



Coquet Island, January 2022

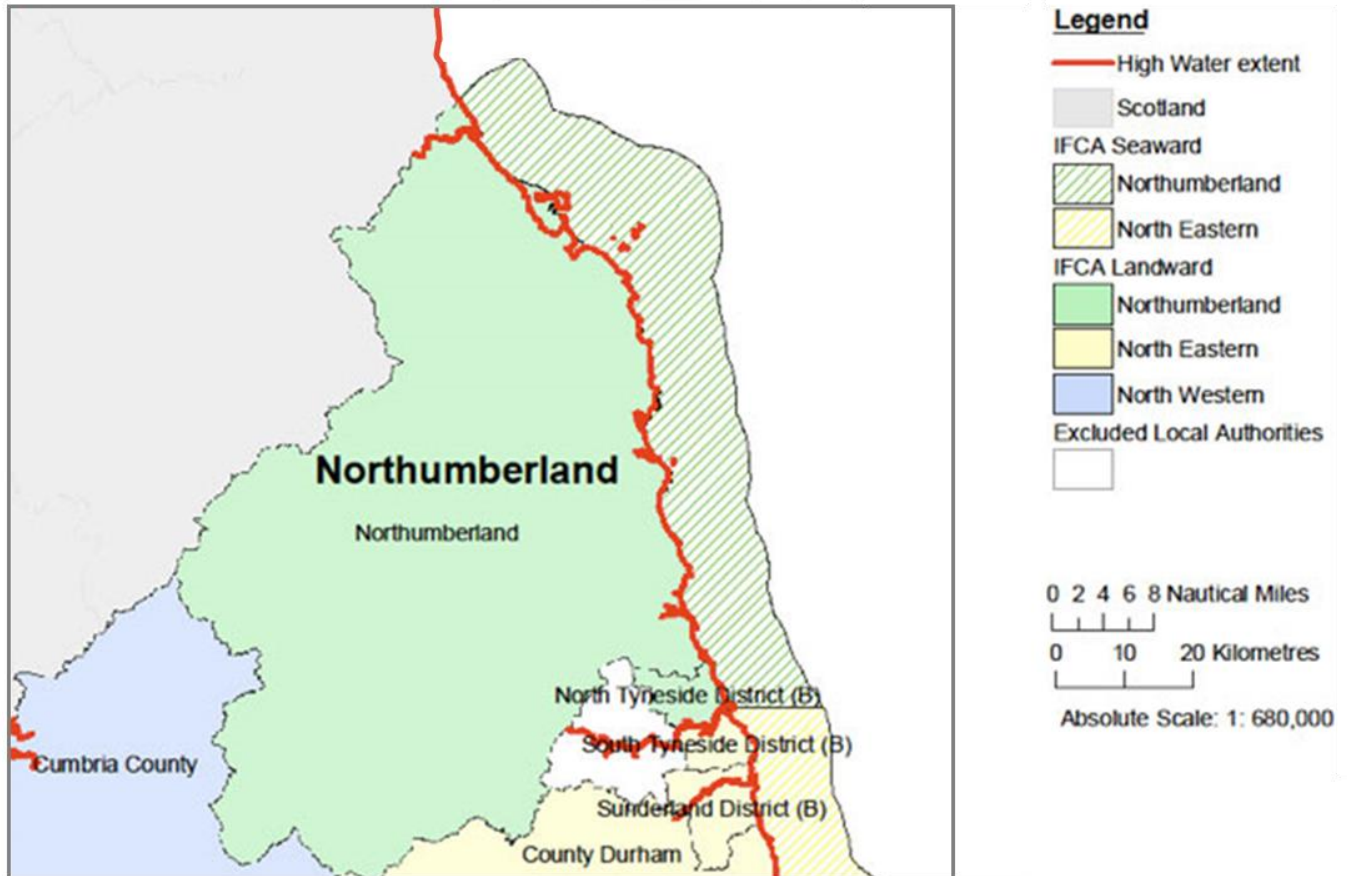


# Annual Plan 2022-2023

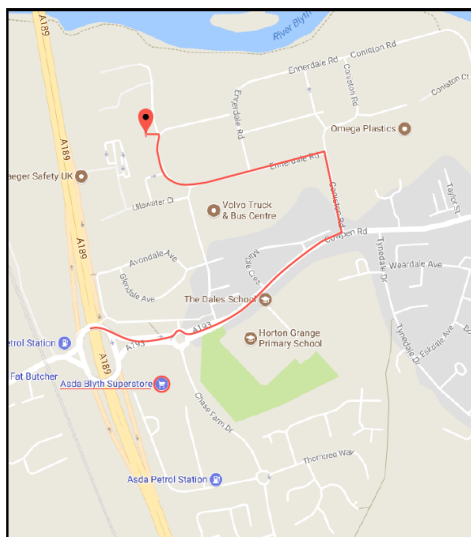
Northumberland Inshore Fisheries & Conservation Authority (NIFCA)

*"Inshore Fisheries and Conservation Authorities will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry."*

# Map of Northumberland IFCA District



## Finding the NIFCA Office, 8 Ennerdale Road, Blyth



### Directions:

- Exit the A189 into Blyth,
- Go straight across the roundabout next to ASDA,
- Continue on Cowpen Road and turn left at the main set of traffic lights onto Coniston road,
- Take the next left onto Ennerdale Road,
- Continue on Ennerdale Road, past Volvo on your left and follow the road round to the right,
- NIFCA is the white building on the left through the green metal gates.

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*St Mary's Island, Whitley Bay*



# 1. Introduction

Welcome to the Annual Plan for 2022 – 23 for Northumberland IFCA. This will be the twelfth year since inception of the Authority under the auspices of the Marine and Coastal Access Act 2009 and we are looking ahead to another challenging but interesting and worthwhile year as we continue to fulfil the Authority remit as referred to in the IFCA vision (Page 3 of this Plan). Hopefully by the time we have moved into 2022 – 23, Covid will be under control and society in general will have learned to live with it, as it appears we must for the future. We are confident that NIFCA will continue to maintain the best possible standards of work and including in relation to the health and safety of all of our work force and stakeholders in conducting the operations of the Authority. It is likely that many of our interactions and meetings will continue through Microsoft Teams and other virtual means, but hopefully it will be possible for some meetings to resume in person during 2022 – 23. There have been considerable benefits over the last 2 years in virtual meetings, saving the vital resources of money and officer time for NIFCA, but it is generally recognised that something has been lost by not being able to fully interact with colleagues, partners and other stakeholders in respect of the Authority work as is only possible when meeting in person, so we will hopefully see some improvement in that respect. It is also intended to continue holding Authority quarterly meetings in person and in public, as well as subcommittee and other meetings, as much as possible.

Following the re-opening of the NIFCA office to the public in February 2022, we hope that will be able to continue and we look forward to continuing to welcome visitors to the premises.



*Chair Les Weller (left) and CEO Mike Hardy leading a NIFCA members meeting 2022*

The year ahead is likely to see major developments in connection with the NIFCA remit arising from the Joint Fisheries Statement and Fisheries Management Plans under the provisions of the Fisheries Act 2020. Consultation began on Joint Fisheries Statements in January and initial Fisheries Management Plans should be under development during calendar year 2022. Pilot Highly Protected Marine Areas are also due to be launched during 2022 – 23, with locations still to be confirmed as we finalise this Plan, but the possibility of one in Northumberland has not been overlooked by us. HPMA's are likely to be highly significant for any IFCA's which do have one in their district and extra resource will be required in terms of officer numbers and equipment.

We will also work with Defra and the Association of IFCA's on the introduction of Key Performance Indicators (KPIs) and metrics into the reporting of the work of NIFCA, upon which confirmation is also awaited from Defra.

In any event during 2022 – 23, we will continue to work closely with partner agencies including the MMO, Environment Agency, Natural England, Newcastle University and our constituent Councils. We pride ourselves greatly upon the success and strength of these relationships which are to the benefit of

delivery of the IFCA remit and to our partners and stakeholders, particularly the people of Northumberland and North Tyneside.

2022 – 23 will also see some changes in the NIFCA Membership. Members remain integral to the functioning of IFCA, especially in the making of policy and supporting Authority governance. Regarding general membership, two of our 10 year members, Chair Les Weller and Jim Stephenson see their appointments coming to an end in 2022, but both applied to become members again during the last round of MMO recruitment in 2021 – 22 and their continued membership was confirmed by the MMO in late March.

We have also been pleased to welcome a new general member to the Authority, Stephen Moss, who is an experienced local fisherman of many years standing and the Authority will benefit from his expertise in the conduct of our business during 2022 – 23 and beyond. In addition, Amelia Henderson who comes from a recreational sea angling background was confirmed as a new member and is due to join the Authority early in 2022-23, together hopefully with another new member from a commercial fishing background. This “injection of new blood” joining our established and experienced membership is excellent news for the future of NIFCA.

Although North Tyneside Council has local elections in May 2022, that does not apply to the County of Northumberland and we therefore look forward to the continuation of the bulk of our present Councillor membership, with thanks to them for their excellent attendance at meetings and support of the work of NIFCA, giving their time to the Authority amongst their many other commitments as Local Authority Councillors. There is similar gratitude to our general membership, who volunteer their time, experience and expertise to support the work of the Authority and to the benefit of sustainable inshore fisheries and the marine environment in our district.

NIFCA is also planning to recruit two new officers early in 2022 – 23. One will be to replace our IFCO Engineer Paul Ridley, who has given excellent service since joining NIFCA in 2019 and we wish Paul well for the future after he leaves NIFCA in July. We are also planning to recruit a new Enforcement IFCO to supplement the Authority team both ashore and on the Authority vessels at sea. This is a decision based upon the envisaged needs relating to our operations and enforcement in 2022 – 23 and the foreseeable future and is being implemented after careful consideration by the Authority.

We are extremely pleased that the Authority now has an extremely strong team of Environmental IFCOs led by Lead IFCO Alex Aitken, together with Senior Environmental IFCO Andrew Boon and Environmental IFCOs Katy Smart and Beth Harvey. They bring a high level of knowledge and expertise to the work of NIFCA, which is vital in advising the authority in the development and implementation of our policies. Alex Aitken provides excellent leadership and the outputs from her and the team are to a very high standard and appreciated by colleagues and members.

In the field of enforcement, our IFCOs led by Mark Southerton and Lead Enforcement IFCO Nick Weir will continue with work of a high quality which produces excellent levels of intelligence, which is so important to enabling the Authority (as well as assisting the MMO) both to foresee and deal with potentially difficult situations in respect of compliance using the essential framework of byelaws and other regulation which governs the inshore fishery in the NIFCA district. We are grateful to the officers for the knowledge and dedication which they bring to their task and also to their engagement with fishers in the district, both commercial and recreational. Their officer role can often be one of education and explanation, which is always undertaken professionally and recognising that ‘prevention is better than cure’. If necessary however, the Authority will take all appropriate action from the range of sanctions which can be utilised and ultimately, with the benefit of excellent legal advice and representation in court in serious cases of transgression of our byelaws and regulations by Andrew Oliver, solicitor who has represented NIFCA in such cases for a number of years.

In the year ahead, we will also give increasing focus to the existentially important subject of climate change and how this may affect inshore fisheries in the Authority district and the NIFCA remit. We will also look to minimise the carbon footprint of NIFCA as much as possible.



*Jon Green Award for Excellence passed from 2020 recipient Katy Smart to 2021 recipient Mark Southerton*

There is so much to be positive and proud of in the work of NIFCA and we feel that is reflected in the pages of our Annual Plan which you can read in the rest of this report. In addition, we would like to highlight the 'Jon Green Award of Excellence', which both commemorates our former colleague who is sadly missed and also gives recognition for outstanding service and which we are very pleased to record was received this year by Mark Southerton, in succession to Katy Smart. Mark is an excellent Chief IFCO, who leads from the front and by example and frequently 'goes beyond the call of duty' in fulfilling his role and forwarding the cause of a successful and sustainable inshore fishery in Northumberland and North Tyneside. Our thanks to Mark and all of the team.

Finally, we extend our sympathy to everyone affected by the terrible situation in Ukraine. It is a tragedy which moves everyone and hopefully, peace with justice will break out soon.

Best wishes to everyone reading this report which we hope you

find both interesting and enjoyable and we do hope that it may be possible to meet you in the year ahead.

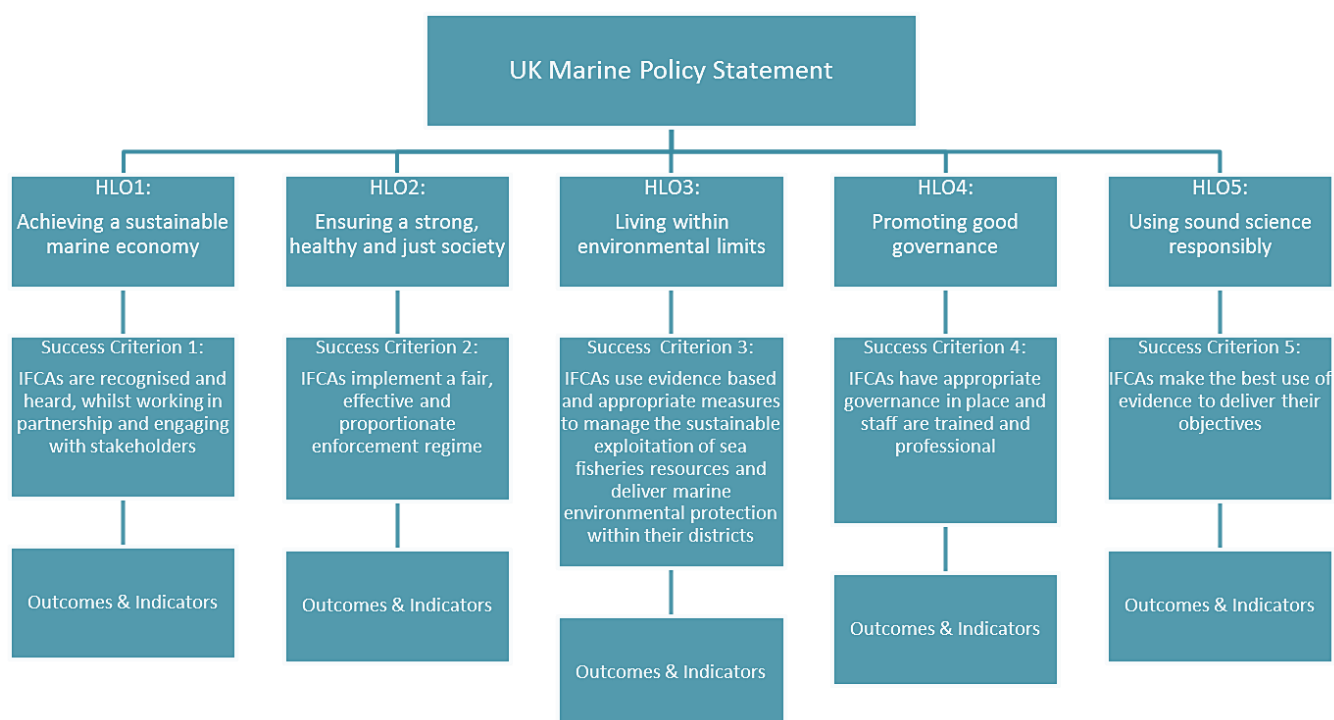
**Les Weller, NIFCA Chair (& Vice Chair of the Association of IFCAs) and Mike Hardy, NIFCA CEO**

## 2. IFCA Vision and Success Criteria

### Vision:

*“Inshore Fisheries and Conservation Authorities will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry.”*

### Revised IFCA Performance Framework and Metrics:





## IFCA Success Criteria:

### Success Criterion 1:

IFCAs are recognised and heard, balancing the economic needs of the fishery whilst working in partnership and engaging with stakeholders

### Definition:

IFCAs will be a visible, respected and trusted regulator within coastal communities and will maintain and deliver a strategy to communicate their vision and duties effectively. IFCAs will engage with policy makers, industry, Non-Governmental Organisations (NGOs), recreational and commercial users; and other regulators. They will work jointly and collaboratively with partner organisations across boundaries; will participate and contribute to the development and implementation of regional and national marine policy, including the marine planning regime; will take long-term strategic decisions and manage risks effectively. IFCAs may maintain a national body to co-ordinate the activities of authorities that are party to arrangements.

### Outcomes

- The IFCA will maintain and implement an effective communication strategy.
- The IFCA will maintain its website, ensuring public access to current fisheries and conservation information for the District, including management requirements and byelaws. Non-reserved IFCA Committee papers will be published.
- The IFCA will contribute to coordinated activity at a national level
- The IFCA and its principal partners will have a clear understanding of roles and responsibilities. Memoranda of Understanding with MMO, Natural England, Environment Agency and Cefas will be maintained. Opportunities for greater efficiencies, effective joint working and collaboration will be explored and implemented when feasible.

### Indicators

- **SC1A:** The IFCA will maintain a database of stakeholder contacts that will have been reviewed and updated by 31 March each year
- **SC1B:** The IFCA will have completed a review of its communication strategy and implementation plan by 31 March each year.
- **SC1C:** The IFCA will have reviewed its website by the last working day of each month.
- **SC1D:** The IFCA will have reviewed its website and ensured it meets the objectives of its communication strategy, by 31 March each year.
- **SC1E:** The IFCA will have reviewed all of its Memoranda of Understanding by 31 March each year. There will be a clear plan in place to update MoUs where necessary, to an agreed timescale.
- **SC1F:** By 31 March each year, the IFCA will have participated appropriately, proportionately and at the right level of delegation, in regional and national fisheries and conservation activity identified in the annual plan.



**Success Criterion 2:**

IFCAs implement a fair, effective and proportionate enforcement regime

**Definition:**

The IFCA enforcement regime is risk-based, makes appropriate use of intelligence, meets legislative standards and complies with the Regulators Code. It should make effective use of the resources available to regulators; complement and align, if possible, with the regimes in adjacent IFC Districts and management by other organisations including the MMO and Environment Agency. Consistency and fairness is important. Regulatory compliance is promoted. Enforcement action is carried out by trained, professional officers working to clear standards of conduct.

**Outcomes**

- The IFCA will publish its enforcement risk register and strategy, clearly setting out its approach to achieving regulatory compliance and potential sanctions that may be applied for infringements and/or offences.
- The IFCA will have developed consistency in regulations (byelaws) with other organisations
- The IFCA will manage operational activity (e.g. through a Tasking & Coordination Group) and capture, record, evaluate and disseminate intelligence that is compatible with partner organisations. It is engaged in joint working with partner organisations.
- Warranted Inshore Fisheries and Conservation Officers (IFCOs) will be trained and accredited to nationally agreed standards. They will maintain professionalism and make appropriate interventions to deliver efficient, effective enforcement activity

**Indicators**

- **SC2A:** The IFCA will ensure its enforcement risk register and strategy are published and available on its website from 1 April each year
- **SC2B:** The IFCA will demonstrate in its Annual Report how it has worked with other regulators to achieve consistent quality, application and enforcement of management measures
- **SC2C:** The IFCA will compile records of enforcement activity in a standard format; provide them to the National Inshore Marine Enforcement Group (NIMEG) and publish them on its website.
- **SC2D:** The IFCA will adopt the national Code of Conduct for IFCOs, which will be reviewed annually and published on its website by 1 April.
- **SC2E:** The Code of Conduct for IFCOs is reflected in work objectives and annual appraisals for all Warranted Officers.
- **SC2F:** Warranted Officers attain accreditation. All undertake Continuing Professional Development

### Success Criterion 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

#### Definition:

The IFCAs were created as statutory inshore regulators by the Marine and Coastal Access Act 2009. They are relevant authorities for implementing international environmental commitments including the Birds, Habitats, Water and Marine Strategy Framework Directives and make an important contribution to securing a network of well managed marine protected areas, including European Marine Sites and Marine Conservation Zones. Fisheries Management Plans identify local management measures which should be based on evidence; be timely; subject to appropriate consultation and in step with national initiatives and priorities. An IFCA should balance the social and economic benefits of exploiting sea fisheries resources with the need to protect the environment. It should make a contribution to sustainable development.

#### Outcomes

- The IFCA will identify issues likely to affect sustainable management of the marine environment in the IFC District; undertake risk assessment and gap analysis; review appropriateness of existing measures; evaluate management options and develop and implement proportionate marine management solutions
- The IFCA will support implementation of a well-managed network of marine protected areas by: developing a range of criteria-based management options; implementing management measures to ensure that inshore fisheries activities comply with the Marine and Coastal Access Act 2009 and the revised approach to managing commercial fisheries in European Marine Sites; and that local management contributes to delivery of targets for the Marine Strategy Framework Directive, Water Framework Directive and Marine Plans.
- The IFCA will develop Fisheries Management Plans for priority species where appropriate. Shared objectives will be developed with identified partners; actions identified and best practice reflected so that management makes a contribution to sustainable development.

#### Indicators

- **SC3A:** The IFCA will record site-specific management considerations for Marine Protected Areas and report progress to the Authority
- **SC3B:** The IFCA will publish data analysis and evidence supporting new management measures, on its website
- **SC3C:** Management information (e.g. sampling and/or survey results) will be collected periodically after new management measures have been implemented, to demonstrate the extent of effectiveness of the intervention
- **SC3D:** The IFCA will have developed a range of criteria-based management options that are explained to stakeholders through the IFCA website, and reviewed by 31 March each year
- **SC3E:** New IFCA management measures selected for development and implementation are delivered within agreed timescales
- **SC3F:** The IFCA will include shared agreed objectives and actions from Fisheries Management Plans in its own Annual Plan, which will be published by 31 March each year.
- **SC3G:** Progress made in relevant Fisheries Management Plan areas, including Maximum Sustainable Yield commitments, will be noted in the IFCA's Annual Report.

**Success Criterion 4:**

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

**Definition:**

IFCAs are statutory authorities and sit within the local government family. Authority members may be either general members or local councillors. They comply with Codes of Conduct and the Standing Orders that apply to meetings of local government committees. General members are appointed on merit, through open competition and for a term. They are subject to an annual performance appraisal.

An IFCA is funded by levy, charged to its member councils. Funding originates in local taxation. An IFCA is accountable for its use of public resources and should ensure that a proper auditing regime provides confidence in its commitment and spend of public money. It should make effective use of its resources, including staff and assets. An IFCA has a statutory obligation to prepare and publish Annual Plans and Annual Reports.

**Outcomes**

- The IFCA will demonstrate its long-term strategic approach to sustainable marine management by having appropriate plan-making, review, update and amendment procedures in place. The IFCA will record its performance against corporate outcomes and indicators as soon as practically possible following the end of the financial year.
- Staff performance management systems will be in place that link to the IFCA success criteria. There will be an induction procedure for new joiners. Staff training and development needs will be identified. Performance will be managed and, where necessary, improvement procedures will be followed.
- The IFCA Committee will be supported by an organised, efficient and effective secretariat. New members will receive an induction pack and briefing from the Authority. There will be a rolling twelve month schedule of quarterly Authority meetings. Notices of meetings and documentation will be made available in line with Standing Orders.
- IFCA Committee meetings will be held in public unless material is either confidential, or exempt within the meaning of the Local Government Act 1972

**Indicators**

- **SC4A:** The IFCA will publish a Plan on its website by 31 March, setting out the main objectives and priorities for the next financial year. A copy will be sent to the Secretary of State.
- **SC4B:** After the end of each financial year, the IFCA will publish a Report on its website describing its activities, performance and a summary of audited financial information in that year, by 30 November. A copy will be sent to the Secretary of State.
- **SC4C:** IFCA staff will have annual performance management plans in place. Annual appraisals for all staff will have been completed by 31 May each year.
- **SC4D:** An efficient secretariat of IFCA staff support IFCA Authority meetings which are held quarterly and are quorate. Meeting documentation will meet Standing Orders.
- **SC4E:** The IFCA will have demonstrated, in its Annual Report, how marine, land and water management mechanisms in the Inshore Fisheries & Conservation District have worked responsively and effectively together.

### Success Criterion 5:

IFCAs make the best use of evidence to deliver their objectives

#### Definition:

IFCAs are statutory regulators for their Inshore Fisheries and Conservation District. Decision-making should be based on evidence. All IFCAs are supported by officers who pool their expertise and share best practice as a Technical Advisory Group (TAG). A programme of research activity and monitoring is planned, developed and updated in consultation with partners. The programme informs management decisions and supports justification for additional research and evidence gathering.

#### Outcomes

- A strategic research plan that contributes to greater understanding of the marine environment and delivery of cost-effective management of sea fisheries resources
- Standard Operating Procedures describe how data is captured and shared with principal partners
- A list of research databases held by the IFCA and the frequency of their review
- Non-confidential meta-data collected through the IFCA research programme should be recorded in a database available to the marine research community

#### Indicators

**SC5A:** The IFCA will demonstrate progress that has made towards identifying its evidence needs by publishing a research plan each year

**SC5B:** The IFCA will publish a research report annually that demonstrates how evidence has supported decision making

**SC5C:** The IFCA's contribution to TAG and progress that has made towards a national evidence needs programme will be recorded in the IFCA's Annual Report



*Baited Underwater Camera Survey  
onboard St Aidan, November 2021*



### 3. Local targets and priorities in 2022–2023

1. To ensure the continued successful performance of NIFCA, delivering all its duties and fulfilling the IFCA vision and success criteria.
2. To maintain an effective management and enforcement regime in the district to ensure a sustainable fishery and marine environment on an ongoing basis. This will take account of and guidance from the NIFCA Compliance and Enforcement Strategy, which can be found on the Authority website. (Success Criteria 2 & 3)
3. To refer inter alia to the Authority Strategic Environmental Assessment (SEA) of fisheries in the district to improve the sustainability performance of the NIFCA management regime. This is kept under review on a continuous basis, with a formal review every two years. (Success Criteria 3)
4. To develop and maintain an Annual Research Plan which sets out NIFCA's work priorities and research plans between April 2022 and March 2023. The research plans are based on on-going priorities carried forward from NIFCA's 2021/22 Annual Research Plan, and new research based on recent issues/knowledge gaps. The plan sets out work to address these knowledge gaps to work towards NIFCA's aims and priorities, including sustainable fisheries and protection of MPAs.

Marine Protected Areas - there are a total of 10 of these in the IFCA district.

5. There are 7 European Marine Sites (EMS) within the NIFCA district. The Tweed Estuary SAC, the Berwickshire and North Northumberland Coast SAC (which encompasses the Lindisfarne SPA and the Farne Islands SPA), Coquet Island SPA, Northumbria Coast SPA and Northumberland Marine SPA. NIFCA is a competent and relevant Authority in relation to EMS under the Habitats and Species Regulations (2017) and has a duty to fulfil conservation objectives to ensure that qualifying features are maintained in a favourable condition. In accordance with Defra's revised approach to the management of fisheries in EMS\*, NIFCA put management in place for 'Red risk' interactions in 2012/3 prohibiting the use of mobile gear and protecting seagrass within the B&NNC SAC. NIFCA also completed the review of 'Amber risk' fishing/feature interactions within these sites concluding that no management measures were necessary in addition to those byelaws made in 2013/14. In 2018, NIFCA varied its Byelaw 7 to open three areas of soft ground in the B&NNC SAC to the use of mobile gear (light otter trawls only) and activity in those areas has been monitored since. NIFCA will also continue to monitor activity within these sites through MPA Monitoring and Control Plans ensuring that the objectives and aims of the management plans for the all MPAs in the district are met and enhanced. This will also be achieved by Authority activity, including NIFCA officers sitting on the management and steering groups of the Berwickshire and Northumberland Marine Nature Partnership and attending relevant meetings. During regular work at sea, IFCOs will continue to undertake extensive monitoring of commercial fishing activity occurring within the sites, the national roll out of I-VMS will also assist NIFCA in assessing fishing activity levels within MPAs. Multibeam sonar technology (WASSP) on board the patrol vessel St. Aidan gives NIFCA to capacity to better understand seabed topography, the information could then be used to develop comprehensive maps of the seabed. (Success Criterion 3)

There are three Marine Conservation Zones (MCZ) within the NIFCA district. Coquet to St Mary's MCZ, Aln Estuary MCZ and Berwick to St Mary's MCZ. We will aim to properly monitor and carry out assessments of fishing activity within all MCZs and bring in any necessary management measures, consulting with stakeholders and partner agencies. (Success Criteria 1 & 3).

Assessment of Coquet to St Mary's MCZ highlighted that there were protected features sensitive to mobile gear fishing. NIFCA implemented changes to the NIFCA Trawling byelaw in 2021 to limit mobile gear fishing within Coquet to St Mary's MCZ to ensure the conservation objectives of the site are furthered. Officers will continue to closely monitor activity in this site.

*\* Further details can be found on the NIFCA website in the document "The Revised Approach to the Management of Commercial Fisheries in European Marine Sites; what does this mean for Northumberland?"*

#### Byelaws

6. To keep the Authority byelaws under continuous review and consider any representations made regarding the same and any other management measures brought in by the Authority, such as codes of conduct. (Success Criteria 1 & 2)

#### Sustainable fisheries

7. To continue with the Authority's active support for lobster and brown crab sustainability including working with the local fishing industry, particularly on our lobster and brown crab biometric sampling programme, and analysis of this, and permit returns, data to inform long term management to ensure healthy stocks for the benefit of the marine environment and local fisheries.
8. To continue to support the development of the Lobster Hatchery in the Authority district at Amble, with a wide range of benefits for stocks, the environment, the fishing industry, marine science and education. (Success Criterion 1)
9. To build on knowledge of intertidal fisheries including hand gathering for periwinkle with the aim of better understanding the amount of periwinkle being removed. To increase knowledge on bait collection for bait worms, mussel and shore crab. NIFCA will use the information gathered to complete assessments to ensure that the activity is carried out in a sustainable way both for target species, associated communities and habitats (Success Criteria 3 and 5).
10. To continue to engage with the Recreational Sea Angling (RSA) sector building upon work carried out in 2021 to develop an RSA strategy which enhances NIFCA's relationship with this sector.

#### Survey work

11. NIFCA survey work has been split into several workstreams (please see the NIFCA Annual Research Plan 2022-23 for a more detailed breakdown and explanation of the research planned. The plan broadly follows these themes:
  - a. Crustacea
    - continuation of lobster data collection through onboard observer surveys, quayside and wholesaler sampling.
    - Brown crab size at maturity project to determine regional size at maturity will complete this year.
    - Look into putting loggers on fishing pots to record at depth temperature to understand temperature changes in relation to catchability of the pot.
  - b. Mollusca
    - Continuations of the periwinkle hand gathering impact assessment survey.
    - Monitoring adherence the periwinkle code of conduct.
    - Annual mussel surveys at Blyth Estuary, Fenham Flats and Holy Island.
  - c. Angling, bait collection and hand gathering
    - Practical Applications of Unmanned Aerial Vehicles (UAV) project to determine survey and analysis methods for intertidal monitoring. The project should complete this year.
    - Monitoring intertidal bait digging/pumping for bait, researching ways to understand impacts of this activity.

## d. Finfish

- Aln Estuary Fish Survey.
- Recreational Angling catches data temporal analysis.

## e. Habitat mapping

- OLEX data collection in northern area of BNNC SAC.
- Ground truthing surveys of OLEX data (TBC).

## f. General

- Recording sightings of fishing vessels on routine patrols.
  - Develop communications with members of the fishing industry.
- (Success Criteria 3 and 5)

## Support for projects

12. NIFCA will continue to support a range of external projects including project work with Newcastle University staff and students, with Natural England (for example the 'Shallow Inlets and Bays Habitat survey') and the North East Cetacean Project (which is determining the distribution and abundance and cetaceans in the district).

## Joint working

13. To continue working in accordance with the national IFCA MoUs with each of the MMO, NE, EA and particularly the local Joint Working Arrangement (JWA) with each of those agencies (a copy of the JWA can be found on the Authority website), and Cefas; also with commercial and hobby fishermen including recreational sea anglers, the Newcastle University School of Natural and Environmental Sciences, the Tweed Commission, Amble Development Trust/ The Northumberland Seafood Centre, the police when necessary, the Gangmaster and Labour Abuse Authority (GLAA) with whom a strong working relationship continued to develop in 2021 and other stakeholders to facilitate compliance with the IFCA's objectives and duties as resources permit. Also to continue Joint Working with other IFCAs particularly through the Association of IFCAs, Chief Officers Group, National Inshore Marine Enforcement Group (NIMEG) and Technical Advisory Group (TAG). (Success Criterion 1).



14. To continue an active programme of meeting “key players”, partners and stakeholders, both informally in the district eg. Officers meeting commercial and recreational fishermen when on patrol in the district; and arranging and attending meetings with commercial fishermen, attending Recreational Sea Angling clubs and other stakeholders at events organised by the Authority with the aim of educating interested parties about the remit and work of the Authority; also meeting Parliamentary representatives regarding key issues and to raise the profile of the Authority and its work. (Success Criterion 1)

#### Funding and resources

15. To continue with an adequately resourced and proactive training programme for staff, with training for new Members and to facilitate continual training development of existing Members to the maximum possible extent. Training of staff will be reviewed through the Authority system of Review/ Appraisals, which began in a revised and enhanced form in 2015. Staff and Members will be asked to contribute with ideas and suggestions for training and development. The Authority will seek to meet all reasonable and affordable needs in that respect. (Success Criterion 4)
16. To obtain additional funding sources where reasonably possible, including by chartering the Authority Patrol vessel St Aidan, when possible, without detriment to the Authority remit.
17. To keep under review all evidence and data systems to ensure the best use of available evidence and that data is securely held and used appropriately in NIFCA decision making including in respect of the Intelligence Project with the MMO. (Success Criteria 1 & 5).
18. NIFCA will also continue to have regard to the need for preservation of any features of archaeological or historic interest whenever or wherever that is possible in the district, although due to resource limitations, development of this area of work is limited. (Success Criterion 5)

#### Defra Guidance

19. To continue with adherence to the principles laid down in the Defra Guidance to IFCAs and as resources permit in:
  - a) The common enforcement framework
  - b) Evidence based Marine Management
  - c) Monitoring and Evaluation and Measuring Performance
  - d) Contributing to the Achievement of Sustainable Development
  - e) Annual Planning and Report
  - f) Byelaw Making Powers under the Marine and Coastal Access Act

NIFCA will also publicise, as required, all IFCA policies arising from that Guidance and keep each Guidance document and actions required under regular review.

Each of the targets/priorities will be kept under review and reported to quarterly meetings of the Authority, so that planning to tackle any gaps can be formulated and the implementation of findings can also commence. Measurement of attaining objectives can also take place at quarterly meetings and at sub-committee meetings where applicable.



## 4. Work Plan Summary 2022-23

The Work Plan for 2022-23 will continue to be based around the IFCA Vision and Success Criteria in section 2 of this plan and Local Targets and Priorities in section 3. NIFCA will continue to be alert and agile regarding developments arising from the UK's exit from the EU and how that may impact upon fisheries management and enforcement, in particular for IFCAs. This will cover and include outputs from the Fisheries Act 2020, particularly in relation to the Joint Fisheries Statement (JFS) and Fisheries Management Plans (FMPs). NIFCA will continue to develop its own fisheries plans and also work appropriately with Defra on the planning and development of future fisheries management as it affects NIFCA and the Northumberland district.

Towards attaining its goals, NIFCA will follow and keep under review its staff policies and continue with periodic planning meetings of enforcement and environmental IFCOs, including with the CEO and Chief IFCO. Enforcement work will continue on a risk and intelligence led basis as referred to below, as well as TCGs which have been developed successfully by NIFCA together with the MMO and other IFCAs since 2015 and Covid Regional meetings with MMO and North Eastern IFCA which began in 2020 and are continuing. The work of enforcement, by means of patrols and surveillance in the district (at sea and on land) and particularly including targeted activity where deemed to be necessary, as well as intelligence led activity, will continue as resources permit. The Authority's environmental and scientific team of well qualified officers will also continue with their work in respect of Marine Protected Areas, including the EMS Revised Approach, Marine Conservation Zones, survey work, reports and research, guided by the Authority's Annual Research Plan and SEA. All IFCO work will be kept under review both at and between rota meetings led by our Chief IFCO, so that all current and foreseeable eventualities are dealt with in a timely and efficient manner. The Authority staff review/ appraisals system also benefits officers, staff and the Authority by providing a process in respect of carrying out of duties, as well as establishing individual learning needs and helping officers and staff to plan and develop their careers with NIFCA.

In the first quarter of 2020 as the Covid-19 pandemic led to the UK Government introducing restrictions on movement for the UK population, NIFCA moved initially (on a temporary basis) to largely home based working for admin and finance staff, whilst maintaining all forms of communication to stakeholders. That has continued as required because of Covid and subsequent lockdowns up to the end of 2021-22 and the Chief Executive will continue to oversee maintenance of efficient output of all of the work of NIFCA to feed into continued attainment of the IFCA Vision, Success Criteria and Local Targets and Priorities. This will include the addition and integration of new Enforcement IFCOs. The Authority comprehensive Human Resources Review which commenced in September 2019 will also resume if required, as well as officers continuing to use Authority vehicles (2) for carrying out the work of NIFCA in the district and further afield, as commenced in 2020 and rather than using their own vehicles whenever possible.

The NIFCA Finance Officer will also follow the Authority budget plan, financial regulations and financial targets which have been laid down for the year ahead and liaise as necessary with the Northumberland County Council Audit Team. He will also report on at least a weekly basis to the Chief Executive on NIFCA's financial performance and quarterly or more often when required to the Authority Finance and full Committees. Efficiencies will be sought wherever possible throughout the organisation to maximise value for money and delivery of targets and priorities. Capital expenditure will also be carefully planned and monitored by the CEO, reporting to the Authority Membership. The question of maintaining and building up the Authority's PV fund towards future patrol vessel procurement possibly in 10 years time will also remain a priority.

Continuation of all necessary training of officers and staff will also be firmly embedded in the work plan and reviewed on a quarterly basis.

Health and Safety is a key priority for NIFCA. All officers and staff will continue to adhere to the NIFCA Health and Safety Policy which is kept under review and up to date, with the Health and Safety Officer meeting on a quarterly basis to review Health and Safety with the Chief Executive and reporting also on a quarterly basis to meetings of the Authority and will also work closely with the NIFCA Engineer in respect of NIFCA vessels and equipment.

During its twelfth year NIFCA will remain conscious of the need to promote and communicate the work of the Authority and all possible developments under the NIFCA Stakeholder Engagement and Communication Strategy will continue to be undertaken to maximise the benefits of relationships with stakeholders and the wider public. This process of engagement is also aided by strong local knowledge of officers and staff enabling proactive steps to be taken most effectively where necessary and any issues to be dealt with appropriately and fairly.

NIFCA will also continue with the strong existing external relationships with other stakeholders including (with the aid of National Memoranda of Understanding) the Marine Management Organisation, Natural England, the Environment Agency and Cefas. In addition, the Joint Working Arrangement developed in 2011 – 2012 locally by NIFCA with the MMO, NE and EA provides an excellent programme for joint planning and criteria to fulfil each party's objectives in the NIFCA district. The existing strong local relations will also be built upon with the Authority's two constituent local authorities, the local fishing fleet, Newcastle University with whom there is a MoU and also with recreational and other sea users in the district including cleekers, bait diggers and hand gatherers, yachtsmen and sea anglers. There is also a MoU with the Tweed Commission. Regular contact and joint working when required will also be maintained with the GLAA. Professional relations with the fishing fleet across the border in south east Scotland and the Scottish Authorities will also continue to be nurtured wherever possible.

The Chief Executive (working also with the Authority Environmental IFCO team in particular) will also ensure that the Authority continues to participate fully in such community based projects as may be possible and bring all of our knowledge and expertise to bear, including but not limited to the Amble Harbour Village and Lobster Hatchery at Amble, Coast Care, North East Cetacean Group, Lindisfarne National Nature Reserve, Tweed Estuary Protection Group, the Cullercoats Harbour Board, a continued contribution to the Trinity House Work Experience Week and provision of a "Reward Day" on St. Aidan for sea cadets, as well as liaising with the Fishermen's Associations and Sea Angling Clubs in the district. Online events will also be participated in, to the fullest extent possible.

The Chief Executive and Chairman (or Vice Chairman) will also continue with their roles on behalf of NIFCA as a member of the Association of IFCA's. The Authority Chair Les Weller is also Vice Chair of the Association of IFCA's. The Chief Executive is (like other IFCA Heads of Service) a director of the Association of IFCA's (Company Limited by Guarantee) and as is now our Chair, as Vice Chair of the Association. The Chief Executive and Chief IFCO will also continue NIFCA participation in the national Chief Officers Group and NIMEG effectively. Environmental officers will also attend the periodic meetings of TAG. The Authority will also benefit like other IFCA's from the confirmation and appointment in 2021 of a new National Lead Training Officer, Stephen Travis (in place of Ian Jones, who became Chief Officer of Southern IFCA prior to his retirement in early 2022) to deliver enhanced training particularly, in the field of enforcement to IFCOs.

## 5. Resources

### Premises

The Authority moved to its current premises at 8 Ennerdale Road, Blyth in September 2013 on an initial 5-year renewable lease. The current lease, which was reviewed and renewed in 2017, will run until August 2023. The rent payable will remain at **£27,500** until the current lease comes to an end.

### Vessels and Vehicles

The Authority's main patrol vessel, berthed at Quay Marinas in North Shields, is a 16m GRP catamaran named St Aidan which it acquired in April 2015. The vessel **cost £680,000** and was financed entirely from the Authority's own reserves. St Aidan is equipped with an on-board 5.3m RIB named TT St Aidan which can also operate independently of the main vessel and be mounted on a trailer and towed to onshore launch areas for shore patrols and survey work.

The Authority also owns 9m cabin RIB, the MBE Robert Arckless which came in to service in August 2019. The total cost of the new cabin RIB was a little under **£150,000**, around 70% of which was financed by EMFF grant funding. The cabin RIB is berthed at Amble Marina and can function as an additional patrol vessel as well as carry out survey work.

In addition, the Authority owns a 5.4m Zodiac inflatable purchased in 2013 at a cost of **£1,700**. This is used principally for shore patrols and survey work.

The Authority currently maintains service level agreements with Northumberland County Council for the hire and maintenance of 2 pool vehicles, with the aim of keeping to a minimum the number of times it is necessary for Authority personnel to use their own vehicles for work purposes. The pool vehicles consist of a 2 litre Ford Ranger 4x4 and a 1.5 litre Ford Connect minivan. Both vehicles were acquired in 2020 on 5-year lease agreements, at an annual cost of **£5,850** and **£4,540** respectively. They are used for shore patrols, survey work and general Authority business.

### Financial - Estimated Reserves

General Reserves are forecast to be just under £163,200 at the beginning of April 2022 following the completion of the 2021 – 22 programme of capital expenditure (**25K**) and after drawing the projected net budget deficit of **£2,630** for the 21-22 period. The anticipated net budget deficit of **£33,100** for 2022 – 23 (see next page) will also be financed by the General Reserves fund, which is forecast to decrease to around **130K** by the end of 2022 – 23.

The Renewals Fund, which comprises the funds set aside for eventual replacement of the patrol vessels, is projected to be **£562,636** by 1<sup>st</sup> April 2022 and is forecast to rise by a further **£44,000** (42K annual contribution from Precept and 2K in bank interest) to **£606,636** by 31 March 2023.

### Budget

To fund an additional IFCO for the Enforcement Team, the Authority members confirmed approval in January 2022 of a 5% increase in local authority precept to **753K** for 2022 – 23.

DEFRA have confirmed that they will continue to support IFCAs with the same level of "new burdens" funding for 2022- 23. Therefore, this Authority will receive around **155K** from DEFRA via local authority precept for 2022-23 but it is not yet known if this funding will continue in future. The Authority's budget forecast below will be kept under review and reported quarterly to the board of this Authority. Particular attention will be given to reducing running costs wherever possible, seeking to increase income by way of grants, vessel chartering and maintaining appropriate levels of reserves whilst building up the Renewals fund in order to purchase replacement vessels in the future.

## 6. Northumberland IFCA

### Summary of agreed budget estimates 2022-2023

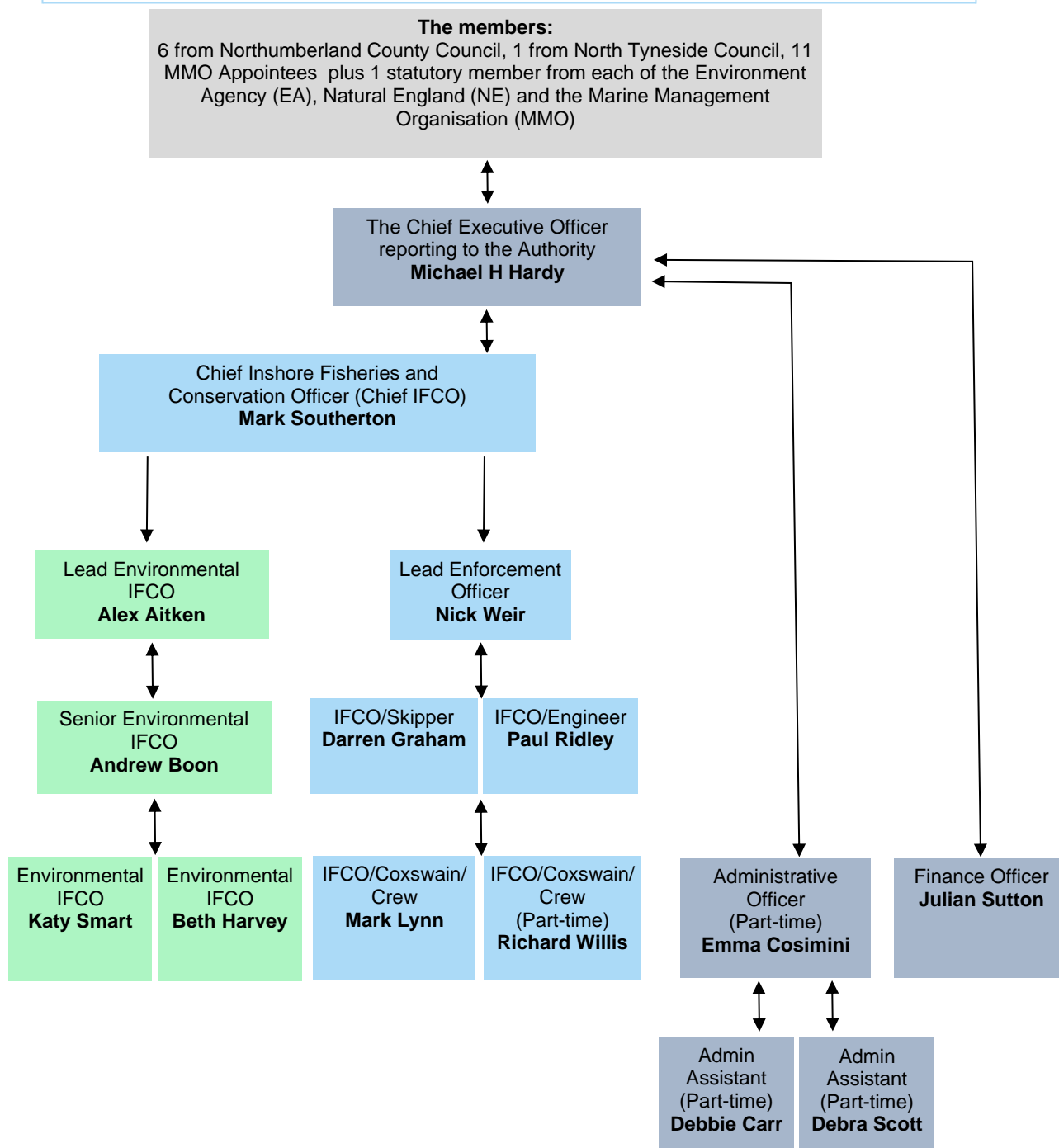
<b><u>Expenditure</u></b>	<b>2022/23</b>
	<b>£</b>
Employee expenses	700,700
Patrol vessel expenses	43,000
Leased vehicles/RIB expenses	31,600
Other operating expenses	21,200
8 Ennerdale Road expenses	47,200
Conference & training expenses	12,300
Other management expenses	59,500
Contingencies	10,000
	<hr/>
<b>Total expenditure</b>	<b>925,500</b>
<b><u>Income</u></b>	<b>2022/23</b>
	<b>£</b>
Northumberland County Council precept	753,250
North Tyneside Council precept	154,640
Other income	28,510
	<hr/>
<b>Total income</b>	<b>936,400</b>
Annual revenue contribution to Renewals Fund	42,000
Other Renewals Fund transfers	2,000
<b>Overall revenue deficit</b>	<b>(33,100)</b>



## 7. Structure of Organisation

### Organisational Structure of the Northumberland Inshore Fisheries and Conservation Authority:

**Members** - **Office Staff** - **Environmental** - **Enforcement**



## 8. Membership

The table below shows the Authority membership at the end of March 2022.

The Northumberland Inshore Fisheries and Conservation Authority is funded by 2 constituent authorities: Northumberland County Council (NCC) and North Tyneside Metropolitan Borough Council (NTMBC) with 6 members from NCC and 1 member from NTMBC on the Authority. To maximise democratic accountability a majority of the 7 local authority members voting on the Authority Budget must approve its passing. In addition there are 11 MMO appointed (“General”) members and 1 representative (staff member) from each of the government agencies, Environment Agency (EA), Natural England (NE) and Marine Management Organisation (MMO). Please see membership table below:

Name	Affiliation
L Weller (Chair)	Marine Management Organisation appointee
Councillor Mr G Renner-Thompson (Vice Chair)	Northumberland County Council
Councillor Colin Hardy	Northumberland County Council
Councillor Mr B Burdis	North Tyneside Council
Councillor Mrs E. Cartie	Northumberland County Council
Councillor Ms E Dunn	Northumberland County Council
Mr P Gray	Marine Management Organisation representative
Dr Martin Kitching	Marine Management Organisation appointee
Mr S Lowe	Marine Management Organisation appointee
Mr S Moss	Marine Management Organisation appointee
Mr P Rippon	Environment Agency representative
Councillor Mr B Flux	Northumberland County Council
Councillor Mrs C Seymour	Northumberland County Council
Dr C Scott	Natural England representative
Mr J Stephenson	Marine Management Organisation appointee
Mr IE Thomas	Marine Management Organisation appointee
Mr F Armstrong	Marine Management Organisation appointee
Professor Pippa Moore	Marine Management Organisation appointee
Dr James Wood	Marine Management Organisation appointee

## 9. Staffing and Service Standards

### Service Description

NIFCA has a strong and dedicated workforce with a high level of expertise and commitment in all aspects of the work being undertaken by NIFCA. The workforce forms an excellent team for delivery of all objectives on a daily, weekly and annual basis. The office staff and IFCO officers will be open and transparent with stakeholders.

### In the office:

<b>Chief Executive</b>	<b>Michael H. Hardy (Solicitor, non-practising)</b> Head of service with responsibility for the overall and day to day management of the organisation and strategic planning including in respect of the roles of staff and officers, with ultimate responsibility in addition for: Budget control, policy implementation, public relations, liaison with other organisations, data protection and freedom of information, legal management, human resources issues including staff welfare, training, disciplinary and grievance matters and Appraisals, preparation of reports, managing arrangements for internal and external meetings and membership liaison.
<b>Finance Officer</b>	<b>Julian Sutton</b> Budget control and maintaining financial records.
<b>Administrative Officer</b>	<b>Emma Cosimini</b> General administration including managing and maintaining office systems, personnel records, data records, computer records, ordering and purchasing, IT and website, GDPR.
<b>Admin Assistant (part-time)</b>	<b>Deborah Carr</b> Management of office filing systems, maintaining paper records, audio typing, general office duties and administrative support.
<b>Admin Assistant (part-time)</b>	<b>Debra Scott</b> Audio typing, general office duties, updating office systems and administrative support

## Inshore Fisheries and Conservation Officers (“IFCOs”)

<b>Chief Inshore Fisheries &amp; Conservation Officer</b>	<b>Mark Southerton</b> Line Manager for IFCOs, liaison with CEO. Managing all aspects of Authority's vessels, operations, and shore enforcement including joint working. Lead Environmental and Enforcement IFCOs Appraisals, timesheets/expenses, Health and Safety Officer (vessel and office). Liaise with other organisations as applicable, head liaison regarding chartering of Authority's vessels and equipment. Attend various meeting. Prepare and present prosecution reports. Byelaw review. Plus where required Skipper Patrol Vessel, Enforcement Duties including Coxswain of Authority RIBs.
<b>Lead Enforcement Inshore Fisheries &amp; Conservation Officer</b>	<b>Nick Weir</b> Enforcement duties. Skippers patrol vessel. Deputise for Chief IFCO when necessary. Operational IFCO Appraisals. Managing all safety equipment for officers with the Chief IFCO. Management of prosecution files and liaison with Authority prosecuting lawyers. Assist Environmental Team regarding Survey work. Coxswain of Authority's RIBs.
<b>Lead Environmental Inshore Fisheries &amp; Conservation Officer</b>	<b>Alex Aitken</b> Overseeing Authority Conservation work including marine and environmental issues, research programmes and the Authority work in relation to EMS, MCZs and SEA. Also liaison with Authority IFCOs (Environmental) and the Chief Executive, Chief Officer and other IFCOs as necessary. Environmental IFCO Appraisals. Plus where required Enforcement Officer duties including Coxswain of Authority RIBs.
<b>Inshore Fisheries &amp; Conservation Officer/Patrol Vessel Skipper</b>	<b>Darren Graham</b> Skipper of Authority's Patrol Vessel. Managing all Boarding equipment/documentation for all vessels. Assist Environmental Team regarding Survey work. Enforcement Officer Duties.
<b>Inshore Fisheries &amp; Conservation Officer /Engineer</b>	<b>Paul Ridley</b> Engineer on board patrol vessel. Maintenance of Authority's vessels and equipment. Enforcement Officer duties. Coxswain of Authority RIBs. Assist Environmental team regarding survey work.
<b>Senior Environmental Inshore Fisheries &amp; Conservation Officer</b>	<b>Andrew Boon</b> Authority Environmental and Conservation work in conjunction with and reporting to the (Acting) Lead Environmental IFCO and Chief IFCO. Duties include the development of research priorities, MPA assessments, survey work, report writing, stakeholder engagement, attending meetings, responding to consultations and enforcement duties as required.
<b>Inshore Fisheries &amp; Conservation Officer (part-time)</b>	<b>Ricky Willis</b> Enforcement officers duties, Intel management, Coxswain of Authority's RIBs. Assist Environmental team regarding survey work. TCG meetings.
<b>Inshore Fisheries &amp; Conservation Officer</b>	<b>Mark Lynn</b> Enforcement officers duties, Intel management, Coxswain of Authority's RIBs. Assist Environmental team regarding survey work. TCG meetings.
<b>Environmental IFCO</b>	<b>Katy Smart</b> Working as part of the Authority Environmental team and reporting to the Lead Environmental IFCO, duties include research, MPA assessments, survey work, report writing, stakeholder engagement, attending meetings, responding to consultations and enforcement duties as required.
<b>Environmental IFCO</b>	<b>Beth Harvey</b> Working as part of the Authority Environmental team and reporting to the Lead Environmental IFCO, duties include research, MPA assessments, survey work, report writing, stakeholder engagement, attending meetings, responding to consultations and enforcement duties as required.

Footnote: IFCO Engineer Paul Ridley is leaving the service of NIFCA in July 2022 and as at 1<sup>st</sup> April 2022, the Authority is undertaking a recruitment process for a replacement IFCO Engineer and also for an additional Enforcement IFCO.



## Service Standards

The Authority Officers all have a base at the Authority office where they go to prepare for duties ashore and at sea on the Authority vessels and vehicles. They may also attend at the office for meetings and administrative support. The Authority's Vehicles and other equipment are stored at the Authority office and patrols can commence from the office.

During the Covid-19 pandemic, officers continued to operate in the district on a carefully managed, intelligence led/risk based basis and also maintained as much contact as possible with fishers and other stakeholders, whilst adhering to social distancing and health and safety requirements. This gave a good basis for returning to pre-pandemic norms when possible and that process will continue in 2022-23.

The other staff are also based at the Authority office. Throughout the Covid-19 Pandemic, the office was closed to the public unless there were exceptional circumstances and the Authority staff worked from home where possible, with numbers of staff limited in the office in keeping with Government guidelines. This hybrid working arrangement will continue in 2022-23, without impinging on high standards of service to stakeholders.

All staff are mobile when necessary to attend meetings and to other duties relating to their role. Officers receive a car users allowance and business mileage at the local Government rate for those situations when they are unable to use the Authorities vehicles.

The main overall roles of the Authority will continue to be enforcement of fisheries and conservation legislation at sea and ashore in the Authority district; the collection of data through research and survey work (practical and desk based) to inform management and with a continuation of projects including with Newcastle University and supported by Natural England; management and maintenance of physical resources; administration including finance, data protection, record keeping and preparation for meetings; providing advice (official consultations, general fisheries and environmental enquiries and ad hoc stakeholder enquiries); and acting as intermediary and facilitator in respect of our remit.

The objectives of NIFCA entail providing a professional, effective, efficient and equitable enforcement regime in the NIFCA district; ensuring the best possible fishery and conservation management practices and research techniques are utilised; continuing to maintain and monitor standards of performance; providing stakeholders and the general public with information and/or data and improving access thereto; and meeting with stakeholders to provide information and receive feedback.

### Service Delivery Priorities

By a proactive enforcement regime throughout the district a high quality of patrols and enforcement will continue to be achieved. There will also be reports to the Authority on a quarterly and annual basis and more frequently when required setting out the activities of the Authority measured against the IFCA Vision, Success Criteria and Local Priorities. Technical and research documentation will be produced to a high standard and made publicly available both in paper and electronic form. Research opportunities will be practically identified and developed with appropriate levels of reaction to consultation and similar documents. There will also be involvement in other activities that could have an impact on fisheries and the marine environment in the district.

The IFCA will also continue to collect data from permit returns in accordance with Byelaw provision, as well as other data which is collected to inform and support management. In addition, the IFCA will seek external funding support wherever possible for relevant projects.

As part of NIFCA's customer care, the following standards have been set so that customers know what to expect when dealing with the Authority and staff.

Employees will: -

- Identify themselves when dealing with anyone
- Answer telephone calls within 5 rings whenever possible.
- Answer letters and emails or send a holding communication within 5 working days of receipt.
- Deal with complaints in a prompt considerate manner.
- Be courteous and endeavour to be helpful at all times.
- Provide information on services and facilities.

Since the inception of NIFCA the above service standards have been adhered to very satisfactorily by NIFCA and its officers/staff. It is intended to maintain and wherever possible enhance that high level of performance in 2022-23.



*Environmental Officer Beth Harvey conducting fleet survey onboard the NIFCA RIB, July 2021*

## 10. Governance Summary

NIFCA is principally governed by its system of quarterly meetings of the membership. These will be held as much as possible at the Authority Office at 8 Ennerdale Road, Blyth. However, with the risk and effects of Covid not forgotten and the limitations of space at the Authority Office, other locations will be used where applicable. East Bedlington Community Centre, 16 & 17 Station Street, Bedlington Station, NE22 7JN proved particularly successful for the last two Authority Quarterly Meetings in 2021-22 and it is intended to continue to use that venue in the foreseeable future. If the need is seen to hold Quarterly Meetings elsewhere then alternative venues in the Authority district will be used. If it is still felt that 8 Ennerdale Road is not appropriate then in particular the Authority will look at previous successful venues namely Northumberland County Council County Hall in Morpeth or The Quadrant, North Tyneside Council, Silverlink, North Shields.

The meetings take place on the fourth Monday every January, April (which is the Authority annual meeting), July and October. The Authority will keep open the possibility of virtual attendance by Microsoft Teams for members and the public who wish to attend, but cannot attend in person. Current national government requirements will mean that only members attending in person can vote on Authority matters where that is required.

Governance is regulated by the Northumberland Inshore Fisheries Conservation Order 2010, the NIFCA Constitution, Standing Orders and Code of Conduct for Members, all of which documents are kept under review and updated when required. The Standing Orders provide a procedure to arrange extraordinary meetings if required.

The Authority also has member and staff handbooks for the reference of members and staff, as well as a strong suite of policies providing the necessary framework for the day to day running and management of the Authority and which are also kept under review.

NIFCA has two standing committees of members which meet before each quarterly meeting and report to the main NIFCA Committee – the Watch Committee deals particularly with issues relating to the patrol vessel, enforcement and staff matters and the Finance Committee particularly considers the Authority budget and is reported to by the Finance Officer and Chief Executive.

Subcommittees are established when necessary to look at specific issues and report to the main committee for example in relation to byelaw review.

The above system and governance documentation is kept under review by the Chief Executive in consultation with the members. Other views from officers and staff and stakeholders will also be taken into account and any necessary amendments or updating which arise will be made if required.

Members will be consulted by the Chief Executive regarding any re-arrangement of meetings or Authority business which may need to be considered and there will also be liaison with fishers and other stakeholders in the district as referred to elsewhere in this report.



## Existing NIFCA Subcommittees/Working Groups

(Further Subcommittees or Working Groups may be created in accordance with Standing Orders if circumstances require)

Scientific and Technical Subcommittee  
 Prosecution Subcommittee  
 Promotion and Communications Subcommittee  
 Premises Subcommittee  
 Patrol Boat Subcommittee  
 CFP/Brexit Subcommittee  
 Defra and other consultations subcommittee  
 Inshore Shellfishery Subcommittee  
 Employment, Grading and Salary Subcommittee  
 Gear Marking Subcommittee  
 Permit and Byelaw Review Subcommittee  
 Coquet to St Mary's MCZ Management Working Group  
 Bait Digging and Hand Gathering Working Group  
 HR Review Subcommittee  
 IFCO Recruitment Subcommittee



*Left to right: Vice Chair Guy Renner-Thomson and Chair Les Weller, bidding a fond farewell to former Member Sandy Ritchie at NIFCA October Quarterly meeting at East Bedlington C.C.*



## 11. Training and Development Plan

NIFCA continues its commitment to the training and development of staff and members to maximise their knowledge and ability to carry out their roles fully and effectively within the Authority, with due regard to resources limitations and therefore aiming for the best standard of training and development in the most cost effective way possible. Training and development continues to be reviewed and developed to address all areas of relevance to the Authority's operation on an ongoing basis. Issues in the Authority work planning can be converted over time into an individual personal working objective. By thus investing in the NIFCA staff, their value to the organisation and the respect in which they are held as individuals by NIFCA and stakeholders is demonstrated and maintained. The system of staff Appraisals established by NSFC and continued and developed by NIFCA Performance Review and Appraisals is also designed so that individual staff input including concerns and suggestions is maximised and aspirations addressed and met where possible.

Training will be through a variety of media, including but not limited to formal classroom teaching and including where applicable learning, mentoring and role play, as well as experience on the job. Increasingly, training is provided to Northumberland and all the IFCAs for their officers by the National Lead Training Officer, Stevie Travis, across a range of subjects relevant to the IFCA remit.

The attached schedule at page 27 of this document confirms the training plan for officers and staff in 2022-23, (with provision also to be made where possible and required for members). Particularly, this will ensure fulfilment of the statutory safety courses and enforcement training which the officers are required to undertake. In addition, the Chief Executive was a member of the national cross agency (MMO, Environment Agency and IFCAs) training group which looked in the early years of IFCAs at a range of initiatives for future training for IFCOs and other sea fisheries and environment enforcement officers, leading in particular to the specialist training for IFCOs, with the appointment of a National Lead Training Officer (as referred to above) for IFCAs in 2020 and the continued development of Accreditation for IFCOs and Marine Enforcement Officers.

The national IFCAs TAG, as well as providing important support to all IFCAs in respect of their environmental and scientific work, is also an excellent forum for the ongoing development of attending IFCA officers. Similarly, in respect of the National Inshore Marine Enforcement Group (NIMEG).

Administrative staff and our Finance Officer will also undertake such courses as are necessary both to maintain the standards of their work and for personal development and this process will be kept under review particularly by the Chief Executive and Administrative Officer.

Officer and staff training requirements will be agreed and kept under review with every member of staff during annual Performance Reviews/ Appraisals.

### Members

New Authority Members are offered induction training by the Chief Executive and Chair. Further training will continue to be offered to members in 2022-23 particularly by way of on-going events and presentations to be arranged and also by way of guidance from the Authority office by way of reports and information and at Authority meetings, as well as members on a structured and secure basis being able to shadow and support the work of IFCOs working on surveys if applicable. As part of the above, members will be briefed as much as possible on subjects which will or may impact upon or affect any core interest they may have.

As the work of the Authority continues to develop, options for training will be brought to the members' attention wherever possible and members will continue to be encouraged to participate in the same and suggest any training sessions which they think will be useful.

# Annual Training Schedule 2022-23

## List of Proposed Courses/Training

Name of Type of Course/Training	Attendance
Elementary First Aid (South Tyneside Marine College)	2 x IFCOs
First Aid at work (Seafish) + Defib training	5 x IFCOs 1 x F/O
Basic Fire Fighting and Fire Awareness (South Tyneside Marine College) (new starters) (3 day full)	2 x IFCOs
Manual Handling (in house) (new starters)	2 x IFCOs
IFCO (new starters) Induction Training	2 x IFCOs
Competent Officer Training (Torquay Course)	2 x IFCOs
Competent Officer Training (Torquay Course) (practical)	3 x IFCOs
Accreditation Modules 1, 2	4 x IFCOs
Quality Assessor Training to support the National Project	2 x IFCOs
Essential Courtroom Skills	4 x IFCOs
RYA VHF Radio Certificate	1 x IFCO
Electronic Navigation Certificate	1 x IFCO
Fishing Gear Training	All IFCOs
Conflict Resolution	4 x IFCOs
MCA Approved Engine Course Part 1	1 x IFCO
Data Protection / Security Training	All IFCOs
Climate Change and Carbon Footprint, how this may affect the work of NIFCA	All IFCOs and staff

The need for additional courses (including for members) will be monitored, arranged where necessary and within budget and reported on an on-going basis to meetings of the Authority. Following the Covid pandemic it remains likely that training may (at least in part) continue to be delivered virtually as it has in the last two years, although there can hopefully be a return to classroom training during 2022-23, with the obvious benefits which that carries.

## 12. Strategic Planning

The ability of NIFCA to plan in the long term is influenced particularly by financial constraints, including the prevailing level of financial certainty and secondly by the national/strategic situation in relation to inshore fisheries and the marine environment, particularly the continued changes due to Brexit and the lasting effects of the Covid-19 pandemic.

In the former of the above two cases, a well-managed budget and reserves, with funding provided primarily by Northumberland County Council and North Tyneside Council (including “New Burdens Funding” supplied by DEFRA and hopefully continuing in 2022-23 at least at the level of previous years) gives the level of certainty required to operate an effective budget and plan for the year ahead, whilst being aware of contingencies which may arise outside of the control of the Authority and for which a reasonable level of financial provision is made in the Authority budget. Together with a strong workforce, support of our knowledgeable membership and strong relationships with partner agencies and stakeholders, the Authority is thus in an excellent position to undertake its function in the year ahead. In doing that and looking further ahead still, the Authority is also always conscious of the constant financial pressure faced by IFCA’s principle funders, their constituent local authorities. However, the Authority will continue to plan beyond 2022-23 as much as possible, also taking account of the fact that confirmation is awaited regarding the continuation of New Burdens Funding by DEFRA beyond March 2022. In this situation, it is felt to be reasonable but difficult for the Authority to look ahead at least to the IFCA financial year 2023-24 and the foreseeable range of possibilities which there may then be in taking a strategic approach. In that regard, the Authority is particularly conscious of the Joint Fisheries Statement being developed by Defra and the UK devolved Governments under the provisions of the Fisheries Act 2020 and for confirmation by November 2022; and Fisheries Management Plans which will be being developed in the months which lie ahead.

The Authority is also conscious of DEFRA’s 25 Year Environment Plan and its relevance to IFCAs, which will be particularly considered and advised upon by the Authority’s Environmental Officers on an ongoing basis. NIFCA in its work will also in the years ahead support the Defra objectives of a smooth and orderly transition following Brexit, a cleaner, healthier environment, benefiting people and the economy (regarding which we will work to support cleaner, healthier, more productive and biologically diverse seas and support a sustainable seafood sector), support the objective of world leading food and farming industry (so far as applicable to the NIFCA remit), support the objective of a rural economy in the marine sector that works for everyone, contributing to national productivity, prosperity and wellbeing and also support the objective of a nation better protected against floods, animal and plant diseases and other hazards, with strong response and recovery capabilities (again, so far as applicable to the NIFCA remit). At the same time NIFCA has demonstrated the ability to adapt and respond appropriately in the most extreme and unusual of circumstances (ie. the Covid-19 pandemic) and will continue to do so.

In addition, the provisions of the Environment Act 2021, as it may affect NIFCA and its remit, will be acted on and monitored where required.

The continued operation of the Authority vessels RIB Robert Arkless MBE and St. Aidan, will give the Authority and its stakeholders the assurance of continued capability at sea well beyond 2022-23 both within the Authority’s current district out to six miles and beyond six miles to 12 miles if and when that is required in the future. The Authority will also prioritise planning for patrol vessel and RIB replacement when that is required in the future, although that is unlikely in the next 10 years.

In the event of the Authority being given additional duties and burdens within and/or beyond its present geographic limit then additional resources would be sought to ensure its existing as well as any new remit is fulfilled.

All of the NIFCA planning for the future is based on the fact that since inception we have proved adaptable and agile when dealing with additional or different requirements from those previously undertaken, strong examples of which can be seen in the area of Marine Protected Areas; also a good example is the introduction in 2017 by Defra of the national Prohibition on Berried Lobsters, following

the announcement of which NIFCA was able to introduce with all due expedition the additional management required in the particular circumstances of our district; and also the Minimum Sizes Byelaw made in collaboration with the other East Coast IFCAs and made permanent in February 2021 and we will continue to be alert in the future to all necessary change.

NIFCA also sees the increase in collaborative working with partner agencies including the MMO, Environment Agency, Natural England, Newcastle University and the Tweed Commission, as being an ongoing trend into the future. This is something, particularly with our strong local relations with these organisations, that we will be able to continue to embrace. NIFCA brings to collaborative working the unique and distinctive features of our organisation including our strong local knowledge and relationships to ensure effective partnership working with strong and sustainable outputs.

Looking through 2022-23 and beyond into the following IFCA year, we will continue to follow clear principles as outlined in the IFCA Vision and Success Criteria, with a particular emphasis on our local targets and priorities as outlined in this Annual Plan, whilst being always ready to adapt and take on fresh challenges which may arise. We will also develop our planning and reporting in respect of Defra's new requirements regarding key performance indicators and metrics for the work of the Authority and upon which further details are expected from Defra in Spring 2022. In addition, we will continue to have the Authority policies set by our committed and knowledgeable membership working in conjunction with our officers and with delivery of policy by the said officers, reporting to Quarterly meetings of the Authority. Risk will continue to be assessed and managed and intelligence will be appropriately gathered and utilised by the Authority, to ensure fulfilment of our remit by our well-trained workforce to protect the stocks and environment with which we have been blessed in our district.

Finally, and as referred to in the Introduction to this Report and the Risk Matrix in the following pages, we will give due focus to how Climate Change may affect inshore fisheries and the marine environment in the NIFCA district and how the Authority may respond; and also the Authority Carbon Footprint to minimise that as much as possible and also provide appropriate training in this area to our workforce.



*Enforcement Officers (and members of the Intel Team at NIFCA), IFCO Mark Lynn and Rick Willis on the NIFCA RIB, June 2021*



## RISK ASSESSMENT MATRIX FOR NORTHUMBERLAND INSHORE FISHERIES AND CONSERVATION AUTHORITY

FORMING A PART OF THE NIFCA ANNUAL PLAN

**L = Likelihood | I = Impact | S = Score**

### Objectives:

To manage and regulate inshore sea fisheries in Northumberland and other duties particularly as laid down in the Marine & Coastal Access Act 2009 including:

- Enforcement of byelaws and other legislation.
- Supply fishing permits to approximately 150 commercial fishers (plus pot tags to 109 of these who target shellfish) and pot tags to presently 240 recreational fishers.
- Provision of advice to permit holders and wider community
- And as referred to in the national IFCA Vision, Success Criteria and other objectives in NIFCA Strategic documents and reports including the NIFCA Annual Plan and Report
- Ensure the sustainability of fishing practices for a healthy marine environment and viable fishing industry into the future

In the early part of 2021, the UK was under lockdown restrictions. After restrictions were lifted, it was decided that the NIFCA office should remain closed to the public as it was from the time of the first lockdown in 2020 and we continue to keep minimum numbers of staff in the office at any one time. **The front gate is now open again and public visits have resumed on a carefully managed basis and maintaining social distancing in the office, which is particularly assisted by the screen fitted in reception.**

**Risks marked \*\*\* are those which will be particularly affected by any resurgence in COVID.**

**This document is reviewed twice a year by a working group comprising the CEO, Chief IFCO, Finance Officer, Admin Officer and Lead Officers for Environmental and Enforcement**

Year	Review 1	Review 2
2010	18/02/10	03/08/10
2011	22/02/11	28/09/11
2012	05/07/12	---
2013	27/03/13	8/11/13
2014	16/12/14	---
2015	01/07/15	---
2016	23/02/16	19/09/16
2017	24/03/17	18/09/17
2018	19/03/18	18/09/18
2019	15/03/19	18/09/19
2020	17/03/20	21/09/20
2021	19/03/21	07/10/21
2022	17/03/2022	

**Date of Next Review**

September 2022

**Officers present at latest review on 17/3/22**

**CEO** – Mike Hardy  
**Chief IFCO** – Mark Southerton  
**Finance Officer** – Julian Sutton  
**Admin Officer** – Emma Stiles  
**Lead Officer (Env)** – Alex Aitken

### **NIFCA Risk Assessment Colour Code:**

Once risks have been graded, they may then be reflected on a risk matrix, which acts as a useful aid to provide focus on key risk areas. By plotting impact and likelihood on the matrix, an assessment of the overall risk can be made. NIFCA's risk matrix is as follows (the colour coding is explained below, under "risk classification"):

IMPACT (as defined by ALARM)	4	11	12	15	16
	3	7	10	13	14
	2	3	6	8	9
	1	1	2	4	5
		1	2	3	4
		LIKELIHOOD (as defined by ALARM)			

### **Risk classification:**

NIFCA has agreed broad classifications reflecting the residual risks which it faces. These are as follows:

**Acceptable:** risks where any action to further reduce the level of risk would be inefficient, i.e. the cost in time or resource outweigh any potential impact of the risk materialising. Such risks include infrequent events with low impact. These risks are being effectively managed, and are coloured green on the matrix, scored as 1-3

**Manageable:** risks which can be reduced within a reasonable timescale, in a cost-effective manner. Any mitigating actions must be monitored and recorded. Manageable risks are coloured yellow on the matrix, scored as 4-7.

**Serious:** risks which have a serious impact, and detrimental effect on the achievement of objectives. Action plans should be developed to reduce the level of residual risk and reviewed periodically. Serious risks are shown as orange on the matrix, scored as 8-11.

**Very severe:** risks which could have a potential disastrous effect of the organisation without immediate comprehensive action to reduce the level of risk. Very severe risks are those on the matrix coloured red, scored as 12 or more.

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
1 MS	Inadequate management of health and safety of staff leading to an incident.  ***	<p>Management of health and safety is furthered with health and safety trained staff; 2 officers have Institution of Occupational Safety and Health (IOSH) and 1 with National Examination Board in Occupational Safety and Health (NEBOSH).</p> <p>There is a health and safety policy in place which is periodically reviewed as well as risk assessments for all NIFCA work activities. Within the policy the Authority is committed to the safety of its staff and carefully manages lone working of its employees which is kept to a minimum. This is also controlled with the use of personal trackers while carrying out work away from the authority office.</p> <p>There are also policies in place regarding use of authority's vehicles and vessels, accident and incident reporting, mobile phone use, bodycam use, manual handling, display screen assessments, and noise and vibration.</p> <p>All new staff/student placements undergo a health and safety induction. Additional mandatory safety training is given to all IFCO's with further safety training depending on job role covering: navigation, vessel stability, and vibration on fast patrol craft, RYA vessel training, 4x4 training, manual handling, defibrillator use.</p> <p>Training records of safety drills and procedures are kept updated on both the Authority patrol vessels, vessel safety training is carried out periodically with all crew</p> <p>The security of the office building is by a locked gated car park with keypad access to the main building. The car park entrance and carpark is covered by security cameras which permanently record video.</p> <p>The office has a fire risk assessment which is reviewed annually. There is a visitor book which records all the people on site at any one time. At present, access to the public is prohibited unless there are exceptional circumstances.</p>	1	3	7	<p>Monthly-checks take place and there is a periodic fire drill for all officers and staff.</p> <p>Records of regular testing and inspection also take place.</p> <p>There is a quarterly Health &amp; Safety Report to the Authority and the position is minuted. H&amp;S Officer and CEO meeting quarterly and report to Authority quarterly meetings.</p> <p>All IFCOs and Office staff undertake occupational health tests. IFCOs to complete Annual Occupational Health Test, office staff every other year. There is now one member of staff trained in Mental Health First Aid.</p> <p>ML5 certificates for all sea going duties.</p> <p>All officers have to periodically refresh all safety training.</p>	Chief IFCO M. Southerton (MS)	<p>Health and safety training for Lead Environmental Officer.</p> <p>NW looking into IOSH refresher courses.</p> <p>To continue with all relevant training.</p> <p>Carryout a fire drill and review arrangements for testing the fire alarm.</p> <p>To keep under review the COVID policy and testing of Officers and staff.</p>	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
2 MS/ MH	An aggrieved member of the public becomes abusive leading to an incident in the field.  ***	As above plus: building up relationships, using negotiating and influencing skills. A complaints book is also in place for anyone wishing to make a complaint about any incidents. Enforcement officers equipped with personal protective clothing and equipment. Vast majority of time work in pairs. Lone working risk assessed and policy and procedures in place. <b>Officers have body cameras and vehicle cameras which are used to record video/audio when out on patrol and maybe used to gather Evidence of incidents.</b> On the rare occasion that lone working is required, the Officer will text or ring in at the beginning and end of the day to notify the Chief Officer or designated duty officer/member of staff that they have started or finished. Conflict resolution training has also been given to IFCOs and all key office staff.	3	4	15	Reporting to Chief Executive and meeting of the Authority. Near misses as well as accidents & incidents are recorded.	Chief Executive/ Chief IFCO	To bring conflict resolution training up to date.  NW looking into ML delivering in-house conflict resolution training.	March 2022	Sept 2022
2b ES	An aggrieved member of the public becomes abusive leading to an incident – with an office-based member of staff and general office security. ***	As risk 1 and 2a above plus: building up relationships, using negotiating and influencing skills. The Authority's premises at 8 Ennerdale Road also have CCTV and electronic access providing extra security and the above mentioned visitors' book also keeps a record of who has been at the office in case of any difficulty. It is general practice to ensure a minimum of 2 members of staff to be in the office at any time where practicably required.	1	2	3	Reporting to Chief Executive and the Committee.	Chief Executive.	Keep under review the front door closing function (MS).  Review CCTV coverage for whole building including front desk and/or front door.	March 2022	Sept 2022
2c ES	Unauthorised access to the building via unlocked door/ finding lost keys resulting in unattended visitors or theft of assets. ***	Self-closing door with entry code on the front entrance of the building.  Doors are kept locked in the garage unless an Officer(s) is using the room.  The building alarm is connected to ADT, if activated ADT will make contact with the designated Officers.	1	2	3	Reporting to Chief Executive and the Committee.	Chief Executive and Chief IFCO	Consider policy re. loss of keys and change of staff (including updating key code).	March 2022	Sept 2022
3 MH JS	Accusation of an officer or staff member of dishonesty or fraud leading to loss	Authority governance including Codes of Conduct in place and all employees have had to complete a declaration of interests form. Financial Regulations and Procedures handbook, including system requiring Officer and Chief Executive approval before any payments are made and an order approval process requiring quotes. Receipts issued for	1	3	7	Ongoing monitoring by CEO and Finance Officer.  Annual Internal Audit.  Admin Officer and Chief IFCO added		Keep situation under ongoing review.	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
	of reputation of the Authority	all donations; register kept for transparency. Disciplinary process. Installation of online banking has increased security. A fireproof office safe is also securely installed, access to which is controlled and limited. The Chief Executive, Chief IFCO and Authority Chair also both have Authority Barclaycards all usage is checked by CEO and the Finance Officer, and all expenditure is memo'd and all expenditure is reported as soon as possible to the Authority Finance Officer. Card reader now installed which also increases financial security. Sage 50 has been installed and that will continue to improve accuracy and reduce risk of errors in financial management. A policy for the card reader has been written, read and signed by those who use it.				as signatory to offer cover while CEO is away from the office.				
4 JS	Inadequate funding leading to overspending or reduced level of service	<p>The Authority precepts upon Northumberland County Council (83.37%) and North Tyneside Metropolitan Borough Council (16.63%). The Authority membership includes councillors with these authorities. Should funding be reduced, the Authority would seek to cut back in certain areas and renegotiate upon the level of service provided. Contingency planning between CEO, Finance Officer and Chair has been previously undertaken in that regard and reported to the Authority. Tight financial controls. Financial Regulations are implemented. Budget reporting by Finance Officer to Chief Executive as well as meeting at least once a week between Finance Officer and Chief Executive. Under the Marine and Coastal Access Act, throughout the life of IFCAs, additional funding has been awarded by DEFRA for New Burdens which is confirmed to continue until the end of 2021-22.</p> <p>Base costs and overheads have increased but rigorous planning of the budget continues and there is compliance with Audit recommendations. In addition, the Authority's patrol vessels St. Aidan and RIB Robert Arkless brings increased efficiency and savings in terms of running costs and maintenance as well as increasing chartering opportunities and thereby income because of increased capability.</p> <p>Periodic budget increases, as have occurred over the last few years, mitigate the risk of overspend or reduced level of service.</p> <p>Reduced expenditure in last year due to COVID Pandemic.</p>	2	3	10	<p>Finance Officers reporting to Chief Executive, and to the Quarterly Meeting of the Authority.</p> <p>CEO is part of the MAFCO group (comprising Chief Officers from all the IFCAs and Defra) that has been (amongst other things) reviewing the position regarding the continuation of New Burdens Funding.</p>	Finance Officer reporting to CEO	<p>Continuing to work with NCC to strengthen procedures under the Audit Action Plan.</p> <p>Keep level of budget spend and possibility of budget increases or further incremental increases under ongoing review.</p> <p>Keep under review the position regarding New Burdens Funding.</p>	March 2022	Sept 2022



Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		Now have Capital Expenditure programme to plan for such expenditure.								
<b>5 MH</b>	Loss of staff (e.g. through long term sickness, pandemic or turnover) leading to a loss of skills, knowledge and experience and reduced capacity to deliver the service. Impact assessed based upon losing 2 staff.  ***	<p>Workload would be distributed between remaining staff. Recruitment of additional resource e.g. part-time/temporary staff. Notice period required is between 6 weeks and 3 months for IFCOs and office staff. Training of existing staff to do tasks of others. Training of new recruits. Financial Regulations developed for finance. There would be liaison with other Authorities to get staff from them on a temporary or permanent basis. Reconfiguration of Authority operation would take place if funding reduced or other eventuality such as the current pandemic, including working from home. The Authority has its complement of IFCOs and Admin support at a good level.</p> <p>Installation of perspex screen at reception to protect staff.</p> <p>Increased planning and preparations regarding NIFCA operations (splitting teams and working from home) to prevent transmission of covid-19.</p>	<b>4</b>	<b>4</b>	<b>16</b>	<p>CIFCO leads rota meetings with other IFCOs. Close working with CEO, Finance Officer and Admin staff.</p> <p>Regarding monitoring process, a "Certificate of Fitness" and return to work interview upon an IFCO or staff member returning to work after a period of absence will be sought if necessary and appropriate to ensure fitness to return to work.</p> <p>Annual Occupational Health checks put in place for all Officers and checks every 2 years for office staff.</p> <p>Contact maintained, by video conferencing in particular, in pandemic.</p>	Chief Executive.	<p>Keep under review business continuity planning for significant loss of staff during such as a pandemic/flu outbreak and recruitment/turnover.</p> <p>Continued review of Crisis Management Plan related to staff.</p> <p>Regular meetings of the whole staff to be increased if possible to at least twice a year.</p> <p>Possibility of Key Man insurance or similar kept under review.</p>	March 2022	Sept 2022
<b>6a MS</b>	Loss of boat, RIBs, vehicles, plant and equipment leading to inability to enforce byelaws and deliver service.	<p>The Authority employs a qualified engineer; if engineer absent for any length of time the Chief IFCO plus skipper could cover the situation for a reasonable period. PV and RIB insurance in place - replacement policy in the event of fire or sinking, duplicate documents are held on land or replacements can be obtained. PC back-up procedures in place and backup for data on PV at office. Mutual assistance could be sought through e.g. North Eastern IFCA and other organisations. Lead-in time for replacement new RIB is 2-3 months (for hire, but procurement and build likely to take years), but perhaps leasing during interim period. The Authority's existing RIB capability also means there is a supplementary vessel if the patrol boat is out of action. TT St Aidan has been coded and a trailer has been purchased giving NIFCA additional sea going ability.</p>	<b>1</b>	<b>2</b>	<b>3</b>	Reporting to Patrol Vessel Subcommittee if applicable, Watch Committee, RIB Procurement Subcommittee and main committee meetings of the Authority.	Chief IFCO.	<p>Keep under review whether support for the Engineer is required.</p> <p>Keep under review the Vessel Operational Manual.</p>	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		<p>NIFCA 4x4 vehicle policy is now active.</p> <p>Maintenance system in place for all vessels and vehicles.</p>								
6b MH ES	Loss of building e.g. through fire leading to inability to deliver service.	<p>IT back-up provided by One IT and website back-up by Urban River. Temporary accommodation would be sought initially from NCC. Current files are held in steel cabinets. Have a fireproof safe for the most important documents and a small safe for any cash which has to be held on the premises plus keys and other small but important items. Deeds held in strong cupboard. Blue Book (electronic copy) and other records held on the boat or electronically.</p> <p>Insurance.</p> <p>Fire awareness for staff is built into the Authority Health &amp; Safety Policy and planning.</p> <p>Ensure the continued safe and secure disposal of surplus files and paper held by the Authority.</p> <p>NIFCA have now got the capability for all staff to work from home as well as the office so in the event of a fire, working could continue as normal.</p> <p>RIB is no longer stored at the office so no loss of sea-going activity due to fire.</p>	1	2	3	<p>Reporting to Chief Executive.</p> <p>Fire risk assessment reviewed annually.</p>	Admin Officer	<p>One IT Support replaced NCC in Jan 2018 - keep this arrangement under review.</p> <p>Continue to dispose of safely, and in an environmentally friendly way, any old paperwork, where no longer required.</p> <p>Keep under review NCC ability to provide accommodation if required or possible accommodation share with another partner agency.</p>	March 2022	Sept 2022
7 MH	Failure to regulate in accordance with legislation.	<p>Professional update will be maintained through membership of the Association of IFCAs, attendance at Chief Officer Group Meetings and networking through other IFCAs and the likes of the "blue book" updates, "they work for you" from Parliament and DEFRA and SAGB communications. CEO analysis with advice particularly from CIFCO and Environmental IFCOs. Admin staff scanning the internet on a regular basis. Internal communication framework. The Authority implemented its Byelaw Package from December 2015. The Authority has made a revision to byelaw 7 (to open areas) which was implemented in 2018; to byelaw 3 in 2019 to include the permanent provision regarding the prohibition of landing berried lobster; has created a byelaw regarding MCRS 2021 and further byelaw provision by way of a permit condition for berried lobsters. A new byelaw 1 for trawling was confirmed in August 2021. The Authority will also continue to regulate as may be required under the European Marine Site Revised Approach</p>	2	3	10	<p>Rota meetings. Close working with Admin staff. Staff meetings on Microsoft Teams. Quarterly reporting to Committee of the Authority.</p> <p>Senior IFCOs of the Authority now attend the MMOs TCG meetings and TAG meetings.</p>	Chief Executive	<p>Byelaws continue to be kept under review.</p> <p>The Authority continues to act on the requirement to complete MPA Assessments (HRAs and MCZ Assessments) for all feature/fishery interactions. Following the conclusions of these assessments the Authority will identify appropriate regulation if required.</p> <p>To continue the implementation and</p>	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		to Fisheries Management and MPAs generally. Full consultation including with the MMO is undertaken and also with Natural England, particularly re Habitats Regulations and other stakeholders. Close/ joint working with the MMO and with Defra re future fisheries management (Fisheries Act 2020)						development of monitoring and Control Plans.  Keep potential and actual consequences of Brexit under review and regarding the Fisheries Act.  Continue the review of byelaw 2, Dredging.		
8 MS	DEFRA or MMO objects to proposed new byelaw leading to management difficulties experienced by the Authority.	In developing byelaw proposals, legal expertise is sought where necessary (in addition CEO who was formerly a solicitor (now non-practicing) has many years' legal experience) and reference is also made to the Defra Guidance to IFCA on making byelaws. There is also on-going liaison with the MMO and a good relationship is maintained. The enhanced IFCA byelaw-making process including specific provision for consultation and Impact Assessments should reduce the risk of Defra or MMO objection to a proposed new byelaw. Also working closely with other IFCA's and Association regarding National (Boilerplate) Byelaws where these may be required..	1	3	7	All relevant staff and the Authority.  NIFCA also responded to MMO consultation in 2018 on the byelaw making process and will monitor the outcome.	Chief Officer, Lead Officers and Chief Executive.	All byelaws are kept under ongoing review.  Making changes to Byelaws 2 and 4 (4 successfully completed and now reviewing fixed engine byelaw).  Keep under review MMO direction re. byelaw duplication.	March 2022	Sept 2022
9 MH	Failure to adequately manage the continuation of the Northumberland IFCA and all duties under the implementation of the Marine and Coastal Access Act 2009.	IFCA duties and remit including the continuation of the Authority and its duties under the Marine and Coastal Access Act 2009 are fulfilled by the Authority on an ongoing basis.  NIFCA was consulted upon preparation of Parliamentary Reports by Defra on IFCA's in 2015 and 2019 and the resultant reports made good mention of NIFCA. There has also been an evaluation of IFCA's for Defra by RBA/ABPmer and the result of that evaluation has just been published.  Throughout NIFCA's first 10 years, MOUs with partner agencies have been followed and in particular the Authority has implemented and worked with partner agencies locally upon a Joint Working Arrangement (JWA). This has ensured compliance with the provisions of the Marine & Coastal Access Act 2009 as these affect IFCA's. The IFCA followed the original High Level Objectives, Outcomes and Performance Indicators (and continue to do so for revised Success Criteria) and that has been done as much as possible and satisfactorily bearing in mind resource limitations and extra responsibilities which have been given to IFCA's. As well as guidance to IFCA's from Defra, the IFCA has also established its Annual Plan and Annual Report which are followed in managing its role plus Annual Research Plan & Report and Environmental and Compliance Enforcement Risk Matrices.  Following review of "Employment Contracts, Performance	1	3	7	This is built into the High Level Objectives for the IFCA in the Annual Plan and as confirmed in the revised Success Criteria. Progress and attainment of objectives should be monitored continuously and reported upon quarterly to the meeting of the Authority and in the Authority Annual Report.	Chief Executive	Adhere to monitoring process as detailed for this risk and maintain all necessary training for Officers and Staff and act upon guidance from the membership and Defra and Association of IFCA's.  Monitor any outputs from the Evaluation and JWA.	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		Review and Reward (ECPR&R)" the Authority has fully implemented a staff Grading Structure which is kept under review.								
10 MH ES	Inadequate or inappropriate governance leading to inappropriate decision-making and loss of reputation.	<p>Members are appointed by NCC, NTC, MMO and 3 statutory members. Also reference to Authority Constitution, Standing Orders and Members' Code of Conduct. Guidance is also given to IFCOs who have a code of conduct and other staff as appropriate as to what should be done to avoid inappropriate decisions and loss of reputation. Declarations of Interest are also completed by all Members and Staff. Control is also maintained by transparency of operation and an appropriate chain of command to ensure the correct approval for actions is obtained where required. Introduced and distributed a Staff handbook and Member handbook, both of which are living documents.</p> <p>All new Members appointed to NIFCA receive the New Members Information Pack and the provision of training.</p> <p>CEO and Chair undertook a review of Standing Orders and general governance, which was approved by the Authority membership and resultant changes implemented in 2018 and further review and updating took place in 2021.</p>	1	3	7	<p>Annual Audit. Quarterly Authority meetings and Extraordinary General/Emergency meetings if required. IFCOs report to Chief IFCO (and Chief Executive when required). All emails and other written communication by IFCOs and other staff are also checked where necessary by senior officers. A secure system of emailing and data storage is also maintained by the Authority with all personnel having personal NIFCA email addresses.</p> <p>KPI's are used to guide staff appraisals which contribute to enhanced working and feeds into governance decisions.</p> <p>Policies re pandemic have been implemented and how it affects the work of NIFCA.</p>	Authority Chair and Chief Executive.	Governance documents, policies, staff and Member handbooks to be kept under review.	March 2022	Sept 2022
11 ES	Failure to keep policies up to date, leading to mishandling of information and complaint from employee or applicant.	Regularly reviewed primarily by Admin Officer in liaison with the Chief IFCO and CEO. Regular attendance at online Employment Law updates to keep abreast of changing legislation and industry practice and implement changes where necessary.	1	2	3	Regular liaison by Admin Officer with the CEO and Chief IFCO. Keep under review the need for implementation of new policies.	Admin Officer/ CEO	<p>Ongoing as stated under controls and monitoring process.</p> <p>To review recruitment procedure to ensure equality and diversity is at the forefront of procedure including regarding making necessary adaptations to interview/assessments.</p>	March 2022	Sept 2022
12 JS	Inadequate budgetary control leading to overspending. Or inability to access online	Financial skills, qualifications and experience of finance officer and use of financial regulations. Members' scrutiny of financial reports provide a quarterly challenge. Monthly (or more frequently if required) budget meetings between Finance Officer and Chief Executive. Contingency within annual budget. The Authority budget is prepared in detail with member input, with quarterly forecasts and detailed	1	2	3	Annual audit and quarterly meetings plus regular liaison between Finance Officer and Chief Executive plus regular liaison with internal audit and members where necessary and Chief Officer where appropriate.	Finance Officer	Finance Officer will continue to meet the Chief Executive and other colleagues as applicable to plan for audit and budget controls and consult the Northumberland County	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
	banking.	<p>breakdowns of all heads of expenditure within the quarterly and annual accounts which are prepared by the Finance Officer working with the Chief Executive to keep spending within budget. Preparation for annual audit begins in the autumn with the Audit Section at Northumberland County Council before the Audit itself the following spring/early summer. The Authority also has reserves to cover any major contingencies which may arise.</p> <p>Sage 50 has also been successfully introduced and as referred to in 3 above.</p> <p>If JS sick could seek support from NCC or from a bookkeeping "temping" agency.</p> <p>MS added as a signatory to allow backup checks of expenditure if CEO absent for any length of time.</p>						<p>Council Internal Audit Team. Finance Officer will also meet again if necessary with the NCC Finance team to discuss how to manage a reduced budget (particularly in case of possible future reductions).</p> <p>To complete the process of enabling MS to undertake online banking in absence of CEO.</p>		
13 MS/ Env. team	Fisheries in the District impacted by the activities of developers/non-fishing industry. Insufficient time to fully consider environmental impact assessments for inshore development.	<p>Consultations responded to by the Authority after due consideration particularly by the Environmental team. Liaison with consulting agencies. Developer meetings attended by Authority representatives. Database holding information on current and historical fishing activities within the district particularly to aid fishers completing permit returns and NIFCA monitoring these. Development proposals will also be scrutinised by other agencies. Developments will require consent. The Authority has an Environmental Risk Register for the District which is kept under review. IFCOs sit on the Local Standing Environmental Group. Monitoring and control plans are being implemented to assess changes in fishing activities and respond to potential threats to sustainability in the district. A dedicated Environment Officer keeps others up to date.</p> <p>Following the recent shellfish mortality wash up around the Tees, Officers have developed an actions, reporting and comms strategy if a similar event occurs locally.</p>	1	3	7	<p>Review takes place of notices received of proposed developments and there is a set process for response to consultation, Chief Executive liaising with Environmental Officers and with Authority members where applicable and reporting to the Quarterly Meeting of the Authority. Also obtaining further information where applicable from the developer and other agencies such as MMO. There is an IFCA-MMO Liaison meeting to maintain communications about developments/marine license applications and regular meetings between key partners (NE and EA) on local marine license applications. A catch-up meeting is held 2 -3 times per month between the Environmental team, the Chief IFCO and CEO.</p>	Chief Executive and Lead Environmental Officer	To continue the full implementation of Monitoring and control Plans.	March 2022	Sept 2022
14 MS	Failure to fully engage with stakeholders	<p>The officers meet regularly with fishers in the district particularly when on patrol. Meetings will also continue with fishers, recreational sea anglers and other stakeholders in the district. Information is received through the membership and from stakeholders on any areas of concern which there may be and will be acted on as appropriate. The website continues to be improved to increase outreach. Subcommittees will consider specific issues. Regular liaison with GLA, MMO, EA and NE including through the local Joint Working Arrangement (JWA). There is also regular</p>	1	3	7	<p>By meetings and other means of communication and reporting to members and assistance of PR Adviser.</p> <p>Continually updating and distributing NIFCA information and publicity.</p>	Chief Executive	Continue to keep the whole of stakeholder engagement under continuous review and update where necessary including through website, social media, posters in the district and information leaflets to stakeholders.	March 2022	Sept 2022



Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		liaison with Newcastle University School of Marine Science and the Tweed Commission. Regular press releases and other appropriate liaison with the media. The Authority has a dedicated officer dealing with Social Media platforms such as Facebook and Twitter which increases the ability to have regular contact with stakeholders, members and the public as well as maintaining a very proactive website and attending public events in person or virtually. The Authority has now introduced a new online consultation process to facilitate better engagement. A fully comprehensive stakeholder list is also in place together with the Authority Promotion and Communications Plan upon which there is assistance from Amy Maughan PR & Communications. The Authority also now produces a periodic newsletter and has posted on the North East Sea Angler Forum website where necessary, plus information sheets where required e.g. for the EMS Revised Approach and has also put up notices in the district and produced minimum size cards.						The Authority has been working on commencing a Fishers Working Group with commercial fishers and similarly to enhance engagement with recreational fishers with the enhancement of our RSA Strategy and all of this is ongoing.		
15 MS/ Env. team	Degradation of environmentally sensitive areas due to fishing activity.	<p><i>NIFCA Byelaws</i> NIFCA has a suite of byelaws which aims to conserve exploited stocks and associated habitat. These byelaws allow NIFCA to put measures on fisheries which interact with habitats, including sensitive areas.</p> <p>There is a permit scheme for potting, trawling and dredging in the district which can limit activity.</p> <p>There is a pot limitation restricting the number of pots per commercial permit holder to 800.</p> <p>Byelaw 7 prohibits mobile gear within the EM site, except from three areas open to light trawling gear only.</p> <p>Byelaw 8 prohibits any mobile fishing activity within the EM that comes in contact with the seabed.</p> <p>NIFCA has also developed management measures which will increase protection to habitats and sensitive areas, these include:</p> <ul style="list-style-type: none"> <li>- Byelaw 1: Restricts trawling activity to light otter trawl gear only in Coquet to St Mary's MCZ, where a new byelaw has been made and is now being forwarded to the MMO and Defra following statutory consultation.</li> <li>- Regarding dredging the NIFCA Authority has made a byelaw prohibiting dredging in the district which is now under consideration by the MMO and then Defra.</li> </ul>	1	4	11	<p>Rota meetings with IFCOs and reports to the Chief Executive. Quarterly reports by IFCOs to Authority meetings. A weekly Environmental Team meeting has been introduced as well as monthly catch up meetings with the CEO and Chief IFCO and TCG meetings both at the MMO and internally.</p> <p>Research work to address risk and monitor impacts:</p> <p>Ground truthing and seabed mapping is also ongoing, increasing both knowledge and data. OLEX data is also available for use by Officers on the NIFCA laptop.</p> <p>Monitoring projects are carried out where knowledge gaps are identified and where resources allow.</p> <p>Periwinkle project to understand impacts of collection at local levels.</p>	Chief Executive & Environmental Team	Continue to review the outputs of the projects particularly regarding periwinkles and the impacts of potting.	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		<p>The Authority also has the power to make emergency byelaws if an unforeseen risk to sensitive areas arises.</p> <p>All byelaws and enforced and fishing activity monitored by NIFCA Enforcement officers and through joint work with MMO and other agencies. The new cabin RIB has increased the capability for patrols to monitor activity throughout the district.</p> <p><b>NIFCA MPA Assessments</b> - NIFCA has engaged fully with the Defra Revised Approach to Management of fisheries in European Marine Sites and has carried out assessments for most feature fishery interactions. All red risk interactions have been addressed by management measures above.</p> <p><b>NIFCA Monitoring and Control Plans</b> - These plans are reviewed annually and ensure that all activity interacting with sensitive areas is below threshold levels. If a threshold is breached, assessments will be carried out which could lead to management measures. Data feeding into these include: sightings data from routine patrols, landings data, information from Monitor and Control Surveillance System (MCSS), the Automatic Information System (AIS) and the Vessel Monitoring System (VMS) including geo-fencing of specific areas.</p> <p><b>Environmental Risk Register</b> - This details potential risks to sensitive areas and highlights where monitoring should be prioritised. This is written in conjunction with the Compliance and Enforcement Strategy to ensure targeted enforcement in sensitive areas.</p> <p><b>Annual Research Plan</b> - All of the above is fed into an Annual Research Plan which directs the research work of the Environmental Team to fill knowledge gaps or continue monitoring fishing activity. Some areas of work are carried out with Newcastle University and Natural England.</p> <p>All of this work is supported by Natural England and other members.</p>								
16 MS/ Env. team	Stocks collapse	There is an Environmental Risk Register in place which takes this risk into account. This links to Fisheries Management Plans which aims to ensure sustainable fishing. NIFCA have a suite of byelaws which are effectively enforced by a dedicated team.	1	4	11	Rota meetings with officers and reports to the Chief Executive. Quarterly reports by officers to Authority meetings. Technical and Scientific meetings.	Chief Executive, Chief IFCO and Lead IFCOs	Keep under review level of enforcement and overview in respect of all stocks and keep including possibility of crustacean stocks collapse	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		<p>For the purpose of this matrix controls have been split by fishery.</p> <p>Potting: NIFCA byelaws are in place operating a permit scheme for commercial and recreational fishers, plus a pot limitation and daily bag limits for non-commercial fishers. Recreational fishers must have pots fitted with an escape gap. Byelaw and national legislation in place for conservation of Crustacea includes prohibition on taking berried females, other measures include not landing parts of animals or not landing soft animals.</p> <p>There is a minimum landing size for commercially important species including lobster, brown crab, velvet crab and Nephrops. Permit holders have been issued with a gauge to measure this easily.</p> <p>Lobster and brown crab stock assessments will continue and CEFAS crab and lobster assessments are also taken into account.</p> <p>Permits require monthly returns to be submitted to NIFCA and landings are closely monitored and feed into Fisheries Management Plans which combine all evidence and knowledge on the fishery.</p> <p>Trawling: NIFCA byelaws state you must have a permit to trawl within the whole district. Gear restrictions in place. Permits require monthly returns to be submitted to NIFCA and landings are closely monitored. Main target species is a quota species and managed by MMO. <b>There are spatial prohibitions and restrictions in place for this activity.</b></p> <p>Dredging: NIFCA byelaws state you must have a permit to dredge within the district. Gear restrictions are in place (see NIFCA byelaw 2). <b>This regulation is currently with MMO for consideration of a byelaw to prohibit dredging in the district.</b></p> <p>Hand Gathering: Routine monitoring of activity throughout the district. Code of conduct developed to aim to reduce pressure on smaller periwinkle.</p>				<p>Environmental meetings between Authority officers and regular meetings with Natural England and other agencies.</p> <p>National meetings attended for updates.</p> <p>Fisheries Management Plans MPA Assessments Monitoring and Control Plans</p>		<p><b>ref. NEIFCA District.</b></p> <p>Update Fisheries Management Plans and Monitoring and Control Plans.</p> <p>Carry out research detailed in Annual Research Plan.</p> <p>Keep under review the system of permit returns and data collection.</p>		

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
17 ES	Breakdown in relations with stakeholders and other agencies including Marine Management Organisation, Environment Agency, Natural England and other IFCAs.	<p>MoUs and regular liaison with all partner organisations and stakeholders including surveys of views and properly responding to any queries or complaints and reporting as appropriate to membership. In addition Joint Working arrangements locally with MMO, EA and NE. In addition the Authority has MoUs with the Tweed Commission, and Newcastle University. Also the Authority's compliments, comments and complaints system is kept under review. Complaints are felt to continue to be at the lowest possible level. Chief &amp; Deputy IFCOs attend MMOs TCG Meetings and MMO attend NIFCA TCG Meetings.</p> <p>The Authority works with AIFCA on a national level. The Authority also interacts with partner organisations and stakeholders appropriately on social media and at meetings in the district and responds in a timely fashion to queries/ comments raised online and in the public arena. New consultation process now underway to allow better response together with use of the NIFCA website and publicity via social media.</p>	1	2	3	Stakeholders and other agencies can contact the Authority office and also attend NIFCA public meetings. A record is kept of any complaints or other comments requiring action and the Authority office in particular will remain proactive to foresee as much as possible likely areas which need to be dealt with to prevent any breakdown in relations. The Authority continues to engage with all stakeholders.	Chief Executive	Consider further stakeholder surveys as may be appropriate.	March 2022	Sept 2022
18 Env team	Failure to properly fulfil responsibility including role in respect of European Marine Site, Marine Conservation Zones, bait digging and other fisheries related activities in the district.	<p>Close liaison with Defra and other IFCAs including in respect of MPAs, Technical Advisory Group, Chief Officers Group and Association of IFCAs ensures knowledge and awareness is maintained.</p> <p>Strong communication between officers particularly Environmental IFCOs, Chief IFCO and Chief Executive and with Authority members.</p> <p>Regular meetings and communication between the Environmental team and Natural England. Regular meeting with the including Northumberland Marine Nature Partnership. Maintain relationship with the University for project work. Full liaison with Natural England and the Marine Management Organisation nationally. Member of a national IFCAs group on bait collection (Future Inshore Strategic Hand Gathering Implementation Group FISHGIG).</p> <p>Regular monitoring of MPAs including SPAs, SACs and MCZs in the district. Continue work for EMS Revised Approach to Fisheries Management to complete all MPA assessments and update M and C plans. Maintain awareness of evolution of work in MPAs. MCZ management measures have been implemented.</p>	1	3	7	<p>Regular discussions between the Authority Environmental Team and Chief Executive/Chief IFCO and also particularly with Natural England/Authority member and MNP Implementation Officer and reporting upon meetings to the Authority.</p> <p>Also quarterly reporting on EMS revised approach by Environmental IFCOs.</p> <p>Regular Technical and Scientific meetings of officers and members.</p>	Chief Executive & Environmental team	<p>Continue to keep under review the outputs from stakeholder meetings and online consultations.</p> <p>Continue with all necessary survey work and monitoring of fishing activity in the district.</p> <p>Maintain awareness of how work in MPAs is evolving.</p>	March 2022	Sept 2022



Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
19 JS ES	Information technology failure leading to loss of data and affecting the Authority's ability to function.	Service Level Agreement with One IT who provide back up for data and internet security and telephony system. Paper records of documents are also kept securely and can be referred to as well as what can be accessed through computers. New hard drives/multiple locations. Replacing computers is ongoing since 2018 and a 5-year plan in place to replace all old PCs.	1	4	11	Through the SLA – this includes the services of an IT Manager for the Authority with One IT Support. It is also monitored every working day by Officers and staff.	Admin Officer and Finance Officer	Finance/ Admin Officers to prioritise review of SLA with One IT Support to ensure it is working efficiently and receiving an adequate level of support. Continue to review and replace old IT equipment.	March 2022	Sept 2022
20 ES	Insufficient members attending an authority meeting preventing time limited or other urgent business eg. Regarding audits being approved.  ***	Giving members sufficient notice of meetings. Trying to agree in advance of the meeting with as many members as possible that they can attend. At least one Councillor and one MMO appointed member must attend each official IFCA meeting. Changed day of the week of quarterly meetings and start time to that most suitable for Councillors. Hold meetings at county hall and NTC and other suitable venues as well and members able to dial-in to meetings, where applicable. Members to give reasons for non-attendance for approval by meeting?  Changed running order of Finance and Watch meetings to make more suitable for members on each committee. Sending out calendar invitations to members to ensure clear communication re. meeting dates and to allow easy reference to planned member attendance.  The Authority can now hold virtual meetings as and when required and has held them during the pandemic.	1	4	11	CEO liaises through Admin Officer with key members particularly Chair/ Vice Chair in advance of meetings.	CEO	To continue the discussion with the members. To keep under review quarterly meeting start time to ensure maximum accessibility for Members and possibly condensing to a half day on occasions where possible.  To review Governance documentation relating to members dialing in to meetings.  Keep under review the situation re holding or cancelling of meetings during pandemic.	March 2022	Sept 2022
21 MS	Intelligence not being securely processed and shared/ disseminated.	MMO provided intel system and Authority has trained, prepared and experienced Intel Officers. Intel Officers and CIFCO and DCIFO (Operational) have secure CJSM email accounts.  Continual assistance from MMO Intel Team and MMO Ops Room.  Data Sharing Agreement with the Police including regulated access to PNC. Standard practice for security clearance of all new employees.  All IFCOs have attended OSINT training.  Officers have received extra training with MCSS from the MMO and resources have been made available for all staff.	1	4	11	Intel Officers liaise with Chief IFCO, monthly TCG and can seek guidance from the MMO.	Chief IFCO	Any further training and guidance to be accessed by IFCOs and staff where necessary and keep under review national consideration of security clearances for IFCOs. Ongoing liaison with the MMO. Continue with training as necessary regarding Intel Project so IFCOs fully acquainted. Ensure Security clearance of all staff is as comprehensive as possible.	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
22 ES	Emails/Website being hacked or in some other way interfered with maliciously.	<p>Officers and staff to have strong and secure passwords for emails and website login (where applicable) to reduce the possibility of a manual hack. All NIFCA Officers and staff to be vigilant of any unusual activity on the email/website and to report immediately to the CEO/Admin Officer.</p> <p>Have 2-stage authentication system for accessing NIFCA emails, reducing the chance of a hack.</p> <p>Passwords changed/users removed and updated when there is a change of staff to ensure only present staff can login to the website to make changes. "House keeping" rules now listed on NIFCA social media accounts.</p>	1	4	11	Daily checking of the website/ emails and liaison as appropriate with Urban River/One IT.	CEO and Admin Officer	<p>Ongoing monitoring/ liaison with Urban River/One IT.</p> <p>All staff to undergo online Data security training</p>	March 2022	Sept 2022
23 ES	Risk of reputational damage to NIFCA via social media misuse by staff/ members/public /stakeholders	<p>Social media checked daily and any comments/ likes/ mentions regarding NIFCA are reported to the CEO/Admin Officer. The above are responded to appropriately and as quickly as possible.</p> <p>Social media policy introduced to reduce the number of users for Twitter/ Facebook and to keep the tone of any social media presence consistent.</p>	2	3	10	Daily checking of Twitter and Facebook by Officer (with back-up by admin team) and report to CEO/Chief IFCO for response.	Admin Officer/ CEO	<p>Ongoing monitoring and posting to social media sites.</p> <p>Keep social media policy under review.</p>	March 2022	Sept 2022
24 MH	Brexit and other legislative changes including the Fisheries Act & Environment Act	Regular checking of all relevant media including "They Work for You" from Parliament, Fishing News and CMS. Also working closely with the Association of IFCA's and COG and reporting on all relevant matters to Authority Members and IFCOs/ Staff.	2	4	12	Regular checking and reporting to/review at Authority Technical and scientific meetings.	CEO	<p>Ongoing as stated under controls and monitoring process.</p> <p>Keep under review progress of Joint Fisheries Statement and Fisheries Management Plans being developed by Defra.</p> <p>HPMAs under review as these may affect NIFCA.</p>	March 2022	Sept 2022
25 ES	Breach of Data Protection Act and General Data Protection Regulation with possible financial and reputational impact to the Authority  ***	The Authority has developed a suite of policies for GDPR and is now compliant. Assistance is offered by Northumberland County Council and legal help could also be sought if required. The CEO will meet regularly on this subject with the Admin Officer (Authority DPO) and Finance Officer. All staff were briefed and trained prior to the inception of GDPR. Current contracts with external organisations updated to adhere to GDPR and data policy now on website. Now have secure bins for disposing of confidential paperwork, collected quarterly by professional shredding company. A Data Sharing Agreement between each IFCA and the MMO is being finalised. IFCO Rick Willis will be the Data Sharing Officer for	2	4	12	DPO and CEO to keep up to date regarding GDPR and update staff where necessary.	CEO, Admin Officer and Finance Officer.	<p>To complete and keep up to date the Authority policies and training and reporting to members.</p> <p>To keep GDPR under review post Brexit and any amendments to UK legislation.</p> <p>Training under the Data Sharing Agreement.</p>	March 2022	Sept 2022

Ref for review	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
		the Data Sharing Agreement NIFCA now has with the MMO.  Staff are now regularly working from home and taking data (including on laptops) out of the office. Use of strong passwords and careful storage of data to minimise chance of a data breach. Data Sharing Agreement now in place with the Police.						Keep working from home under review in respect of this risk.		
<b>26</b> <b>MH,</b> <b>MS,</b> <b>ES</b>	Increased risk of infection following reopening of NIFCA office and more interaction with the public post COVID lockdown	Existing COVID policies in place.  Now have the facility to apply and pay for permits online reducing the need to come into the office.	<b>3</b>	<b>4</b>	<b>15</b>	Policies kept under review by MH, MS and ES.		Keep under review the office being open and the policy in case of a need to close to the public again in the future.	March 2022	Sept 2022
<b>26</b> <b>MH</b>	Climate change and inshore fisheries plus Authority carbon footprint	NIFCA climate change policy in development. This lists areas where NIFCA can reduce energy consumption, carbon footprint, and waste.  NIFCA are also reviewing how to incorporate climate change impacts into fisheries management and how climate change will impact the local fishing industry.	<b>2</b>	<b>4</b>	<b>12</b>	The Climate Change and Energy Use policy will be kept under review once developed. Metrics such as NIFCA's carbon footprint will be calculated and monitored.	CEO	Continue policy development	March 2022	Sept 2022

**DETAILS OF GUIDANCE FOR QUANTIFICATION OF RISKS AND THE SCORING GRID CAN BE SEEN IN THE ANNUAL PLAN AND IS AVAILABLE UPON REQUEST FROM AUTHORITY OFFICE**

## **GLOSSARY OF RELEVANT TERMS USED IN THIS ANNUAL PLAN, OF INTEREST AND/OR OF RELEVANCE TO NIFCA REMIT**

### **ABBREVIATIONS**

<b>AED</b>	Automated External Defibrillators
<b>AIFCA</b>	Association of IFCAs
<b>AIS</b>	<b>Automatic Identification System</b>
<b>AONB</b>	Area of Outstanding Natural Beauty
<b>B&amp;NNC SAC</b>	Berwickshire & North Northumberland Coast Special Area of Conservation
<b>CEFAS</b>	The Centre for Environment, Fisheries and Aquaculture Science
<b>CEO</b>	Chief Executive Officer
<b>CFP</b>	Common Fisheries Policy
<b>CIFCO</b>	Chief IFCO
<b>COG</b>	Chief Officers Group
<b>CPUE</b>	Catch per Unit Effort
<b>DEFRA</b>	Department for Environment, Food & Rural Affairs
<b>EA</b>	Environment Agency
<b>EEZ</b>	Exclusive Economic Zone
<b>EIA</b>	Environmental Impact Assessment
<b>EMFF</b>	European Maritime and Fisheries Fund
<b>EMS</b>	European Marine Site
<b>EUNIS</b>	European Nature Information System
<b>FLAG</b>	Fisheries Local Action Group
<b>GIS</b>	Geographic Information System
<b>GPS</b>	Global Positioning System
<b>HPMA</b>	Highly Protected Marine Area
<b>ICES</b>	International Council for the Exploration of the Sea
<b>ICZM</b>	Integrated Coastal Zone Management
<b>IFCA</b>	Inshore Fisheries and Conservation Authority
<b>IFCO</b>	Inshore Fisheries and Conservation Officer
<b>iVMS</b>	Inshore Vessel Monitoring System
<b>JNCC</b>	Joint Nature Conservation Committee
<b>JWA</b>	Joint Working Arrangement (in the district with the MMO, EA and NE)
<b>KPI</b>	Key Performance Indicators
<b>LPUE</b>	Landing per Unit Effort
<b>LSE</b>	Likely Significant Effect
<b>MCA</b>	Maritime Coastguard Agency
<b>MaCAA</b>	Marine & Coastal Access Act 2009
<b>MCRS</b>	Minimum Conservation Reference Size
<b>MCSS</b>	Monitor and Control Surveillance System
<b>MCZ</b>	Marine Conservation Zone
<b>MEO</b>	Marine Enforcement Officer
<b>MOU</b>	Memorandum of Understanding
<b>MLS</b>	Minimum Landing Size
<b>MMO</b>	Marine Management Organisation
<b>MPA</b>	Marine Protected Areas
<b>MSC</b>	Marine Stewardship Council
<b>MSFD</b>	Marine Strategy Framework Directive
<b>MSY</b>	Maximum Sustainable Yield
<b>NAREC</b>	National Renewable Energy Centre
<b>NCC</b>	Northumberland County Council
<b>NE</b>	Natural England
<b>NeBBS</b>	North East Beached Bird Survey
<b>NEBOSH</b>	National Examination Board in Occupational Safety and Health
<b>NGO</b>	Non-Government Organisation
<b>NIMEG</b>	National Marine Enforcement Group
<b>NIFCA</b>	Northumberland Inshore Fisheries and Conservation Authority
<b>nm</b>	Nautical Miles
<b>NNR</b>	National Nature Reserve
<b>NSFC</b>	Northumberland Sea Fisheries Committee
<b>NTL</b>	Normal Tidal Limit

<b>NTMBC</b>	North Tyneside Metropolitan Borough Council
<b>OSINT</b>	Open Source Intelligence
<b>PACE</b>	Police and Criminal Evidence Act
<b>PPR</b>	Professional Practices and Responsibilities
<b>RIB</b>	Rigid Inflatable Boat
<b>RNLI</b>	Royal National Lifeboat Institution
<b>RSA</b>	Recreational Sea Angling
<b>SAGB</b>	Shellfish Association of Great Britain
<b>SAC</b>	Special Areas of Conservation
<b>SEA</b>	Strategic Environmental Assessment
<b>SOLAS</b>	The International Convention for the Safety of Life At Sea
<b>SPA</b>	Special Protection Areas
<b>SSSI</b>	Site of Special Scientific Interest
<b>STCW</b>	Standards of Training, Certification and Watchkeeping
<b>RYA</b>	Royal Yacht Association
<b>TAC</b>	Total Allowable Catch
<b>TAG</b>	Technical Advisory Group
<b>TCG</b>	Tactical and Co-ordination Group
<b>UNCLOS</b>	United Nations Convention on the Law of the Sea
<b>VMS</b>	Vessel Monitoring System

## GLOSSARY: POLICY AND LEGISLATION

<b>Birds Directive</b>	Aims to protect all European wild birds and the habitats of the species listed in the directive. The Birds Directive is the abbreviated term for Council Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds.
<b>Byelaw</b>	A regulation made by a local authority.
<b>Common Fisheries Policy (CFP)</b>	Common Fisheries Policy (CFP) is the fisheries policy of the European Union (EU). It sets quotas which indicate how much of each fish species each member state is allowed to catch, as well as encouraging the fishing industry by various market interventions.
<b>Habitats Directive</b>	Aims to protect the habitats and species listed in the directive's Annexes. The Habitats Directive is the abbreviated term for Council Directive 92/43/EEC of 21 May 1992 on the Conservation of Natural Habitats and of Wild Fauna and Flora.
<b>Habitats Regulations</b>	Transposes the Birds Directive and Habitats Directive into UK law.
<b>Marine and Coastal Access Act (MaCAA)</b>	Seeks to improve management and increase protection for the marine environment within English inshore areas. The Act includes provisions for the establishment of the MMO, IFCA and the creation of a network of MCZs.
<b>NIFCA Byelaws</b>	A set of regulations enforced by NIFCA within the NIFCA district.
<b>Statutory Instruments</b>	This legislation is made in accordance with provisions contained within one or more of the UK primary fisheries Acts.

## GLOSSARY: MARINE PROTECTED AREAS

<b>Annex I Habitats</b>	A natural habitat(s) listed in Annex 1 of the Habitats Directive for which Special Areas of Conservation can be designated.
<b>Annex II Species</b>	A species listed in Annex II of the Habitats Directive for which Special Areas of Conservation can be designated.
<b>Annex I Species (Birds Directive)</b>	A particularly threatened species for which EU member states must designate Special Areas of Protection for their survival, and all migratory



bird species.

<b>Appropriate Assessment</b>	The process and documentation associated with the statutory requirement under the EC Habitats Directive to assess the impact of a plan or project on a European site
<b>Area of Outstanding Natural Beauty (AONB)</b>	Area of high landscape value protected by law to conserve and enhance its natural beauty.
<b>Assemblage</b>	A collection of plants and/or animals characteristically associated with a particular environment.
<b>Coastal Change Management Areas</b>	Areas at the coast which have specific temporal and spatial planning policies attached to mitigate the long-term impact of coastal change.
<b>Competent Authority</b>	Any minister, government department, public or statutory undertaker, public body or person holding a public office that exercises legal powers (see also relevant authority).
<b>Conservation objective</b>	The goal of maintaining or restoring natural habitats and populations of species of wild fauna and flora at a favourable conservation status.
<b>European Site</b>	A Special Protection Area (SPA) designated under the EC Birds Directive, or a Special Area of Conservation (SAC) designated under the EC Habitats Directive.
<b>European Marine Site</b>	A European site (SAC or SPA) which consists of marine areas.
<b>Favourable Condition</b>	A range of conditions for a natural habitat or species at which the sum of the influences acting upon that habitat or species are not adversely affecting its distribution, abundance, structure or function within an individual Natura 2000 site in the long term. The condition in which the habitat or species is capable of sustaining itself on a long-term basis.
<b>Feature</b>	A natural or semi-natural feature for which a European site has been selected.
<b>Habitat</b>	The place in which an animal or plant lives.
<b>Habitat Regulations Assessment</b>	An assessment required under the EC Habitats Directive of the impacts of plans or projects on European sites.
<b>Implementation</b>	Putting policies and proposals into effect.
<b>Implementation Officer</b>	The officer employed by the Management Group to develop the management scheme and support implementation of the scheme
<b>Integrated Coastal Zone Management (ICZM)</b>	Co-ordinated management of the coastal and inshore marine area across multiple sectors, taking a long-term approach to planning.
<b>Likely Significant Effect (LSE)</b>	The first step of a Habitat Regulations Assessment to determine whether a plan or project might impact a European site.
<b>Littoral</b>	The margins of a body of water, an area which is occasionally washed by the tide
<b>Maintain</b>	The action required for an interest feature when it is considered to be in favourable condition. Management may still be required to keep this status.
<b>Management Group</b>	A group of statutory and non-governmental organisations working in partnership to manage a European Marine Site.
<b>Management Scheme</b>	The framework established by the relevant authorities at a European

marine site under which their functions are exercised to secure, in relation to that site, compliance with the requirements of the Habitats Directive.

<b>Marine Conservation Zone (MCZ)</b>	Marine areas in English waters designated under the Marine and Coastal Access Act 2009 to protect marine habitats and species typical of UK waters.
<b>Marine Conservation Zone Assessment</b>	An assessment required under the Marine and Coastal Access Act of the impacts of plans, projects or activities within MCZs.
<b>Marine Protected Area</b>	A marine area that is protected by statutory or voluntary measures to control human activity. The term is also used to describe Scotland's national network of marine nature conservation sites.
<b>Natura 2000 Network</b>	The European network of protected sites established under the Birds Directive and the Habitats Directive, made up of SPAs and SACs.
<b>National Nature Reserve (NNR)</b>	Important areas for wildlife which are protected, managed and accessible.
<b>Plan or Project</b>	Any proposed development that is within a relevant authority's function to control, or over which a competent authority has a statutory function to decide on applications for consents, authorisations, licences or permissions.
<b>Ramsar Site</b>	A site held on the list of wetlands of international importance, especially as habitats for wildfowl, under the Ramsar convention.
<b>Relevant Authority</b>	The specific competent authority which has powers or functions which have, or could have, an impact on the marine environment within or adjacent to a European marine site.
<b>Restore</b>	The action required for bringing a qualifying feature back to favourable condition.
<b>Site of Special Scientific Interest (SSI)</b>	Areas designated in the UK for their internationally important flora, fauna and geological features.
<b>Shoreline Management Plan</b>	A document setting out strategic guidance for the management of coastal defence over the next 20, 50 and 100 years.
<b>Special Area of Conservation (SAC)</b>	An area designated under the European Habitats Directive 92/43/EEC.
<b>Special Protection Area (SPA)</b>	An area designated under the European Birds Directive 79/409/EEC
<b>Statutory Nature Conservation Body</b>	Government's main advisors for the natural environment – Natural England and Scottish Natural Heritage in England and Scotland respectively.
<b>Steering Group</b>	A group of statutory and non-governmental organisations with delegated powers from the Management Group. The Steering Group oversees the work of the Implementation Officer.
<b>Strategic Environmental Assessment (SEA)</b>	The assessment of environmental effects of major strategic plans. SEA is a European requirement.
<b>Sub-Feature</b>	An important component part of a qualifying feature – e.g. kelp forests are a sub-feature of the rocky reef.
<b>Voluntary Marine</b>	A marine area that is protected through voluntary agreements with site

## GLOSSARY: OTHER/FISHERIES AND ENVIRONMENTAL

<b>Berried crab/lobster</b>	A crab or lobster with eggs or spawn attached to the tail or other exterior part.
<b>By-catch</b>	A fish or other marine species that is caught unintentionally while catching target species.
<b>Carapace Length</b>	The carapace length of a lobster is measured from the rear of the eye socket to the rear of the carapace on a line parallel to the centre line of the body.
<b>Carapace Width</b>	The carapace width of a crab is measured from the widest part of a crab's carapace.
<b>Crustacea</b>	A group of arthropods, which includes crabs, lobsters, crayfish and shrimp.
<b>Discards</b>	Those components of a fish stock thrown back after capture e.g. because they are below the minimum landing size or because quota have been exhausted for that species.
<b>Environmental Impact Assessment (EIA)</b>	The assessment of environmental effects of major projects and development proposals to inform decision making. EIA is a European requirement.
<b>Escape gaps</b>	An opening in the pot of a size that allows undersized target- and non-target species to escape, whilst retaining legal sized target species.
<b>Geographic Information System (GIS)</b>	A system which captures, stores, analyses, manages and presents data that is linked to a location. The software ArcGIS is used by NIFCA to produce maps.
<b>Ground-truthing</b>	The collection of ground-truth data enables the accuracy of remote-sensing data (such as underwater video footage) to be determined, aiding the interpretation and analysis of the remotely-sensed data.
<b>Landing Obligation</b>	Under the landing obligation all catches have to be kept on board, landed and counted against quotas. Undersized fish cannot be marketed for human consumption. This measure will be introduced fishery by fishery over the next few years.
<b>Management Regime</b>	The current NIFCA management regime consists of byelaws and regulations.
<b>Maximum Landing Size (MaxLS)</b>	Lobsters greater than the MaxLS in Scotland should be returned to the sea.
<b>Maximum Sustainable Yield (MSY)</b>	MSY is the largest average yield (catch) that can theoretically be taken from a species' stock over an indefinite period under constant environmental conditions.
<b>Minimum Conservation Reference Size</b>	The size for a given species below which the sale of catches shall be restricted to reduction to fish-meal, pet food or other non-human consumption products only. (MCRS)
<b>Minimum Landing Size (MLS)</b>	The EU Common Fisheries Policy implemented EU minimum landing sizes (MLS) now known as Conservation Reference Sizes (CRS) for

	quota species which define the smallest fish measurement at which it is legal to keep or sell a fish.
<b>Mitigation</b>	The action of reducing the severity or seriousness of something.
<b>Stock Assessment</b>	Provide fisheries managers with the information that is used in the regulation of a fish stock. Biological and fisheries data are collected in a stock assessment.
<b>Strategic Environmental Assessment (SEA)</b>	Assesses the impact on the environment from public plans, programmes and strategies
<b>Sustainability</b>	The collection of policies and strategies employed by companies to minimize their environmental impact on future generations.
<b>Soft shelled Crab/Lobster</b>	A crab or lobster which has recently cast its shell
<b>Stakeholder</b>	Any organisation or individual that has a direct interest in actions or decisions. Their interest may be because they will have a role in implementing the decisions, or because they will be affected by the decision.
<b>Total Allowable Catch (TAC)</b>	Catch limits (expressed in tonnes or numbers) that are set for most commercial fish stocks.
<b>V-notching</b>	V-notching puts a notch in the tail flap of a lobster, predominantly sized and berried female lobsters (87mm or larger). This gives the female one or two more chances of spawning before being eligible for recapture. It is an offence to land a V-notched lobster, male or female.

## GLOSSARY: ENFORCEMENT

<b>Automatic Identification System (AIS)</b>	An automatic tracking system used on ships and by vessel traffic services (VTS) for identifying and locating vessels by electronically exchanging data with other nearby ships, AIS base stations, and satellites.
<b>Code of Conduct</b>	A set of rules outlining the social norms and rules and responsibilities of, or proper practices for, an individual, party or organization.
<b>Global Positioning System (GPS)</b>	A satellite-based navigation system.
<b>Landings</b>	The catches of marine fish landed at a port.
<b>Memorandum of Understanding (MOU)</b>	A formal agreement between two or more parties. MOUs are not legally binding.
<b>Nautical Mile (nm)</b>	A nautical mile is a unit of distance, set by international agreement as being 1.852 km; 1,852 m; 1.151 mi or 6,076 ft.
<b>Patrols</b>	Monitoring of a specific geographic area.
<b>Permit</b>	An official document giving someone authorization to fish.
<b>Pot Limitation</b>	Limits the number of pots a permit holder can fish within the district (the NIFCA limit is 800 pots).
<b>TCG</b>	Tactical Co-ordination Group
<b>Vessel Monitoring System (VMS)</b>	Systems that are used in commercial fishing to allow environmental and fisheries regulatory organisations to track and monitor the activities of fishing vessels.

## GLOSSARY:

### FISHING METHODS AND GEAR

<b>Angling</b>	The sport or pastime of fishing with a rod and line
<b>Bait Collection</b>	The collection of intertidal animals to use as bait.
<b>Bait Digging</b>	Method of collecting angling bait which uses a fork, pump or spade to target lugworm and ragworm living in intertidal sediment.
<b>Cleek</b>	Pole with a hook on the end used for catching lobsters.
<b>Cleeking</b>	A method of catching lobsters in the intertidal zone using a long pole with a hook on the end.
<b>Cod-end</b>	The end of a towed net where the catch collects.
<b>Crab Tiling</b>	Collecting soft shelled shore crabs referred to as peeler crabs for use as angling bait. Shelters made from tyres or pipes or set on intertidal sediment.
<b>Dahn</b>	A pole with a float, weight and flag attached.
<b>Dredge</b>	A rigid structure towed on the seabed in order to collect target species
<b>Drift net</b>	Nets which hang vertically in the water column without being anchored to the bottom. The nets are kept vertical in the water by floats attached to a rope along the top of the net and weights attached to another rope along the bottom of the net.
<b>Fixed Engine</b>	A fixed (stationary) net used for the taking of fish.
<b>Gill Net</b>	A single wall of netting that can either be fixed or allowed to drift.
<b>Hand Gathering</b>	The process of gathering sea fisheries resources by hand for food or bait.
<b>J-Net</b>	A net in the shape of the letter 'J'.
<b>Marker Buoy</b>	Any surface marker float which can be used to identify the location of fishing gear.
<b>Mobile Gear</b>	Any dredge, trawl or similar device that is designed to be towed or pushed to take sea fisheries resources on the seabed.
<b>Net</b>	Any trammel, gill, tangle or other enmeshing net used for the capturing of sea fish.
<b>Passive Gear</b>	Longlines or nets which are rigged with top, bottom and connecting ropes and may be equipped with anchoring, floating and navigational gear.
<b>Pot</b>	Any pot, creel, trap or cage used for the catching of sea fish.
<b>Purse Seine Net</b>	A large circular net which surrounds fish to capture them.
<b>Static Gear</b>	Static gear is set to allow fish to swim into it, or to attract fish by bait, and consequently become caught in the gear (e.g. pots).
<b>Tangle Net</b>	A net with large meshes set on the seabed.
<b>T-net</b>	A net in the shape of the letter 'T'.
<b>Trammel Net</b>	A net which consists of 3 parallel panels with different mesh sizes.
<b>Trawling</b>	The operation of towing a net to catch fish.



## GLOSSARY - SPECIES:

A list of the minimum conservation reference sizes for the following species will be found on the FAQ page of the authority website.

Brown/Edible  
Crab

*Cancer pagurus*



Lobster

*Homarus  
gammarus*



Velvet Crab

*Necora puber*



Green Crab

*Carcinus maenas*



Spider Crab

*Maja squinado*



Stone Crab  
(often  
referred to  
as a spider  
crab)

*Lithodes maja*



**Prawn/  
Nephrops**

***Nephrops  
norvegicus***



**Whelk**

***Buccinum  
undatum***



**Periwinkle**

***Littorina littorea***



**Blue Mussel**

***Mytilus edulis***



**Native  
Oyster**

***Ostrea edulis***



**Pacific  
Oyster**

***Crassostrea  
gigas***



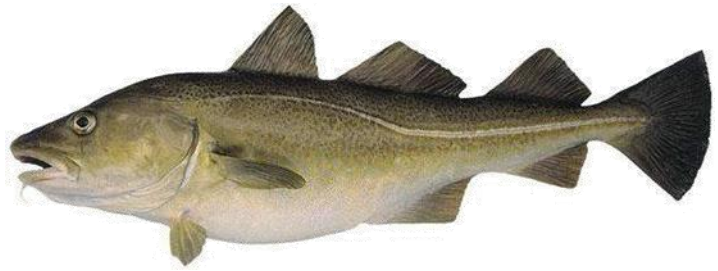
**Scallop**

***Pecten maximus***



**Cod**

*Gadus morhua*



**Haddock**

*Melanogrammus aeglefinus*



**Plaice**

*Pleuronectes platessa*



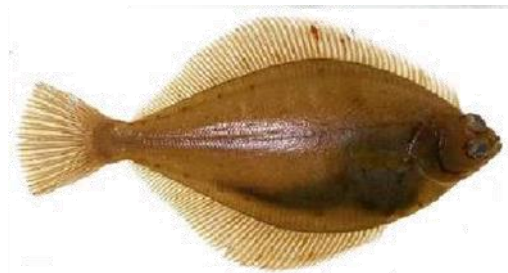
**Flounder**

*Platichthys flesus*



**Dab**

*Limanda limanda*



**Bass**

*Dicentrarchus labrax*



Herring

*Clupea harengus*



Sprat

*Sprattus sprattus*



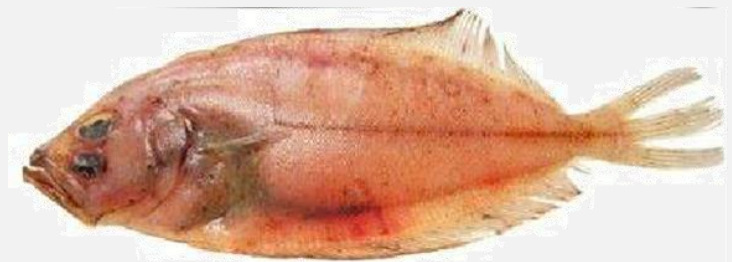
Mackerel

*Scomber spp.*



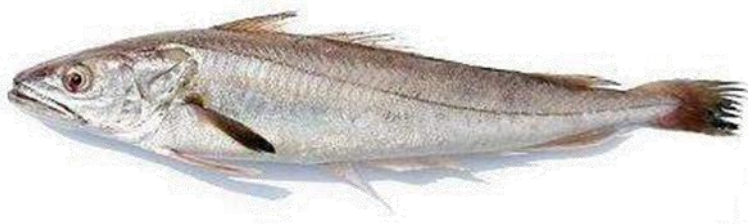
Megrim

*Lepidorhombus spp.*



Hake

*Merluccius merluccius*



Pollock

*Pollachius pollachius*





**Whiting**

*Merlangius  
merlangus*



**Ling**

*Molva molva*



**Saithe**

*Pollachius virens*



**Turbot**

*Scophthalmus  
maxima*



**Local Protected Sites**

**Special Areas of Conservation (SAC)**

Berwickshire and North Northumberland Coast

SAC

Tweed Estuary SAC

**Special Protection Areas (SPA)**

Northumbria Coast SPA

Coquet Island SPA

Farne Islands SPA

Lindisfarne SPA

Northumberland Marine SPA

**Marine Conservation Zones (MCZ)**

Aln Estuary MCZ

Coquet to St Mary's MCZ

Farnes East MCZ

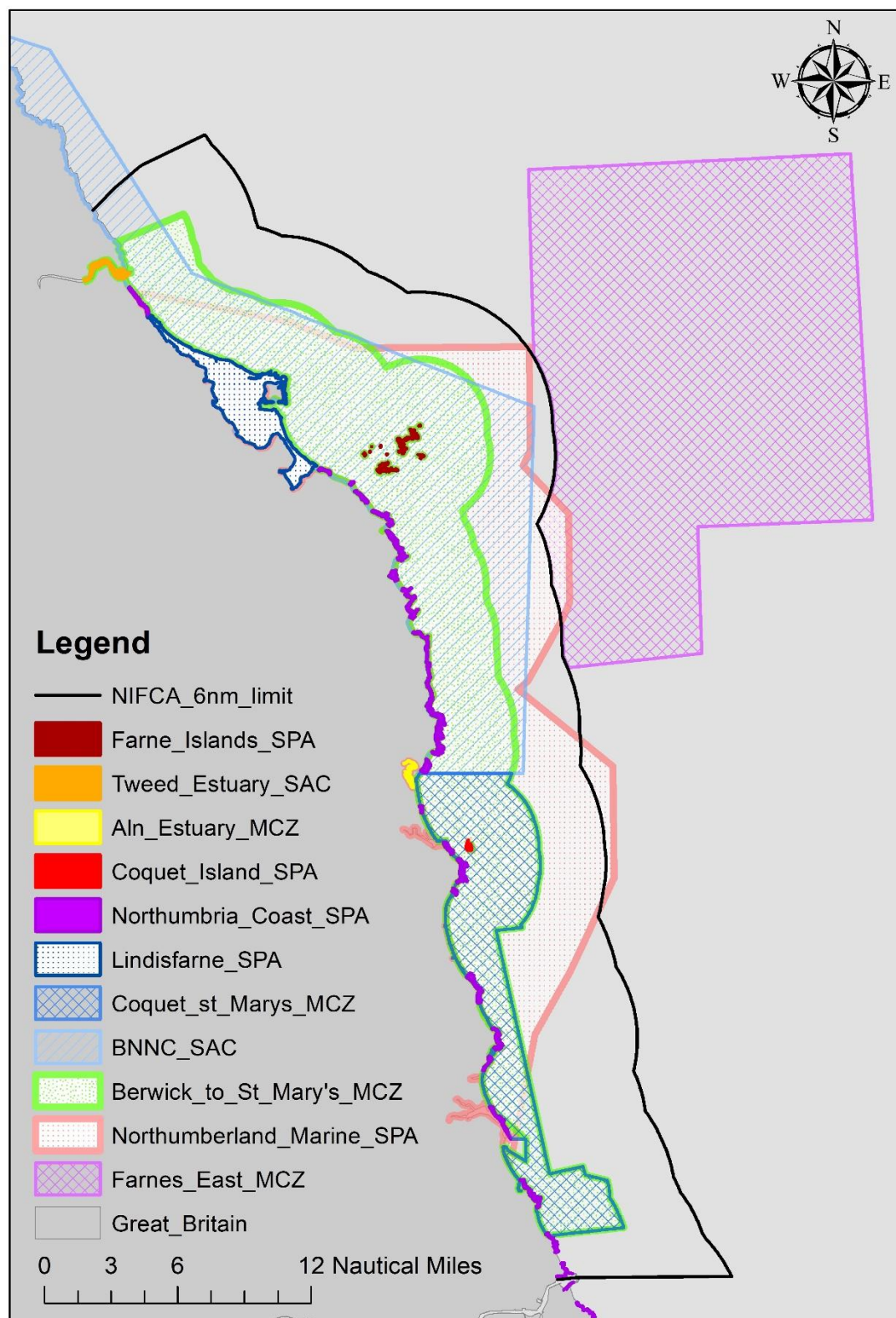
Berwick to St Mary's MCZ

**Sites of Special Scientific Interest**

Northumberland Shore SSSI



## MPAs in the NIFCA District



## NOTES:





*Common Sea Urchin found by NIFCA Officer during periwinkle survey, April 2021*