remedial action is taken.
- (g) Ensure that all necessary health and safety checks and inspections are completed as scheduled.
- (h) Set a personal example.

2.4 Deputy Chief Officer

- (a) Ensure that all personnel under their control know their responsibilities under the Policy and that they are equipped and trained to carry out their duties.
- (b) Implement within their designated area of work, the Health and Safety Policy & Safe Working practices protocol.
- (c) Ensure that safety receives full consideration in: -
 - Current working programmes.
 - Planning of new operations and or duties.
 - In introducing new plant or equipment.
- (d) Act as **Responsible Officers** to receive accident reports, and implement appropriate remedial action.
- (e) Ensure that all investigations and reporting procedures are carried out.

2.5 All Employees

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and other associated legislation including, The Merchant Shipping and Fishing Vessel (Health and Safety at Work) regulation 1997, place responsibilities on employer and employee alike. In this connection NEIFCA reminds its employees of their duties under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and that of others, and to co-operate with the Authority so as to enable it to carry out its own responsibilities successfully.

Furthermore the following requirements are expected of every employee: -

- (a) Carry out assigned tasks and duties in a safe manner in accordance with the instructions, methods and procedures contained in the Safety Policy.
- (b) If aware of any unsafe practice, operation, or condition, or if in any doubt about the safety of any situation consult with a senior officer.
- (c) Obtain and use the correct tools, equipment, or materials, for all tasks and duties, and not use any that are in an unsafe condition.
- (d) Use all guards, safety devices, safety equipment, and personal protective clothing or equipment provided.
- (e) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- (f) Co-operate with the employer or any other person so far as is necessary to enable any statutory duty or requirement to be performed or complied with.
- (g) Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger themselves or others.
- (h) Report all accidents and near misses.
- (i) To set an example.

3.1 Distribution of Health and Safety Information

- (a) Copies of the Authority's Health and Safety Policy will be issued to all employees on appointment and copies are available at the Bridlington & Whitby Offices and Patrol Vessel.
- (b) A copy of the Councils Corporate Resources Directorate Health and Safety Policy will be made available to all employees whose place of work is based in ERYC accommodation. Within the Bridlington Office a specific area has been dedicated to displaying Health and Safety Information. It is the responsibility of the Chief Officer to ensure these are updated.
- (c) It is the responsibility of the Chief Officer to ensure that employees receive all necessary Health and Safety information regarding the maintenance of a safe and healthy working environment and work processes. This should include the whereabouts of risk assessments, assessments required under the COSHH regulations, manual handling assessments and any other information that may be necessary for them to undertake their work activities safely.

3.2 Inspections

- (a) It is the responsibility of the Chief Officer to ensure that inspections of all procedures and equipment, which contribute to the Health and Safety and Welfare of employees, are inspected and reviewed at regular intervals. This interval shall be no more than 3 months.
- (b) It is the responsibility of the Deputy CO to ensure that inspections of all procedures and equipment, which contribute to the Health and Safety and Welfare of employees, engaged in both offshore and land-based activities, including duties involving North Eastern Guardian III are inspected and reviewed at regular intervals.

3.3 Statutory Inspections

- (a) Electrical Inspections shall be carried out on an annual basis, with regard to all portable electrical equipment contained within ERYC accommodation, in accordance with the ERYC Policy and The Electricity at Work Act 1989.
- (b) Inspections of office accommodation provided by ERYC shall be conducted according to the ERYC Health and Safety Policy.

3.4 Routine Examinations/Maintenance of Equipment

- a) The Chief Officer is responsible for ensuring that delegated managers fulfil their obligations to routinely examine and maintain work equipment within their designated area of responsibility.
- b) The Deputy CO is responsible for overall maintenance of the Patrol Vessel and RIB, including any other vessels owned and operated by the Authority and all associated equipment. The Mate and Engineers shall assist the Deputy CO as required to ensure that maintenance schedules as specified by manufacturers and supplied with equipment /machinery, are followed at all times. In addition to the manufacturer's

recommendations Daily, Weekly, and Monthly checks and inspections shall be undertaken which shall include all systems, machinery and equipment on both the Patrol Vessel and RIB and all associated equipment. These inspections shall include all items, which are detailed on the pre-printed checklists supplied for the recording of this information. In respect to any land-based vessels it is the responsibility of all staff using any vessel to ensure that all routine mandatory inspections and checks are adhered to.

- b) It is the responsibility of all staff who have been issued work equipment/PPE to ensure they are maintained in a safe working condition and that basic maintenance schedules are followed correctly.

3.5 Safe Systems and Methods of Work

- (a) The Chief Officer and Line Managers are in the best position to ensure that procedures are in place for all working practices and systems. It is the responsibility of all Managers to ensure that Health and Safety rules are observed. The reviewing, and where appropriate, amending of work practices and risk assessments will be undertaken where a need for improvement is identified ensuring that the health and safety of all employees and any others who may be affected by the work activity are maintained.
- (b) Such procedures must be brought to the attention of employees and it is best practice to ensure that employees sign to say that they have been informed and agree to them. The Chief Officer shall keep these records.

A detailed list of all safe working practices and procedures for work activities are contained within the 'NEIFCA Safe Working Practices Booklet'.

3.6 Management of Health and Safety at Work Regulations 1999

- (a) In satisfying its responsibilities to provide and maintain a safe and healthy working environment the NEIFCA will seek to identify potential hazards. The CO and line managers will carry out Risk Assessments of known hazards and activities and discuss them with relevant employees before work commences. Copies of Risk Assessments will be supplied to each employee upon appointment.
- (b) Legislation requires the NEIFCA to carry out assessments on all tasks, operations and work practices and environmental factors where there is a risk to the Health and Safety of employees and members of the public. In this exercise particular attention should be paid to young persons, women of childbearing age, new and expectant mothers and work related stress.
- (c) The NEIFCA will also analyse reports of incidents and take remedial action to ensure that similar occurrences are avoided in the future. Risk Assessments will be reviewed after any accident or incident and revised as necessary.

A detailed list of all Risk Assessments are maintained.

3.7 Manual Handling Regulations

The Chief Officer will ensure that managers carry out risk assessments on all employees who undertake manual handling and that appropriate action is taken to address any identified hazards. All staff will be trained in manual handling procedures.

Where the general assessment of risk indicates the possibility of risk to employees from the manual handling of loads the NEIFCA will follow the present regulations to ensure:

- 1) Avoid hazardous manual handling operations so far as is reasonably practicable by re-designing the task or mechanising the process.
- 2) Assessing any hazardous manual handling operations that cannot be avoided
- 3) Reduce the risk – making improvements to the task, load and working environment
- 4) Ensure that the introduction of control measures to reduce the risk does not present any new risks.

3.8 Control of Substances Hazardous to Health (COSHH)

Prior to any substance being purchased and supplied for use the NEIFCA will ensure that an adequate assessment is made of the risks to health connected with the use of that substance. Such steps are necessary to safeguard the health of employees and others that may be affected. Copies of COSHH assessments will be kept readily available at work locations.

Where there is no assessment in place on a substance, such measures should be taken to ensure the isolation of that substance before any intended use. All substances will be assessed using the material safety data sheet supplied with the specific substance.

The Deputy CO will be the nominated COSHH officer for the use of all substances pertaining to the operation of NEG III and any other vessel owned and operated by the Authority. As such he will be responsible for ensuring that all substances used on board such vessels are subject to a COSHH assessment before use and that all control measures put in place are adhered to at all times.

3.9 Violence, Challenging Behavior and Working Alone in Safety.

The Chief Officer will ensure that managers carry out risk assessments for all employees who may be subject to violent and challenging behaviour, and those who are required to work alone, and that appropriate action is taken to address any identified hazards.

Further information and operating procedures are contained within the 'NEIFCA Safe Working Practices Booklet'.

3.10 First Aid at Work Regulations

- (a) It is NEIFCA policy in accordance with the Health and Safety (First Aid) Regulations and current maritime regulations to provide suitable persons as adequate and appropriate for rendering first aid.
- (b) All staff must undertake a basic One Day First Aid Course. In addition to this all seagoing staff will be trained in Emergency First Aid at Work (HSE and or STCW Approved).
- (c) All shore based staff shall have access to First Aid kits and the patrol vessels will carry a First Aid kit in line with current maritime legislation requirements.
- (d) The ERYC Corporate Resources Directorate Health and Safety Policy provides adequate provision for NEIFCA personnel located in ERYC accommodation.

3.11 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

In order for the NEIFCA to discharge its statutory duties of keeping the Health and Safety Executive informed of accidents and dangerous occurrences, the Chief Officer will ensure that adequate records are maintained in accordance with the NEIFCA Policy on accident and incident reporting.

Further information on the NEIFCA Accident Reporting Procedure is contained within the 'NEIFCA Safe Working Practices Booklet'.

3.12 Personal Protective Equipment at Work Regulations

The main requirement of the PPE at Work Regulations is that personal protective equipment is to be supplied by the employer and used by the employee wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Chief Officer will ensure that risk assessments are carried out on all activities and that appropriate PPE is issued. The Chief Officer will also ensure that such equipment is properly assessed to its suitability, is maintained and stored properly and sufficient training is given to employees on its correct use.

Employees must ensure that PPE issued to them is maintained and kept in good working order. The manufacturers maintenance schedule should be followed as instructed and training/instruction will be given for this. For more intricate repairs, items will be returned to specialists.

3.13 Display Screen Equipment Regulations

The Chief Officer will ensure that risk assessments are carried out with all employees who use display screen equipment, and that appropriate action is taken to address any identified hazards.

Further information on DSE assessments is contained within the 'NEIFCA Safe Working Practices Booklet'.

3.14 Provision and Use of Work Equipment Regulations

The manufacturer and supplier bear the responsibility to ensure, so far as is reasonably practicable, that the article is so designed and constructed as to be safe and without risk to health when properly used. They must provide instructions to the purchaser as to the way in which the article may be used safely.

The Chief Officer will ensure that all machinery, plant, tools and equipment are used according to the manufacturers recommendations and in line with any other statutory requirements/guidelines. It is the responsibility of line managers to address any shortcomings in that area.

3.15 Lifting Operations and Lifting Equipment Regulations

The Chief Officer will ensure that all equipment falling within the scope of these regulations is purchased, used and maintained in accordance with the schedules detailed within these regulations.

3.16 The Working at Height Regulations

The Chief Officer will ensure that all work activities falling within the scope of these regulations is properly assessed and appropriate measures taken to ensure the risk and threat to any employee is adequately controlled.

3.17 Driving at Work

NEIFCA has a responsibility under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health and safety of employees while at work. There is also a requirement that others are not put at risk by your work-related driving activities. The Management of Health and Safety at Work Regulations 1999 state that the NEIFCA has a responsibility to carry out an assessment of the risks from driving to the health and safety of employees, while they are at work and to other people who may be affected by their activities. To this end, the Chief Officer will ensure that adequate assessments are made on all aspects of work related driving activities.

A detailed list of all safe working practices and procedures for use of Authority and Officers vehicles are contained within the 'NEIFCA Safe Working practices Booklet'.

3.18 Patrol Vessels Emergency Procedures

- a) All employees are to undertake training in sea survival, fire fighting and first aid.
- b) All the locations of fire extinguishers and other safety equipment on board the vessels are to be noted and each officer and visitor will be inducted as to the safety systems and equipment on board NEG III and any other vessel owned and operated by the Authority. Staff must have access to instructions for use of equipment such as pyrotechnics.

3.19 Health and Safety Committee

- (a) In recognition of its own Safety Policy, the NEIFCA shall institute a system designed to facilitate employer/employee consultation to take place regarding all aspects of Health and Safety at work. To this end the NEIFCA has formulated a structure for dealing with matters relating to Health and Safety.
- (b) Staff team meetings will be held quarterly, with the Clerk or his representative in attendance.
- (c) There will be a Health and Safety meeting held after each staff meeting. Any member of the team may forward items for the agenda. All employees will be regarded as being members of the Health and safety Committee. In addition, Health and Safety provisions will be reviewed at regular senior management team meetings held throughout the year.
- (d) The Chief Officer will ensure that an accurate written record of proceedings is kept.

- (a) All employees shall be instructed as to possible hazards in their areas of work, and shall receive necessary training to enable them to carry out their duties safely and efficiently.
- (b) It is essential that all officers responsible for health and safety issues discharge their duties to the best of their ability. With this in mind, a training programme has been set up and it is essential that line managers through the Employee Performance Review process identify and ensure that all relevant officers receive adequate training.
- (c) All general health and safety training shall be booked through the Authority's Administrative Support Officer who shall arrange such training with the central training unit (ERYC) or through external providers and keep a central record of all training.
- (d) It shall be the responsibility of line managers to ensure that health and safety induction training is undertaken on the new starters first day.
- (e) Employees shall be provided with adequate and appropriate health and safety training and instruction on being exposed to new or increased risks because of:-
 - Being transferred or given a change in responsibilities
 - The introduction of new equipment or change to equipment already in use
 - The introduction of new technology
 - The introduction of new practices, or a new system of work, or changes to an existing system

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NEIFCA

SAFE WORKING
PRACTICES

2018/2019

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SSB 1 – Safe Systems/Procedures of Work

SSB1.1 Quayside Working

- 1) Officers must always have in their possession a work issued operational mobile phone. That phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be activated.
- 2) When working outside of normal work times 2200 – 0400 Officers working alone must implement the Lone Working Procedure.
- 3) Officers must wear appropriate non-slip, safety footwear.
- 4) Where the possibility of falling into the water exists officers must wear a buoyancy device.
- 5) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 6) Beware at all times of forklifts, trolleys, derricks or any other type of mechanised fish handling/weighing equipment. Inspections should be carried out in safe areas away from such equipment/machinery.
- 7) When walking/moving along the quay be aware of any spillages/fish slime and the slipping threat they pose. Be aware of any loose ropes/wires.
- 8) Protective vests are provided to all officers as a standard item of personal protective equipment. The active use of the vest remains at the discretion of the officer and should be based on a risk assessment made at the time (excluding supplementary procedures covering operations undertaken between Hartlepool and South Shields).

SSB1.2 Handling Catch/Fishing Gear

- 1) When measuring shellfish or whitefish ensure standard handling practices are followed at all times.
- 2) When handling fishing gear always wear non-slip, safety footwear.
- 3) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques
- 4) Some areas inspected can be subject to contamination by rats (Weils Disease), all employees are advised to cover any cuts and abrasions and wear protective gloves in such situations. Hands must be washed or sanitised at the earliest opportunity following such inspections.

SSB1.3 Boarding/Disembarking Vessels in Harbour

- 1) The employees own discretion must dictate whether or not it is safe to board a fishing vessel from the quay, having regard to the fact that, in doubtful circumstances, the skipper or crew can be invited to assist. Slack mooring ropes, which may allow the boat to move away from the quay, should be particularly noted.
- 2) Where practicable, an employee should tell a fellow employee when they are about to board a vessel moored alongside a quayside.
- 3) When boarding or crossing from vessel to vessel, extreme care must be taken. Officers must wear non-slip footwear and a lifejacket/ buoyancy aid.

- 4) Quayside ladders are frequently in a dilapidated state, so therefore can be unsafe. Visual and physical checks should be carried out before descending any harbour ladder.
- 5) When using ladders, it can be very dangerous to carry any gear one-handed. Gear and equipment should be hung safely around the shoulders or lowered by rope.
- 6) Do not board vessels when derricks are being raised or lowered, or when a weight is being swung.
- 7) Sharp, pointed equipment and knives can be dangerous items when clambering over vessels or up and down ladders. All such items should be placed in a strong bag or safe pockets.
- 8) Particular care must be exercised when fishing gear is being handled on the vessel, or fish boxes are being loaded/unloaded.

SSB1.4 Boarding/Disembarking Vessels at Sea

Equipment and Clothing

- 1) Whenever an employee is operating in a RIB, they must wear an automatic lifejacket.
- 2) Suitable waterproof clothing.
- 3) Non-slip footwear.
- 4) Body belts are provided to all employees, operating in a RIB, as part of standard issue PPE.
- 5) Helmets must be worn at all times when embarking and disembarking from a RIB.
- 6) A portable radio should always be taken by the boarding officer.
- 7) The coxswain should ensure that kill cords are connected and operational at all times.

Use of RIB

- 1) The RIB coxswain should be fully aware that the safety of himself and the crew are paramount.
- 2) The coxswain is in charge of the vessel and must ensure that at all times when travelling at speed or manoeuvring the crew are not in danger of falling and must be seated safely.
- 3) The coxswain must make it clear to everyone their intended manoeuvres.
- 4) The coxswain and crew must maintain an effective lookout at all times.
- 5) Regard must be given to the location of boarding in shallow inshore areas which may result in grounding of the RIB.
- 6) Regard must be given to the type of vessel being boarded, its gear and likely manoeuvres during the approach. Particular care should be paid to pair team operations.
- 7) Whether or not gear is being worked from the side you wish to board should be assessed before boarding.
- 8) On larger fishing vessels, the large freeboard and awkward access may dictate that good communications with the skipper are paramount, so that he may instruct his crew to help the boarding officer to embark and disembark.

- 9) Access and pilot ladders must be used with caution. They may not be adequately maintained or secured.
- 10) If deemed prudent by the boarding officer, the boarding phase is to be delayed until the fishing vessel has completed its hauling or shooting operation and is stopped in the water.
- 11) As far as possible, the boarding position must be away from propellers, discharges, moving machinery and running gear secured outboard and other obstructions.
- 12) When using any stand-alone RIB the lone working policy must be implemented
- 13) When using a stand-alone RIB reliable weather forecasts should be obtained prior to the patrol commencing.

Weather Conditions

After discussion between the patrol boat skipper, the coxswain, crew or designated person in charge, it will be mutually decided, if the prevailing weather, visibility, and sea conditions are acceptable, to undertake boardings. The possibility of further weather deterioration must be borne in mind. Generally, if there is any doubt about the transfer, it should be aborted. The safety of all staff is paramount at all times.

SSB1.5 Launching Vessels with Vehicles

General

- 1) All drivers of any Authority vehicles must hold full DVLA licences and be 25 years of age
- 2) All drivers of Authority vehicles for the purposes of launching any vessel must be fully conversant with 4 x 4 vehicles, competent in towing a trailer and hold the necessary licence endorsements, if required, or be authorised by the CO or Deputy CO.
- 3) All staff must be trained in and follow correct manual handling techniques.
- 4) All staff must wear protective footwear whilst launching and recovering any vessel.

Launching and Recovery of Vessels from the Shore

Launching and recovery of vessels from the shore must only be undertaken upon the authorisation and instruction of the senior officer present on the day.

Authority vessels must not be launched or recovered at any site except under specific authorisation of the Senior Management Team.

- 1) Launching must only take place following a full risk assessment of the site. This should also include a full assessment of prevailing and projected weather conditions and the state of the tide. Such assessments will form part of a standardised 'check sheet' and the senior officer must be able to demonstrate that they have taken place.
- 2) The final decision to launch will be taken by the senior officer. If any crew member has concerns or queries these must be brought to the attention of the

senior officer prior to launching. **If there is any doubt the launch must be aborted.**

- 3) Prior to launching and recovery of any vessel, staff must be fully briefed and if necessary de-briefed. The senior officer must be able to demonstrate that such briefings have taken place.
- 4) Operation of any vehicle during launching and recovery must only be undertaken by trained personnel.
- 5) Where any launch is conducted the officer responsible for releasing the RIB from the trailer will be in charge of the launch procedure, he must ensure verbal communication is maintained with all staff during the launch procedure.
- 6) The vessel must remain secured to the trailer until it is launched.

Towing

Whenever the towing of the trailer is undertaken the following checks must be completed:

- 1) Brakes Operational
- 2) Tyres correctly inflated and turning freely
- 3) Light board operational and secure
- 4) Number plate mounted and correct
- 5) Boat adequately secured to trailer and ancillary equipment safely stored
- 6) Bilge water removed
- 7) Propellers guarded where necessary
- 8) No additional equipment loose or stored in boat that would cause instability or overloading
- 9) Brake activation cord attached to vehicle and 'deadman's' chain secured

Maintenance

It is the responsibility of senior management to ensure the vehicle and trailer are serviced in line with manufacturers recommendations. It is the employee's responsibility to ensure all maintenance and equipment checks are carried out prior to any launching procedure.

Safety Equipment

All mandatory pre-launch and post-launch checks must be completed for each trip detailed on respective lists. These lists contain detailed checklists on towing and maintaining the RIB and associated equipment, as well as detailed lists of all safety equipment and items to be carried on board the vessel for all operations. All safety equipment must, as a minimum, be checked and inspected on a monthly basis. It is the responsibility of the senior officer to ensure that such checks have taken place prior to launching.

SSB1.6 Launching & Recovering the RIB (NEG III)

Launching RIB from NEG III

- 1) Key personnel involved in launching and recovery operations are skipper, RIB coxswain and winch operator, both RIB coxswain and winch operator to be

- nominated by the skipper of NEG III and both to be fully trained and competent in the correct procedures.
- 2) RIB is only to be launched when skipper and RIB coxswain are satisfied as to the suitability of prevailing sea conditions.
 - 3) All personnel must follow instructions given by the winch operator.
 - 4) Before beginning launching operations, RIB coxswain and his/her crew must be fully dressed in all safety clothing and equipment and to have taken up their positions aboard the RIB, RIB engine must be checked and ready to start
 - 5) When coxswain and crew are ready to launch, coxswain makes clear signal to winch operator to release safety clip.
 - 6) When winch operator has received instructions to release RIB, he must use a bar to release pin, keeping well clear of quick release mechanism.
 - 7) All clips, cables and shackles etc must be regularly inspected for wear and damage.

Recovering RIB from NEG III

- 1) When recovering, RIB to stand off astern of NEG III and await heaving line attachment.
- 2) Designated crew member to connect winch cable.
- 3) Winch cable to be made taught by winch operator and all personnel to be cleared of winching area (ramp)
- 4) RIB engine to be stopped at winch operators signal.
- 5) RIB occupants must stay aboard RIB until the RIB is fully secured on the NEGIII stern ramp.

SSB1.7 Patrol Vessels General Deck Work

- 1) When approaching the vessel from a pontoon care and consideration must be given in any conditions.
- 2) Quayside ladders are often in a neglected state, visual and physical checks should be carried out before descending or ascending any ladder.
- 3) There is to be no-smoking on the patrol vessel or RIB at any time.
- 4) Employees are not to venture onto the fore deck whilst the vessel is underway during inclement weather conditions, except in an emergency situation and under the authority of the skipper
- 5) Whenever underway or making way a lifejacket must be worn whilst working on deck.
- 6) Items of equipment and ropes should be made secure at all times when operational.
- 7) All visitors to the vessel/s must undergo a Health and Safety briefing.
- 8) The radar and any other forms of radiation must be switched to standby when any person is aloft or entering a harbour or marina area.
- 9) When general maintenance work is to be undertaken on the wheelhouse roof, the vessel must be within the confines of any harbour or port, or where possible, anchored. Where working aloft is necessary at sea, a safety harness must be used to arrest any possibility of a fall from the roof.
- 10) During mooring/berthing operations staff must always ensure that they have on their person a fully functioning portable radio to enable full communication with the wheelhouse and follow the instructions of the skipper and do not make any ropes fast until instructed to do so by the skipper.

- 11) When disembarking the vessel, staff must ensure they do not jump/leap from the vessel at any time. Always use the access ladders provided.
- 12) All deck machinery including winches and haulers must only be operated by trained experienced staff in accordance with agreed operating procedures. A deck officer will be designated to oversee the safe operation of all equipment.
- 13) All staff and personnel including visitors must follow and comply with all guidance and instruction provided by the designated deck officer.

SSB1.7.1 Patrol Vessels Deck Machinery

ALL WINCHES MUST BE DE-CLUTCHED AT THE END OF EACH OPERATION.

ALL OPERATORS MUST BE AWARE THAT ANY SIMULTANEOUS OPERATION OF OTHER HYDRAULIC EQUIPMENT MAY REDUCE OR INCREASE THE SPEED OF THE MACHINERY THEY ARE OPERATING.

GENERAL SAFETY CONSIDERATIONS RELEVANT TO ALL HYDRAULIC WINCHES AND DECK MACHINERY

All winches and deck machinery are to be operated by trained, confident personnel only, is that you?

Are you fully conversant with this particular winch?

If you are not sure of the operation do not touch any winch controls

Never leave a winch running unattended

Never use the winch from a position where you are stretching to reach the controls.

Have someone else on the controls if necessary

Avoid loose clothing when in area of operation, be careful if using gloves to handle warp or chain

When winches are to be left under load for anytime both clutch and brake should be applied

A visual check should be made of all wires, chains, shackles and running gear before any operation, replace any frayed, stranded or worn equipment

If in doubt seek advice or do not proceed, do not take risks, this is dangerous machinery if not operated correctly in safe conditions

During winch operations particular attention must be given to the load on your winch and to the positions of other personnel onboard the vessel, follow the instructions of the skipper at all times

Use of pot/ Net hauler on board the NEGIII RIB.

Only trained and competent employees are permitted to operate the pot/net hauler onboard the NEG III RIB using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) Hauler only to be used when weather conditions allow safe operations.
- 2) Pump clutch only to be engaged when RIB engine is on tick over.
- 3) Care to be used when engaging pump clutch-no loose clothing around hands/wrists etc.

- 4) Pump clutch to be disengaged as soon as hauling operations are ended.
- 5) When working pots, nets etc crew members are to be aware of hazards that come with retrieving or shooting of the said gear. ***SSB1.2 Handling catch/fishing gear.***
- 6) RIB coxswain and crew must pay particular attention to the stability of their vessel during winch operations in strong tides and whilst hauling heavy objects, if in any doubt as to the safety of the operation then this must be aborted.

Use of HIAB on board NEG III.

Only trained and competent employees are permitted to operate the HIAB onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) The HIAB onboard the NEG III will be tested in line with the certification of lifting equipment regulations and any ancillary equipment has also been fully tested and certified.
- 2) Under no circumstances should the crane be subjected to loads that exceed the limitations shown on the capacity chart supplied with the crane.
- 3) In various places around the crane there are labels to remind of the restrictions, operating instructions, information and technical data. The location of each is shown for familiarisation purposes. Pay attention to the information on the plates.
- 4) Wear proper personal protective equipment. Wearing of a safety helmet is mandatory
- 5) Carry out a visual check of crane before starting work.
- 6) Stop the crane immediately if any unusual noise is heard, or it functions incorrectly.
- 7) When operations are being carried out using a crew member to secure the load for lifting, it should be this person who gives the signals to be carried out by the operator. As soon as the task of securing the load has been completed, the assistant should move away from the operating area before the load is lifted.
- 8) At the end of crane operations make sure that the crane is stowed in its folded position.
- 9) Operators must always be mindful of the stability and safety of the vessel during any lifting operations.
- 10) Never walk or work under a suspended load.

Operation of trawl winches on board NEG III.

Only trained and competent employees are permitted to operate the trawl winches onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) **Dog clutch.** This is not to be engaged whilst the main shaft or drum are rotating; the clutch is inched round using the controls and can be easily slid into engagement once the dogs are correctly aligned. For disengagement it is necessary to first apply the brake, and then separate the dog-faces using the reverse controls. The dogs will then easily slide out of the engagement. You

will find it virtually impossible to disengage the clutch whilst the dog faces are under load.

- 2) **Manual brake.** This is used to hold any load whilst the winch is stopped. It is also used to pay off wire when shooting the gear, having first disengaged the dog clutch.
- 3) **Limit of travel.** There is no provision for limiting the extent of travel of the winch. Therefore the operator must stop the winch before the load contacts the winch frame. Serious damage may occur if this happens. Also when the load is fully paid out, at least six turns must remain on the winch drum.
- 4) **Guiding-on-gear.** Spool the wire evenly across the drums, trying to build up even layers. When the shackles arrive at the drums endeavour to place them where they will easily come off again. Do not use shackles too large for your gear as this may damage the rollers on the guiding-on-gear.

Anchor winch on board the NEGIII

Only trained and competent employees are permitted to operate the anchor winch onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) **Safety Notes.** The anchor should not be deployed until clear instruction has been received from the skipper to do so. Operation of this winch must only be undertaken by two personnel. The second person is to be utilised only for observations and communications.
- 2) **Dog clutches.** These are not to be engaged whilst the main shaft or gypsy are rotating, the clutches are inched round using the control valve and can be easily slid into engagement once the dogs are correctly aligned. For disengagement it is necessary to first apply the brake, and then separate the dog faces using the control valve. The dogs will then easily slide out of engagement. You will find it virtually impossible to disengage the clutch whilst the faces are under load.
- 3) **Brakes.** These are used to hold any load whilst the winch is stopped. They are also used to pay off chain when using the anchor, having first disengaged the dog clutches.

Sounder winch on board the NEGIII

Only trained and competent employees are permitted to operate the sounder winch onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) **Safety Notes.** The operation of this winch must only be undertaken by two personnel the second person is to be utilised only for observations and communications. The operator must ensure that the deck area is clear of all personnel and any potential hazards prior to commencing any operations.

This winch is not clutched and is therefore permanently engaged any movement of the control will result in movement of the winch. There is no mechanical brake on this winch, it is braked hydraulically. The guide on gear is fully automatic on this winch and will move each time the main control is operated.

- 2) The winch control is variable speed in both forward and reverse.
- 3) The wire is slacked away by reversing the winch, do not reverse at excessive speed as this will result in the wire becoming fouled on the drum
- 4) Tension must be kept on the wire at all times to eliminate the gear going fouled.
- 5) This winch has by far greater pulling capacity than the wire has breaking strain so attention must be given to load at all times
- 6) This winch has a hydraulic brake. When the winch is in stop position it will be braked automatically.
- 7) Extreme care must be taken not to damage the cable during operation.

Use of pot/ Net hauler on board the NEGIII

Only trained and competent employees are permitted to operate the pot/net hauler onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) Do not rely on the hauler to hold a suspended load for any length of time; these must be tied off securely to a strong point.
- 2) Great care should be taken if fouled equipment is hauled to the surface.
- 3) Reversing the hauler may cause the rope to release suddenly from the vee wheels, this operation should be only be done at slow speed.
- 4) Ensure any rope on deck is well away from the operator and cannot snag a foot on sudden release.
- 5) When working pots, nets etc crew members are to be aware of hazards that come with retrieving or shooting of the said gear and where practicable observe safe manual handling techniques and practices.
- 6) Avoid the use of gloves where practicable whilst using the hauler.
- 7) Do not use loose clothing when operating the hauler.

SSB1.8 Patrol Vessel Engine Room

- 1) The engine room vents should be opened before entry into the engine room is permitted.
- 2) Machinery is not to be operated unless manufacturers safeguards are in place. Machinery (engines) should be allowed to cool before any work is undertaken and safety gloves worn, except in emergency circumstances.
- 3) Equipment (electrical or mechanical) should be isolated and power turned off before any work is undertaken.
- 4) Employees must ensure they have no loose clothing, when in the vicinity of machinery.
- 5) Ear defenders are to be worn in the engine room when the engines are running.
- 6) Non-slip safety footwear is worn at all times.

- 7) A regular maintenance regime is in place and is followed to ensure valves/machinery/engines are working correctly and all alarms are tested.
- 8) Only trained and competent staff members as determined by the skipper should undertake any maintenance work within the engine room.
- 9) The engine room should be kept clean and tidy and free from any oil/fuel spillages which should be immediately cleaned up.

SSB1.9 Working on board vessels

- 1) Beware of sudden unexpected vessel movements when derricks are raised or lowered, or when a weight is being swung.
- 2) Sharp, pointed net gauges and knives can be dangerous items when clambering over vessels. All such items should be placed in a strong bag or safe pockets.
- 3) Particular care must be exercised when fishing gear is being handled on the vessel, or fish boxes are being loaded/unloaded.
- 4) Once aboard, always stand well clear of all gear and machinery on deck, whether or not it is working - it may start up unexpectedly.
- 5) Never straddle a rope or wire - it may unexpectedly come under tension. Never stand in a bight of any rope, wire and chain. Always avoid slack wires laid on deck between two bollards, sheaves or blocks. (If the wire should come under sudden tension, a person's legs can be whipped from beneath them with possible severe injuries).
- 6) Beware of the dangers of walking on slippery hatch covers or on hatch boards which may not be properly secured over a deck opening. Always check that hatch covers are clipped back or otherwise secured, before descending into a fish or net hold.
- 7) When inspecting any hold, always have a member of the crew to assist you.
- 8) Trawl nets, fish boxes, containers, and other heavy objects should, where possible, be lifted in such a manner which conforms to manual handling techniques and where possible assistance should be sought.
- 9) Be aware of fire hazards and always ensure that a quick exit route from the vessel is available.

SSB1.10 Driving at Work

Employees have a duty to ensure that the activities they undertake whilst driving are safe and do not pose a danger to other road users. Where at all possible and/or practicable Officers should seek to 'car share'.

Use of Authority Vehicles

- 1) The Chief and Deputy Chief Officers are responsible for ensuring that all Authority vehicles are serviced and maintained in line with the manufacturers recommendations.
- 2) Any employee using the vehicle shall be responsible for ensuring that before use a relevant Weekly Inspection Sheet has been completed.
- 3) All use of the vehicle is to be authorised by a senior manager.
- 4) Any employee using any Authority vehicle, is required to complete all necessary documentation in full. Any faults suspected or detected by an employee must

be reported to the senior manager immediately. An entry must be made in the vehicle log book, **and where any fault may affect safety, then the vehicle must not be used.**

- 5) Any employee involved in a traffic offence or accident, either in their personal vehicle or Authority vehicles, or suffering any illness which may affect the ability to drive, or having been prescribed any medication, which may affect the ability to drive, must advise the CO, Deputy CO or line manager as soon as is practical.
- 6) Before using the four wheel drive capability of the Vehicle, or taking the vehicle into an off road situation, employees must be conversant with the correct and safe handling of the vehicle in that situation.
- 7) All drivers must be 25 years of age or over unless given express consent to operate that vehicle by the Chief or Deputy Chief Officer.
- 8) Employee's will abide by the provisions of the Highway Code at all times.

Use of All Terrain Vehicles

Only officers that have received the appropriate training in the operation and use of ATVs are authorised to use them to support NEIFCA operations and must observe the following safe working practices:

- 1) When using ATVs suitable head protection must be worn at all times (with the exception of vehicles fitted with a fully enclosed cab). A motorcycle helmet which meets BS6658 should be worn. The helmet should be comfortable and not restrict breathing. All straps should be intact and undamaged. The helmet should be checked for any visible signs of damage. On detection, damage should be reported to the relevant line manager.
- 2) Ear defenders must be worn at all times when the ATV is operational.
- 3) Eye Protection consisting of a visor or safety glasses to EN 166 should be worn to protect against dust particles and flying insects (with the exception of vehicles fitted with a fully enclosed cab).
- 4) Protective boots must be worn with grip and ankle support which complies with EN345-1 during loading/unloading of the ATV (with the exception of vehicles fitted with a fully enclosed cab).
- 5) Ensure gloves are available to protect against wind chill in cold weather
- 6) Ensure suitable outer garments are worn appropriate to the weather conditions on the day, suitable waterproof clothing should be carried at all times.
- 7) Ensure drinking water is available to prevent dehydration.
- 8) A first aid kit should be carried at all times. The user should be trained in first aid in line with NEIFCA safe working practices document.
- 9) A VHF Radio, PLB, mobile phone, foot pump, puncture repair kit and extra fuel must be present on the ATV when working intertidally.
- 10) A folding shovel and boards are provided in case of bogging.
- 11) A check list must be completed prior to each occasion the ATV is used. For multi operator vehicles a means of stopping use by other riders when a check has revealed a fault is useful, eg DO NOT USE tag for over key slot
- 12) When leaving the ATV on the foreshore officers must ensure that it is parked beyond the high water mark and should not be left in idle for prolonged periods.

- 13) Any ATV operations invoke the Authority's lone working procedures. **Officers must use ATV's in pairs only, there must be no single officer use.** The lead Officer responsible for the operation of the ATV must supply the following information to the designated Lone Working contact:

- Start time
- Journey Plan, to include detailed location and passage information
- Estimated Time of return
- Purpose

Information must be of sufficient detail to enable emergency services to initiate a search.

Use of Officers Vehicles

- 1) Employees will abide by the provisions of the Highway Code at all times.
- 2) Vehicles must have a current MOT certificate, current Road Tax, Business Use Insurance and be roadworthy at all times.
- 3) Any employee will be responsible for checking and ensuring the safe operation of their vehicle before use.

Excessive Mileage and Fatigue

- 1) When undertaking long journeys, employees should, when practicable follow the guidance contained within the Highway Code.
- 2) Where normal work patterns are disrupted i.e for shore officers attending NEGIII. If the expected working day exceeds 12 hours and 250 miles travelled, then officers should make alternative accommodation arrangements, by either travelling up the previous day and staying in accommodation overnight or seeking accommodation following the working shift.

Weather Conditions

Consideration should be given when making any journey as to the weather conditions. If any concern exists then this should be relayed to the relevant senior manager. i.e attending NEG III in winter then seek advice from Patrol Boat Skipper on the day in question.

SSB1.11 Surveying Shellfish Beds

- 1) Prior to surveying on any shellfish bed, the Lone Working Procedure must be implemented irrespective of the number of people engaged in sampling.
- 2) There will be a designated officer in charge of the sampling and a minimum of 2 people are required for any survey. When engaged in sampling employees should ensure that they work in pairs as a minimum requirement. The designated officer should ensure that all necessary safe working practices and equipment are in place.
- 3) Access to and from beds must be taken using established tracks/exit routes. Avoid areas of unstable substrate when moving across the beds.

- 4) The designated officer should assess the likely weather conditions to ensure no severe weather is expected that could increase the risks highlighted in the risk assessment i.e Fog/Precipitation.
- 5) The tide times should be verified and work/surveying should only **occur 4 hours before LOW WATER.**
- 6) Each person engaged in surveying should have a work issue mobile phone and coverage from the network verified. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 7) The following safety equipment must be taken:
 - ❑ First Aid Kit
 - ❑ Fully functioning mobile phone
 - ❑ 1 Handheld GPS
 - ❑ Life jacket
 - ❑ Waterproof/warm clothing for each person.
 - ❑ Hand held compass
 - ❑ Hand-held VHF

SSB1.12 Operation of Vessels at Sea

NEG III Manning Requirements/Qualifications

In Harbour Movements:

- 1) When the vessel requires moving within the boundaries of any harbour, for example to take fuel, or re-mooring, there must be a : **MINIMUM CREW OF 3.**

Vessel movement outside any harbour boundaries

- 1) This will include routine sea patrols, sea trials, passage voyages etc. There must be a : **MINIMUM CREW OF 3 – which must include the skipper, 1 full time crew member and a competent other.**
- 2) When there is a requirement to carry out boardings of other vessels there must be a: **MINIMUM CREW OF 4**

The Patrol Boat Skipper or relief skipper must be suitably experienced and qualified to coding requirements.

Stand Alone Vessel Manning Requirements/Qualifications

Stand Alone Vessels

Only vessels certificated under the Workboat Code can be used as Stand Alone Vessels.

For any activity undertaken by the vessel there will be a: **MINIMUM CREW OF 2, 1 during boarding operations.**

All coxswains of stand-alone vessels must be qualified to RYA advanced powerboat certification unless under the supervision of a member of staff holding an advanced power boat certificate.

When RIBs are engaged in 'mother/daughter' operations with NEG III a minimum crew of 1 is permitted.

Maintaining a Navigational Watch

The skipper of each vessel (NEG III/RIB) will ensure that watch keeping arrangements are adequate for maintaining a safe navigational watch.

Watch Arrangements/Look Out

The composition of the watch shall at all times be adequate and appropriate to the prevailing circumstances and conditions and shall take into account the need for maintaining a proper lookout.

Fitness for Duty

The watch system shall be such that the efficiency of watch keeping officers is not impaired by fatigue.

Navigational Duties and Responsibilities

- 1) The helmsman shall keep his watch on the bridge which he shall in no circumstances leave until properly relieved.
- 2) The helmsman will continue to be responsible for the safe navigation of the ship, despite the presence of the skipper, until the skipper informs him that he has assumed responsibility and this is mutually understood.
- 3) The helmsman will notify the skipper when in any doubt as to what action to take in the interests of safe navigation or vessel safety.

Safety Equipment

- 1) All employees must be trained in the use of safety equipment. Once trained they must use all items of safety equipment and protective clothing relevant to their duties.
- 2) They must identify all safety gear stowage points aboard the patrol boats, to enable a quick and concerted action in the event of an unexpected emergency.
- 3) It is the employees own responsibility to ensure that he/she is adequately equipped for particular duties. They must also ensure that official equipment in their care is regularly serviced and maintained, e.g. automatic lifejackets.
- 4) If any equipment is found to be defective in any way, it must immediately be reported to the Patrol Boat Skipper/ Deputy CO or CO for renewal or repair.

Maintenance

It is the responsibility of senior management to ensure all maintenance regimes are followed in their respective work area. Additionally it is the responsibility of all staff to ensure all items of equipment/machinery are in working order prior to any activity being undertaken. Any defects must be reported immediately and if necessary operation of vessels should be aborted until such problems are rectified.

Weather Conditions

The skipper shall assess the weather conditions before any planned voyage/trip, to ensure the safety of the vessel and crew.

SSB1.13 Discard Surveys

- 1) Prior to undertaking any surveying, the Lone Working Procedure must be implemented irrespective of the number of people engaged in sampling.
- 2) Officers must wear non-slip footwear and a lifejacket.
- 3) Each person engaged in surveying should have a work issue mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 4) Officer(s) should satisfy him/her/themselves that the vessel being used to survey from is in good sea worthy condition, has a reliable and well known skipper and has the necessary safety equipment on-board and a relevant MCA Code of Safety Inspection.
- 5) Officers should satisfy themselves that the vessel chosen is going to sea in weather/conditions that are suitable. **If there is any doubts on any safety related issues and or conditions the survey should be aborted immediately.**
- 6) The following equipment must be taken:
 - ❑ Personal EPIRB
 - ❑ Warm/waterproof clothing

SSB1.14 Inspecting Premises

- 1) When inspecting any new premises officers must identify themselves and fully explain to the manager/owner the purpose of the inspection and powers under which the inspection is being undertaken
- 2) Officers must always have in their possession a fully operational work issue mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 3) When working outside of normal work times 2200- 0400 Officers must implement the Lone Working Procedure.
- 4) Officers must wear non-slip, safety footwear and protective clothing appropriate for the premises being inspected.

- 5) When inspecting cooked/uncooked products officers must take suitable precautions as advised by the owner in order to prevent cross-contamination of food products.
- 6) When measuring shellfish or whitefish ensure the correct handling procedure is followed,
- 7) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 8) Be aware at all times of any machinery operating such as forklifts, always conduct inspection of fish in safe location.
- 9) Employees must familiarise themselves with the premises emergency procedures in case of fire etc.
- 10) Never enter a cold room or freezer unattended and always ensure the door cannot be closed behind you.

SSB1.15 Inspection of Person/s

All officers will at sometime during the course of their duties inspect person/s unknown to them. In such circumstances Officers must follow the procedure below:

- 1) Officers must always have in their possession a fully operational work issue mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 2) When working outside of normal work times 2200 – 0400 Officers must implement the Lone Working Procedure (LWP).
- 3) When operating in any location, officers must risk assess the potential for any violence and implement the LWP (SSB4), where any doubt exists the LWP must be invoked and standard issue protective vest worn.
- 4) When operating against person/s who are known to the Authority as being a threat to officers safety the LWP must be invoked.
- 5) Where a new person is inspected by officers and any concerns are raised, the officer must liaise with senior management who will liaise with the Police/EA to obtain any relevant information on the threat this person may pose.
- 6) WHERE ANY THREAT OF VIOLENCE EXISTS OFFICERS MUST LEAVE THE AREA IMMEDIATELY, SAFETY OF STAFF IS PARAMOUNT.

SSB1.16 Inspection of Vehicles

- 1) Officers must always have in their possession a fully operational mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 2) When working outside of normal work times 2200 – 0400 Officers must implement the Lone Working Procedure (LWP).
- 3) If officers are unsure about the nature of the person being inspected they must implement the LWP for the course of the inspection.
- 4) When inspecting any vehicle ensure the engine is switched off and request that the key is removed.
- 5) Before commencing any inspection request that the handbrake to the vehicle is engaged.
- 6) Always request the driver to accompany you during the inspection.

- 7) When inspecting refrigeration units always ensure the door is locked open and that the driver accompanies you at all times. Ensure you have warm clothing.
- 8) When accessing a vivier lorry/van ensure the threat of fall is removed by using suitable access provisions.
- 9) Be aware at all times of the environment surrounding you, conduct the inspection in a quiet location away from the threat of other traffic/vehicles.
- 10) If following a vehicle, officers must ensure they abide by the Highway Code at all times.
- 11) Do not use your vehicle to block any vehicle in.
- 12) Do not follow vehicles into remote locations where the threat of isolation exists.

SSB1.17 Use of Mobile Phones

General Use

- 1) When working, all officers must ensure that their work issue mobile telephones are switched ON, fully charged, operational and all associated operational software, such as tracking and lone working facilities, fully activated. During work time phones should only be switched off during the following circumstances (Paragraphs (2) to (4)).
- 2) When using a mobile telephone, Officers must ensure that they conform to the Road Vehicles [Construction and Use] [Amendment] [No 4] 2003, which prohibits the use of hand held devices whilst driving. A copy of this regulation and its guidelines is available to all staff
- 3) At all other times Officers shall assess whether the use of a Mobile Telephone could cause distraction which may affect the officer's safety or that of any other person or property. If the officer feels that any such risk is possible then the Mobile Telephone should not be used or switched off.
- 4) When attending Staff/Authority Meeting's, Magistrates Court, Crown Court or Training Sessions etc. Mobile Telephones should be switched OFF. If a possibility of accidental connection exists then the battery of the Mobile Telephone should be removed.

Message Service

- 1) Officers must ensure that during working hours if their Mobile Telephone is switched OFF a voice mail or message service is functional on their phone.
- 2) During the course of a normal working week (Monday-Sunday) whilst not on duty and the officers Mobile Telephone is switched OFF, provision must be made for a voice mail message service to be functional on their Mobile Telephone.

SSB1.18 Medications at Sea

- 1) In certain circumstances, such as chronic illnesses, a duplicate medication should be carried at all times. (E.g. Relief medication such as inhalers that relieve the symptoms of an asthma attack are needed on an ad-hoc basis with little warning) In relation to such medications:-
- 2) (a) One set should be carried in a waterproof container stowed in a secure compartment on satellite and shore launched vessels *and/or*-

- (b) In the case of NEGIII duties, a mutually agreed safe place known to the individual requiring the medicine and the master of the vessel.
- (c.) Depending on the medication, a duplicate must be carried on the person requiring the medication at all times. Particularly, if the individual is onboard the land based rib or NEG III satellite vessels undertaking patrols/boardings.
- 3) The Master of NEGIII and/or lead officer in the case of shore launched vessels/NEGIII satellite vessels must be made aware of any medication carried, whether duplicate or not. No sea going duties are to be undertaken unless essential medication is present and in the case of mechanical administering devices (such as an inhaler) are in full working order. Details given should include frequency of self administration and any special requirements pertaining to the medication.
 - 4) It is the responsibility of the individual to ensure that he or she has the appropriate medication when undertaking sea going duties and that the master or lead officer is informed.

SSB 2 – Risk Assessments

The following generic risk assessments have been conducted for work activities undertaken by NEIFCA staff. These assessments are held electronically and are detailed in Annex 1 for information. Furthermore the electronic risk assessment is designed to be flexible and as new work activities are undertaken staff, in conjunction with senior managers, are responsible for ensuring any new task is risk assessed before work activity commences.

RA1	Surveying Shellfish Beds	RA11	Patrol Vessels Launching/Recovering RIB
RA2	Inspection of vessels/catch	RA12	Operation of RIB at sea
RA3	Inspection of Premises	RA13	Operation of NEG III at Sea
RA4	Inspection of Person/s	RA14	Driving at Work
RA5	Inspection of Vehicles	RA15	Intertidal Survey Work
RA6	Lone Working	RA16	
RA7	Discard Surveys	RA17	
RA8	Launching of RIB with Vehicle and Trailer	RA18	
RA9	Patrol Vessels General deck Work	RA19	
RA10	Patrol Vessel Engine Room	RA20	

SSB3 – COSHH Assessments

Any substances used in day to day operations are detailed within the NEIFCA COSHH Assessments Files which are held centrally at the Town Hall, on the Patrol Vessel NEG III and at storage facilities. Officers must ensure that before using any substances, they must refer to the COSHH Assessment Files and take any necessary precautions as identified within each substances assessment. All new substances must be assessed before use, and the assessment retained in the relevant file.

SSB4- Violence, Challenging Behaviour and Working Alone in Safety

Verbal Abuse and Threats

- 1) All Staff will receive appropriate training on how to deal with difficult situations.
- 2) Any cases of verbal abuse and or threat to any employee must be reported to their Senior Officer and a detailed record will be kept and monitored using a specific report sheet held electronically in the Health and Safety File.
- 3) Where a pattern of threats or abuse is revealed, the Chief/ Deputy Chief will seek the advice of and assistance from appropriate agencies, and take any necessary action.

Physical Assault

The Authority will adopt the following procedure as appropriate where:-

- A physical attack can be reasonably foreseen in the future from a potential aggressor:
- A physical attack has taken place:
 - ❑ Call the Police [Ambulance if required]
 - ❑ Report the incident to a Senior Officer verbally.
 - ❑ Liaise with the police, be prepared to make a Statement, and obtain a crime number.
 - ❑ The Senior Officer will decide on any other immediate action thought necessary in the interests of safety.
 - ❑ Complete written report regarding the incident.
 - ❑ Liaise with Hospital or GP, if appropriate obtaining written evidence of injuries if possible.
 - ❑ Counselling will be offered to Staff where necessary.

Lone Working Procedure

This procedure has been developed in order to improve communications and provide support to employees who are engaged in lone working. Although there may be occasions when employees other than lone workers would benefit from using this system, for example, employees working outside normal office hours (2200 – 0400).

Lone working is an integral part of NEIFCA officers/employees operations and, as an employer, NEIFCA recognises that lone workers face particular problems due to the nature of their work and will not require officers/employees to work alone where this results in unacceptable risks. Management must therefore assess the risks its lone workers face and wherever possible should strive to remove or reduce risks to an acceptable level.

To ensure success of this procedure and thus maximise the safety of all NEIFCA officers/employees there needs to be full co-operation of all staff in the implementation of the procedure.

Identifying Lone Workers

NEIFCA management has undertaken a risk assessment of all work activities and identified areas/tasks undertaken in the course of officers duties which pose possible hazards, the consequences of those hazards, the risk factors and the control measures to be implemented in order to reduce the risk to Authority employees.

As part of that risk assessment areas have been identified which pose a possible risk in terms of lone working/workers. It is important to be aware that the risks associated with lone working are not associated only with individuals. Small groups working in remote locations can experience some of the risks associated with lone working- for example, If during a survey on a shellfish bed one of them suffers injury and the group needs to divide to get assistance.

Below is a table, which identifies through the NEIFCA Risk Assessment, areas which are classified as lone working.

Identified Lone Working Activities

LW1 - Surveys on Shellfish Beds
LW2 - Working in Identified locations
LW3 - Working outside of normal office hours 2200-0400
LW4 - Discard surveys
LW5 - Use of Stand Alone Vessels
LW6 – Any situation/location suitably assessed by officer

Shore Based Lone Working Procedure

- 1) Officers/employees must ensure that they carry a reliable means of communication at all times (work issue mobile telephone). All phones must be fully charged, operational and all associated operational software, such as tracking and lone working facilities, fully activated.
- 2) Officers/employees must ensure that before undertaking any lone working procedure (as identified) they have read the relevant NEIFCA Risk Assessment/Safety Services Booklet. Officers/employees must also ensure they have all the relevant equipment identified for the task they are to undertake.
- 3) Lone workers must log on at the beginning of the identified work activity and log off when the activity ends. The procedure laid out below must be used for logging on and off.

Logging On/Off

- 1) During all hours, officers should must log on verbally with their respective senior manager or the Deputy Chief Officer using one of the following numbers:

- Deputy Chief Officer 07879815464
 - Senior IFCO 07790 556710
 - Senior Environmental & Scientific Officer 07795 047157
 - First Mate 07825 935555
- 2) Once contact has been made then they should be informed of the following information:
- Location
 - Expected activity
 - Expected finish times
 - Intended frequency of contact
- 3) The officer must agree the frequency of contact with the contact officer covering the duration of the lone working period.
- 4) Once logged on, lone workers must make contact at the agreed times. FAILURE TO DO SO MAY RESULT IN THE SEARCH PROCEDURE BEING ACTIVATED.

SSB5 – Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Accident and Incident Reporting

All accidents, or incidents involving dangerous occurrences and/or near misses shall be reported. The Operational Support Manager shall ensure that systems and procedures are in place to monitor and record all incidents.

The procedures to be followed for reporting and recording such events are contained within the 2 flow charts:

- 1) Accident Reporting Procedure (HSE)
- 2) Accident Reporting Procedure (MAIB)

These procedures are set down by law for reporting and recording all accidents and incidents either terrestrially (HSE) or at sea (MAIB).

Accident Reporting Procedure (HSE)

NEIFCA accepts that the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and other statutes place a duty on it to ensure that accidents and incidents are recorded and investigated.

All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (HSE) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents and incidents within the terrestrial work environment.

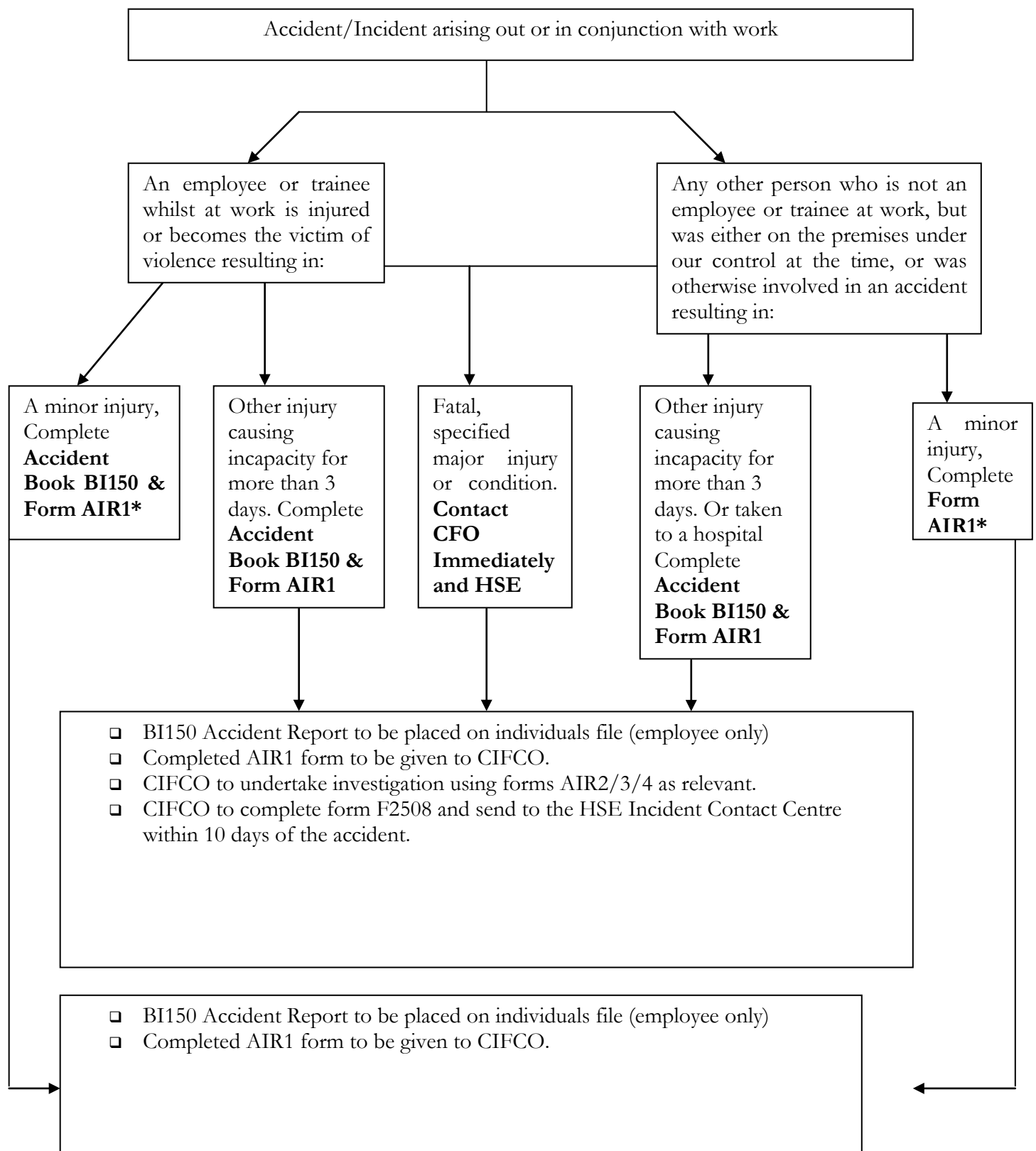
Accident Reporting Procedure (MAIB)

NEIFCA accepts that the Merchant Shipping Act 1995, and the Merchant Shipping (Accident and Reporting Regulations) 2005, place a duty on it to ensure that accidents and incidents are recorded, reported and investigated.

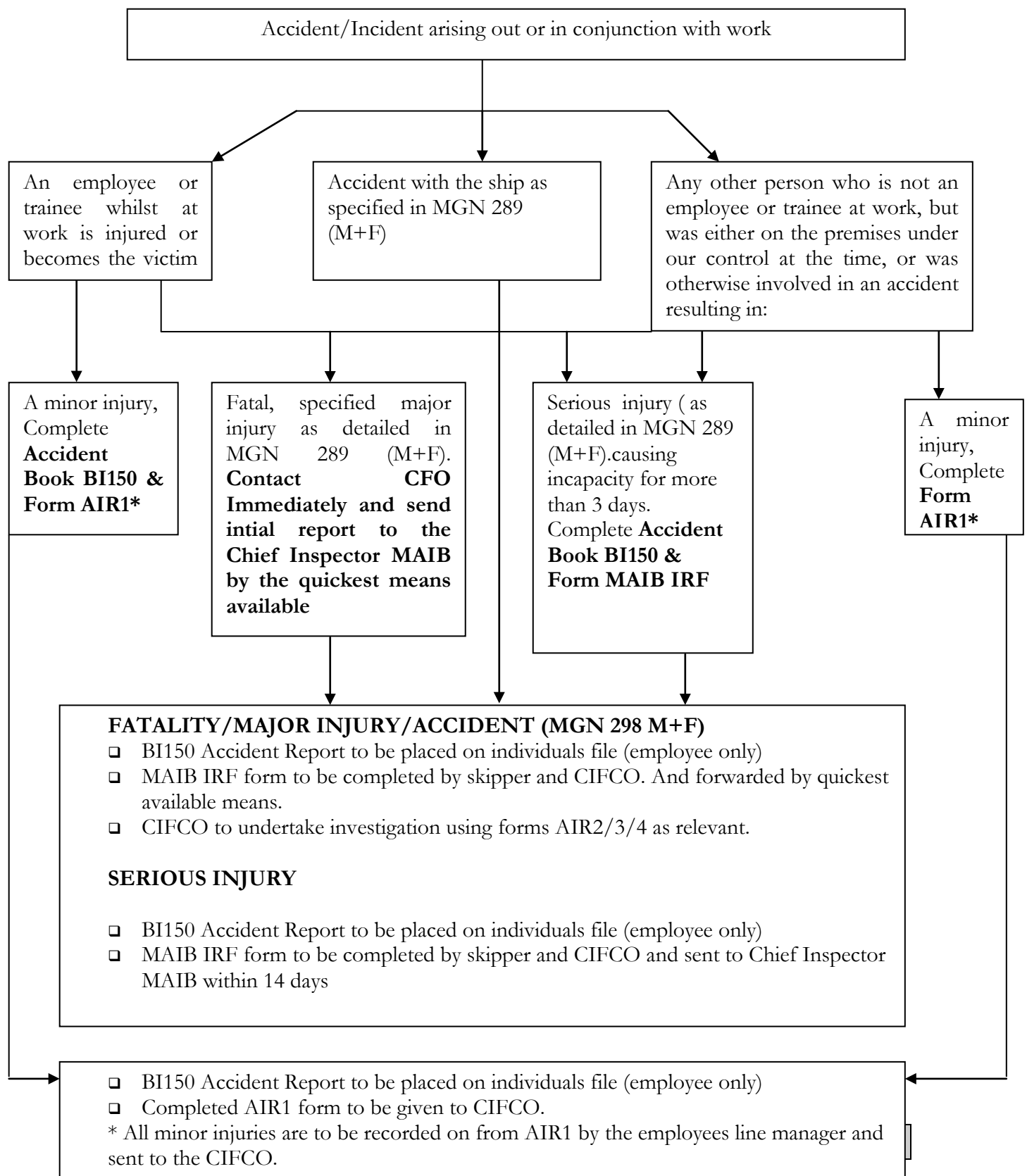
All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (MAIB) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents and incidents within the marine work environment.

ALL RELEVANT REPORTING FORMS ARE HELD ELECTRONICALLY AND WILL BE SUPPLIED TO LINE MANAGERS.

Accident Reporting Procedure (HSE) Flow Chart



Accident Reporting Procedure (MAIB) Flow Chart



Procedure for Assessments

STEP 1

All staff who use a computer are to complete a **'User Assessment Form'**. This is to ascertain if the member of staff is classed as a 'habitual user', and thus falling into the scope of the regulations. 'Non users' need not proceed any further.

STEP 2

If the member of staff is clearly classed as a 'user' then he or she must complete the **'Workplace and Display Screen Assessment Form'**. Once this has been completed it should be returned to the CO.

STEP 3

As CO it is your responsibility to analyse the responses, and as far as is reasonably practicable, address any areas of concern. All assessment forms and details of actions should be retained and kept in the electronic 'Health and Safety' File.

STEP 4

The assessment process must be repeated when any of the following circumstances occur:

- A major change in hardware and/or software
- A major change in furniture, office environment, and/or relocation of the workstation
- A substantial increase in the users time spent at their workstation

P. N. LING

Marine Surveyor

Loss and claim investigations.

Salvage and recovery.

Small Commercial Vessels.

Naval architect and superintendent.

3 Clough Garth,

Hedon,

HU12 8LS

Tel. 01482 897466/07713 508408

North Eastern IFCA,

Town Hall,

Bridlington,

East Yorkshire.

20th February 2018

Dear Sirs,

Safe Working Practices.

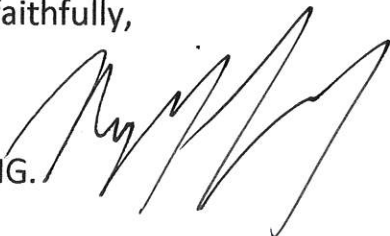
I have reviewed the document "Safe Working Practices 2017/2018" and find it a practical and well written document and fit for purpose.

I have attached a short document of my comments on the technical contents of the document. These comments are very short, which reflect the standard of the document.

I have also attached a note of the typographical errors noticed. Although this is not really part of my brief, these type of errors creep into a document and are often only noticed by a complete stranger to its publication.

Yours faithfully,

P.N.LING.

A handwritten signature in black ink, appearing to be 'P.N. Ling', written over the printed name.

Notes relating to NE IFCA Safe Working Practices Manual.

General notes.

The document is clearly a progression and development from previous or similar documents. This has resulted in a number of errors that are grammatical but not technical. Some of these are mentioned in order that the document can be “tidied up” but do not affect the technical content.

Unlike many other documents on the same subject, this manual has clearly been written by someone with practical, and pragmatic, knowledge. Consequently, it is not as rigidly proscriptive as many documents, and allows some discretion on the part of the worker and credits him as having some intelligence. It is likely therefore that the document will be read and understood, rather than observed in the breach.

Detailed observations.

In 1.1.3, 1.2.2., and 1.3.3 there is mention of non-slip footwear, and safety footwear separately. It is assumed here that there is some discretion regarding footwear. It is difficult to be too proscriptive in this regard on a ship. Normal industrial EN345 safety shoes, as often demanded, are sometimes useless on a deck because the soles are hard and are not therefore non-slip on many types of deck. Border Force use standard yachting shoes, and after 37 years of experimenting the undersigned uses a pair of Hotter standard shoes with no steel toe cap but a sole pattern that is quite superb on any form of deck and he is prepared to trade the lack of a toe cap for not slipping. However, steel toe caps are advised during lifting operations.

1.3.5 and 1.3.7 are really complementary and could be combined. Ideally, the carriage of anything up or down a ladder, and especially sharp objects in pockets, is not to be recommended but practically sometimes there is nothing else that can be done. These two paragraphs may need to be addressed again.

1.5.4. Compare with above, but this is a definite situation for protective, as opposed to non-slip, footwear.

HIAB 9 A mention could perhaps be made of the clinometer, which is there to be used and is an early indication of any developing problem.

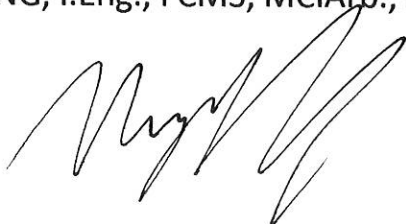
1.13 For MCA Code of Safety Inspection read MCA Code of Practice Certificate.

The undersigned found the document readable with a slightly colloquial style which made it all the more a living document rather than a book that is a mandatory requirement but that no one ever reads. Indeed, reading it was an enjoyable experience, particularly when titles such as "I didn't realise it was that heavy" catch the eye.

Summary.

The document is well written and well thought out and does not have the bullying tone often found. The allowance of discretion is noted and is to be encouraged. Safety is promoted by encouraging an operator to think rather than telling him he must not do things to the extent that he is frightened of a document. The NE IFCA Safe Working Practices document is admirable in in this respect.

P.N. LING, I.Eng., FCMS, MCI Arb., MRINA.

A handwritten signature in black ink, appearing to be 'P.N. Ling', written in a cursive, flowing style.

Advisory notes re SWP document.

The following typographical errors were noticed - I am sure there will be others that I have also missed.

P11,item 1. by two personnel. The second person.....
Item 6 a hydraulic brake. When he winch is

P12, 2 is undertaken and safety gloves worn, except in emergency circumstances.

P12, 1.9. 9 Be aware of fire hazards and always ensure that a quick exit route from the vessel is available.

P13 1 I believe that you simply mean "A motor cycle helmet meets BS6658", I.e advisory, or do you mean "A motor cycle helmet which meets BS6658 should be worn."

P13, 7 Ensure drinking water is available to prevent dehydration.

P14, 1 Employees (no apostrophe required).

A handwritten signature in black ink, consisting of a stylized 'M' followed by a long horizontal stroke.

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
8 March 2018

NEIFCA Byelaws Update

Report by the Chief Officer.

A. Purpose of Report

To update Members on progression with all byelaws currently subject to formal review and amendment and provide some final recommendations for consideration.

B. Recommendation

1. That members note the report.

1. Background

- 1.1 The following four byelaw regulations have now been received by Defra for formal confirmation:
 - XVIII Method and Area of Fishing (Netting) Byelaw 2016
 - XXIX Humber Estuary Fishing Byelaw 2016
 - XXX Automatic Identification System (AIS) Byelaw 2016
 - XXXI Catch Returns Byelaw 2016

- 1.2 The following byelaw regulation is currently being drafted and it is anticipated that informal consultation on its main provisions will commence sometime during the next four months of 2018:

1.2.1 Byelaw XXII Shellfish Permit Byelaw 2018

Expected revisions to include a new restricted shellfish permit scheme incorporating potting effort management for both commercial and recreational fishermen and a 'review' mechanism to enable the amendment of permitting conditions.

- 1.3 The following byelaw regulation has been drafted and will be presented to the full Committee on 14 June 2018 for formal making:

1.3.1 Crustacea Conservation Byelaw 2018

This new byelaw will incorporate provisions for the protection of egg bearing lobsters and 'V' notched lobsters which are currently subject to separate regulations. The protection of egg bearing lobsters through emergency byelaw provisions which will expire at the beginning of October 2018 although officers have an option to apply to the Minister for an additional six month extension. This new regulation will also carry a maximum pot frame

size of 50 cm high x 60 cm wide x 110 cm long and a standardisation of maximum vessel length relating to potting, inside three nautical miles across the district, with the inclusion of a supporting 'sunset' clause.

Contact Officer

David McCandless, Chief Officer

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NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
8 March 2018

BUDGET MONITORING 2017/18

Report by the Treasurer

A. Purpose of Report

To advise Members of the budget position at the end of month 10 (January) in 2017/18

B. Recommendation

That the budget monitoring position is noted

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 January 2018.
- 1.3 At its meeting on 1 December 2016, the Authority set a levy totalling £1,162,310 for the current financial year, including £80,000 plus accrued interest transferred to the Renewals Fund.
- 1.4 At its meeting on 7 December 2017, the Authority noted a projected underspend of £60,620. This meant that the budgeted contribution from reserves of £20,620 would not be required and it was agreed that the remaining balance of £40,000 would be placed in the External Projects Reserve. The balance on the External Projects Reserve is currently £26,541 and the additional £40,000 will enable the Authority to progress with the AIS project in 2018/19. It was further agreed that any further outturn underspend would be transferred to the Renewals Fund to provide future funding for the replacement of the patrol vessel.

2. Spending to 31 January 2018

- 2.1 Appendix A summarises the expenditure and income for the Authority for the ten months to January 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 January 2018, the Authority has net expenditure of £725,640 against an expected £822,340, underspending by £96,700. The projected outturn shows an underspend of £74,905. The two main area of underspending is:
- Employee expenses of £74,055, reflecting vacancies throughout the year and superannuation costs
- 2.3 After taking account of the current position, it is anticipated that there will be an underspend of £74,905. As previously agreed, the budgeted contribution from reserves of £20,620 will not be required and the remaining balance of £40,000 is to be placed in the External Projects Reserve. An additional projected underspend of £14,285 has been identified and it is proposed that this is transferred to the Renewals Fund to provide future funding for the replacement of the patrol vessel.

Contact Officer

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Interim Principal Accountant, East Riding of Yorkshire Council

Neal Beckett

Treasurer

Background Papers: NEIFCA Budget File

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

BUDGET MONITORING REPORT 2017/18 AS AT 31 JANUARY 2018

	Approved Budget	Profiled Budget Month 10	Actual to Month 10	Variance to Profile	Projected Outturn	Variance to Projected
	£	£	£	£	£	£
EXPENDITURE						
Employee Expenses						
Pay, NI and Superannuation	679,880	566,600	507,799	-58,801	605,825	-74,055
Other Employee Costs	27,640	24,940	21,301	-3,639	27,371	-269
Premises	24,210	22,210	20,800	-1,410	27,040	2,830
Transport						
Patrol Vessel Running Costs	169,840	146,840	104,670	-42,170	162,101	-7,739
Vehicle Running Costs	29,290	25,250	18,707	-6,543	24,319	-4,971
Travel and Subsistence	28,450	23,800	24,821	1,021	33,187	4,737
Supplies and Services	84,500	54,200	67,280	13,080	95,964	11,464
Support Services	105,000	0	130	130	90,980	-14,020
	1,148,810	863,840	765,507	-98,333	1,066,786	-82,024
INCOME						
Grants and Contributions	-35,000	-29,200	-27,051	2,149	-35,000	0
Other Income	-23,780	-12,300	-12,816	-516	-16,660	7,120
	-58,780	-41,500	-39,867	1,633	-51,660	7,120
NET EXPENDITURE	1,090,030	822,340	725,640	-96,700	1,015,125	-74,905

	Approved Budget	Profiled Budget Month 10	Actual to Month 10	Variance to Profile	Projected Outturn	Variance to Projected
	£	£	£	£	£	£
NET EXPENDITURE						
Central / Headquarters	359,890	202,350	206,222	3,872	291,222	-68,668
Land Based Operations	158,740	132,400	95,828	-36,572	135,326	-23,414
Offshore Operations	456,250	391,410	335,336	-56,074	473,554	17,304
Environment	115,150	96,180	81,451	-14,729	115,023	-127
Grant Aided Projects	0	0	6,802	6,802	0	0
	1,090,030	822,340	725,640	-96,700	1,015,125	-74,905

	Approved Budget	Profiled Budget Month 10	Actual to Month 10	Variance to Profile	Projected Outturn	Variance to Projected
	£	£	£	£	£	£
REPRESENTED BY						
Annual levy on Local Authorities	1,162,310	1,162,310	1,162,310	0	1,162,310	0
Contribution to (-) / from Reserves	20,620	0	0	0	0	-20,620
Contribution to External Proj Reserve	0	0	0	0	-40,000	-40,000
Contribution to Renewals Fund	-82,900	0	0	0	-97,185	-14,285
Contribution to Vehicle Rep Reserve	-10,000	0	0	0	-10,000	0
	1,090,030	1,162,310	1,162,310	0	1,015,125	-74,905

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
8 March 2018

Chief Officer's Operational Update

Report of the Chief Officer

A. Purpose of Report

To provide an operational update for members information

B. Recommendation

That Members note the report.

1. Overview

1.1 NEIFCA

Frequent spells of poor weather have periodically restricted fishing activity since December although when vessels have been able to get to sea, prices have remained high with lobster fetching up to £28 Kg.

Despite the weather, the three permitted scallop dredgers have managed to operate throughout much of the period from Scarborough and catches have been good with average landings ranging from 1.5 to 4 tonnes per day and prices up to £3.50 per Kg. Officers have been closely monitoring the fishery throughout, both on the quayside and onboard the vessels at sea. North Eastern Guardian III has also been supporting the surveying effort offshore.

Since December officers have maintained an enforcement presence throughout the district and compliance issues relating to the new 'berried' lobster legislation have been reported at several ports. Two cases are currently the subject of further investigation, one relating to the alleged landing of 14 egg bearing lobsters. Other enforcement issues detected during the period included periodic non-compliance with the Authority's scallop dredging byelaw by nomadic vessels, namely maintaining a fully functioning Automatic Identification System (AIS) whilst transiting the Authority's district. One such case is also currently the subject of further investigation.

Outside enforcement work officers have been re-considering options to strengthen the management of potting effort across the district with a view to commencing informal consultation on draft proposals within the next couple of months.

1.2 National

National work remains focused on preparations for the future exit of the European Union with primary involvement at Chief Officer level through the IFCA Chief Officers Group and the national Association of IFCAs. Recent meetings held on 9 and 10 January 2018 have focused on the collaborative work programme with the MMO and how IFCAs can best support the national effort around their own regional priorities and work streams.

1.3 Priority Work streams for the next three months:

- Commencement of preliminary informal consultation on proposals to establish a new potting effort management scheme.
- Revision and making in June 2018 of a new crustacea conservation byelaw to include a maximum pot frame size and protection for egg bearing and ‘V’ notched lobsters.
- Continuation of ongoing marine protected area work streams, monitoring, enforcement of regulations and furthering the study work on bait collection..
- Continuation of specification and procurement work on the replacement fisheries vessel.
- Continuation of support to national work streams and considerations for ‘Day 1 readiness’ post EU exit.
- Consideration and drafting of a response, on behalf of NEIFCA, to the anticipated publication of the UK fisheries bill white paper.

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