



Internal Annual Report 2020 - 2021

For Members of the Authority

Finalised on the 24th February 2021

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1. Requirements of the Internal Annual Report

An Annual Report must be produced as a requirement of S.178 of the Marine and Coastal Access Act 2009. This Internal Annual Report does not represent that requirement and is to be viewed as an officer paper for the Authority meeting to be held on 18th March 2021. The purpose of the Internal Annual Report is to document progress against specific tasks set out in the Annual Plan 2020/2021. The Final Annual Report will be submitted to DEFRA by November 2021 to meet the requirements the Marine and Coastal Access Act 2009 and will include all the work carried out by D&S IFCA in FY 2020/2021 including those related to IFCAs' Success Criteria. IFCAs' Success Criteria reflect general on-going work that are not related specifically to tasks in the Annual Plan. The Final Annual Report will include more detailed reporting on areas of work such as communications, investigations, and administration.

The internal reporting of the tasks set out in the 2020/20 Annual Plan helps determine which workstreams need to be included in the Annual Plan for FY 2021/2022. It should also be noted that some workstreams have been highlighted as incomplete even though one or more associated sub-tasks may have been completed as expected by officers or members.

2. Context



The [Annual Plan for FY 2020/2021](#) was focused on four core areas of work as follows:

- Management of Fishing & Conservation
- Compliance
- Evidence
- Internal Process

Each overarching task within these categories was broken down into sub-tasks with task numbering. Further detail was provided setting out the intended actions, reasons for completion, an expected time frame for delivery and anticipated funding source (Budget or use of Reserves).

3. Construction of the Internal Annual Report

This Internal Annual Report is divided into core work areas. For each of these areas, tables have been produced which demonstrate the workstreams that have been completed (Green) and those that are incomplete (Red). The summary report accompanying each task sets out what progress has been made.

4. Reporting

Part 1: Management of Fishing Activities

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Complete 5 Year Review of Mobile Fishing Permit Byelaw	No	001	The B&PSC actioned pre-consultation to inform the management of sand eel trawling via new categories of Mobile Fishing Permit Conditions. The findings of the informal "Have Your Say" consultation were presented to the B&PSC on 17th August 2020 and the decision making of the B&PSC informed further work.
		002 to 009	Tasks 002 to 009 were brought forward from the 2019-2020 Annual Plan into the 2020-21 Annual Plan. The B&PSC has previously deferred decision making pending the findings of environmental assessment work which will inform the development of permit conditions (access for fishing activity in MPAs). Tasks 002 to 009 were process related tasks to be completed in a sequence. As well as delays in completing some relevant environmental assessments (and receiving the returned formal advice from Natural England to inform the B&PSC), on-going legal proceedings relating to potential breaches of existing permit conditions has delayed this workstream. Advanced drafting work and further decision making of the B&PSC will be influenced by legal advice received following the conclusion of current legal proceedings.
		073 to 075	Tasks 073 to 075 were specific communication tasks relevant to the introduction of the re-made Mobile Fishing Permit Byelaw. These tasks were not possible to undertake due to the delays with tasks 002 to 009.
To Introduce the Exemptions Byelaw 2019	Yes	010 to 012	The content of the Byelaw was amended in line with advice received during the Defra/MMO quality assurance phase. A revised "Final" Impact Assessment was produced. The Exemptions Byelaw 2019 was signed on 14th April 2020. A new application form was created and published for use in May 2020. A new website page was developed. A Final Byelaw Development Report for the Exemptions Byelaw 2019 was produced and published on 11th June 2020.
To begin the 5 Year Review of the Potting Permit Byelaw	No	013	The review (re-making) of the Potting Permit Byelaw has not begun.
		080	Task 080 was a specific communication task that could not be undertaken as the review did not begin.
To begin the 5 Year Review of the Potting Permit Byelaw	No	014	The review (re-making) of the Diving Permit Byelaw has not begun. Work was undertaken relating to existing Diving Permit Conditions involving the Scallop Closed Season with a view to potential changes to existing Diving Permit Conditions (Cat 1). This included consultation in September/October 2020. A report was presented to the B&PSC in February 2021 recommending amendments to existing Category One Diving (commercial) Diving Permit Conditions
		081	Task 081 was a specific communication task that could not be undertaken as the review did not begin.

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Live Wrasse Pot Fishery - Changes to Potting Permit Conditions & implementation	Yes	015 to 018	Permit drafting was completed in preparation for a formal consultation on the proposed changes to Potting Permit Conditions. The formal consultation ended on 15th May 2020 and a report was made for presentation to the B&PSC on 18 th June 2020. Potting Permit Conditions were amended to reflect the decision making of the B&PSC. Amended Potting Permit Conditions were circulated in June 2020 with the new restrictions valid from 10th July 2020. Policy/Guidance relating to the Live Wrasse Pot Fishery was also updated. A Final Byelaw Development Report was created and published in August 2020. In addition, and as an un-planned task, 5 (relevant) HRA assessments were reviewed by environment officers and sent to Natural England for advice at the request of the B&PSC.
		076	Task 076 was a specific communication task. A consultation circular was created for use on Mail Chimp and it was directly circulated to all contacts on the mailing list. News items for the website and Facebook page were created to support the consultation. The "consultation" website display page was also used to support engagement.
To implement a new Hand Working Permit Byelaw	No	019	An informal consultation was actioned by the B&PSC regarding the establishment of catch thresholds that could be incorporated into the Hand Working Permit Byelaw. The findings were presented to the B&PSC in June 2020 as an information item.
		020 to 025	The large response (and opposition from to the implementation of bag limits as set out in the consultation) prompted officers to further consider how to best proceed with the development of the Byelaw. Officers became aware of national interest amongst other IFCAs to potentially develop Hand Working/Hand Gathering Byelaws. A working Group "FISHGIG" was established later in 2020 to discuss development of a potential template for a Byelaw. D&S IFCA Officers are now working with FISHGIG to inform this delayed workstream. This has delayed tasks 020 to 25 which were tasks to complete in a sequence.
		077 to 079	Tasks 077 to 079 were specific communication tasks. The Hand Working Permit Byelaw was not developed to an advanced stage and therefore these tasks could not be completed.
To implement the Monitoring and Control Plans (M&CPs) for certain activities taking place with Marine Protected Areas (MPAs)	Yes	026	Monitoring and Control Baseline reports have been produced in 2020 for Lundy, Plymouth Shad and Torbay MPAs documenting the monitoring undertaken throughout 2019. DPA requests will be submitted to MMO for the activity levels in these three sites for 2020 and reported on in 2021/2022. Shad fliers have been produced detailing the designation of shad and that any caught must be returned to sea as soon as possible after the catch occurs. These have been disseminated to netters in the Severn Estuary and all netters and ring netters in the Plymouth Sound. Recording forms have also been sent out with these fliers for any catches to be recorded and returned to D&S IFCA. In 2021/2022 these fliers will again be sent out to all netters and ring netters operating in the Plymouth Sound MPA and netters in the Severn Estuary, through D&S IFCA Permits.

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
To review the Skerries Bank Angling Zone	No	027	The task to undertake the recommendations set out in the 2019 D&S IFCA Skerries Angling Zone report and to undertake consultation and meetings with the three interested sectors between May and July 2020 was not achieved. However, two supplementary reports have been produced in 2020: <ul style="list-style-type: none"> • Blonde Ray and Plaice Landings and Stock Assessment Report for Skerries Bank – August 2020 • Temporal and Spatial Use of the Skerries Bank Angling Zone by Shore-Based Anglers – September 2020
Co-chair the Inshore Potting Agreement (IPA) Committee to annually inform potential changes in management	Yes	028	The IPA is a conflict resolution management system in South Devon that is national and internally praised. Annual meetings allow fishing industry representative to come together to discuss proposed change to the management system and chart. This also provides the opportunity to discuss relevant workstreams and future policy drivers to these industry members. The IPA Committee meeting was organised as planned which included representation from the fishing industry, the MMO and D&S IFCA. Revised IPA charts were produced by end of December 2020 and minutes of the meeting produced by end of March 2021. In addition, a new D&S IFCA website page was constructed to display the updated IPA chart for 2021.
To review access to demersal mobile gear in areas within MPAs, previously closed under precaution.	Yes	029	A Habitat Regulation Assessment (HRA), on the interaction of demersal gear within the northern part of an area known as Zone 2 on the IPA chart, which was closed under precaution to demersal gear in 2014 under the Mobile Fishing Permit conditions (Annex 5a), was completed and sent to Natural England for formal advice in December 2019. Under these HRA three options were proposed to open up access to demersal fishing gear. Formal advice was received in April 2020 which agreed that further areas within the Start Point to Plymouth Sound and Eddystone SAC could be safely opened to towed gear without significant adverse effect on the protected reef features. Option 2 was the preferred option to open up part of the zone, west of an area called the Prongs away from the sensitive features. Option 3 proposed a larger access area, but Natural England wishes to review the current ground truthing data which suggest that much of the Prongs area is sediment not reef. These data are being collated and will be sent to NE. Opening up access by either option will depend on the detailed use of IVMS to ensure effective monitoring of the demersal gear activity to ensure protection of the reef.
To review the spiny lobster fisheries in the District and gain information to development potential management measures	No	030	Sectoral meetings were not undertaken in 2020/2021. This task relies on data collection, collation and analysis under Task 53 of the Annual Plan 2020/2021. Much of the work under Task 53 has been on-going through the year to monitor the abundance and gather data on spiny lobster abundance and distribution. These data needs reviewing and further engagement with the fishing industry and other stakeholders to develop a co-management strategy for this fishery in 2021-2022. The task to review the information and develop potential management measures has not been completed.

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
To introduce appropriate management of the Taw Torridge Mussel Fishery	No	031	D&S IFCA has not introduced further management measures for the Taw Torridge Mussel Fishery. However, a survey of the subtidal resource SSSI was successfully undertaken and a report of was produced in December 2020. The results of this survey work fed into a site assessment to assess the potential impact of a trial to dredge subtidal mussels and to relay the subtidal mussels intertidally within the Taw Torridge Estuary SSSI. This work was undertaken with a local fisher following assent given by Natural England to undertake the trial between December 2020 and end of March 2021. D&S IFCA granted the fisher an exemption to carry out this work. The trial will commence in March 2021. An intertidal mussel survey was also undertaken in 2020 and a stock assessment report will be completed in March 2021 (Annual Plan Task 057).
To implement recommendations from the D&S IFCA Mariculture Strategy	No	032	Authority members requested that the Mariculture Strategy, as presented on 12 th March 2020, be amended. An updated Mariculture Strategy and Regulatory Framework has now been produced. The next stages would require consideration regarding implementation of the recommendations within the strategy. It was originally envisaged that reserves would be used to fund a Project Officer (suitable contractor) to carry out some of the actions specified by the Mariculture Strategy.

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Part 2: Compliance Workstreams

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
To monitor Mobile Fishing Vessels using IVMS	Yes	033	Officers have evaluated IVMS data to assess compliance with Permit conditions as an integral part of their intelligence led enforcement work.
To follow National Compliance Directives	Yes	034	Officers have complied with and conducted their enforcement activities within the national frameworks. This has ensured that there is a consistent approach in areas of enforcement where both MMO and IFCA's have powers to enforce.
To review the Compliance and Enforcement Strategy	Yes	035	D&S IFCA's Enforcement & Compliance Strategy is examined each year. The current version was amended in 2019 and is dated 11th October 2019. The Strategy was not amended in 2020, however changes were made to some Standard Operating Procedures and Risk assessments (Health & Safety Orientated) due to Covid-19.
Member of Tactical Co-ordination Group	Yes	036	Meetings are held at IFCA enforcement team and regional level which allows the sharing of illegal activity intelligence reports and planning for co-ordinated enforcement action. All required meetings were attended and (as of 18th February 2021) 23 TCG meetings were attended in FY 2020/21.
To maintain a Duty Phone	Yes	037	The carrying of the duty phone by officers provides a communication option for the reporting of suspicious activity out of office hours. This increases knowledge of suspected illegal activity in the District. Officers have documented all reports of suspected illegal activity in intelligence reports.
Enforce fisheries management measures in the Severn estuary	No	038	Reserves were not used to support this task of conducting at least six enforcement patrols to ensure compliance with restrictions in the Severn Estuary. Two patrols were conducted in the Severn Estuary.
Enforce fisheries management measures in North Devon	No	039	The intention was to carry out a minimum of 15 enforcement patrols and ten inspections at ports. Due to COVID -19 restrictions and limited enforcement staff resourcing, only 10 enforcement patrols were carried out focussing on the Taw and Torridge estuaries and no vessels or premises were inspected.

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Enforce fisheries management measures in North Devon	No	040	Reserves were not used to hire office space at the EA offices in Alverdiscott or fund possible overnight accommodation as it was not possible to provide sufficient officer time to justify this additional expenditure. Agreement in principle was achieved between the EA and D&S IFCA to share the use of the EA's RIB based in Alverdiscott.
Enforce fisheries management in South Devon	No	041	The intention was to carry out a minimum of 50 enforcement patrols and 30 inspections at ports. Due to COVID restrictions and limited staff resourcing, only 43 enforcement patrols were carried out and no vessels or premises were inspected.

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Part 3: Evidence Workstreams

Table 3.1: Ecosystem Based Fisheries Management

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Wrasse On-board Surveys	Yes	042	Seven on-board observer surveys carried out during 2020 (August - October). Wrasse surveys were not possible until early August, when it was possible to update the survey protocol to make it Covid-19 safe. The updated protocol utilised the use of D&S IFCA's patrol vessel and the assistance of the Enforcement Team. Officers analysed the data obtained, compared results with previous year's data and produced a report for the B&PSC to consider on 25 th February 2021.
To identify the herring stock and spawning areas within the Bristol Channel	Yes	043	IFCA officers have worked with researchers to continue the project and survey work when possible. Covid-19 and funding issues slowed Swansea University sampling for this project, however Minehead is still a focus of intended future sampling. The main role in this task for D&S IFCA was to liaise with fishing industry members, Swansea University, and stakeholders to progress the research which has been on-going throughout the project.
To develop and complete Bristol Channel Fisheries Research and Management Plans (FRMPs)	Yes	044	A FRMP Officer commenced work in January 2020 on a year-long contract. As planned, the first five FRMPs for the Herring, Bass, Whelks, Squid and Skates (and Rays) will be produced by 31 st March 2021.
Severn Estuary Ecological Research Forum (SEERF)	Yes	045	D&S IFCA Officers attended the virtual meetings as required and continue to be actively involved in this forum. This involvement aids partnership working towards shared goals, which will support sustainable development and nature conservation and improve the understanding of the ecosystem in the Severn Estuary.
Respond to formal consultations and input into discussions on Direct Cooling for Nuclear Power at Hinkley point C	Yes	046	The Senior Environmental Officer has been involved with the Marine Technical Forum of Hinkley Point C and has provided responses to relevant consultations (closed and public), through the EA and MMO, and the PINS appeal process and will continue to do so. D&S IFCA is also engaged through the Welsh Government Expert Group. Updates have been provided to the Authority Members as appropriate.

Table 3.2: MPA Management

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Bait Digging in the proximity of Sabellaria - Severn Estuary EMS	Yes	047	Additional survey work has been undertaken to monitor the location of bait digging in the vicinity of or within the known areas of Sabellaria at Hinkley within the Severn Estuary SAC. This is in response to feedback from NE in its formal advice for HRAs that were produced. A report will be completed by end of the March 2021.
Bait Digging in the proximity of High Tide Roost sites in the Severn Estuary EMS	Yes	048	Additional survey work has been undertaken to monitor the level of bait digging that may impact high tide roosts of birds within the Severn Estuary SPA. This was in response to formal advice from NE on HRAs previously completed. Report will be completed by end of the March 2021.
T3 MCZ evidence gathering and fishing activity surveys	Yes	049	Evidence already available has been evaluated and where more evidence was required survey work was planned. This involved undertaking intertidal bait digging surveys for the five Estuarine Tranche 3 sites – Erme, Axe, Otter, Avon and Dart to inform fishing activity reports. Whilst surveys did take place in all these Tranche 3 sites, the full survey plan was not completed due to Covid-19. Further evidence gathering will be undertaken in 2021/2022 through liaison with Harbour Masters, angling clubs, and bait shops to inform MCZ assessments.
Continue to monitor four MPAs in the D&S IFCA's in accordance with the Monitoring and Control Plans (M&CPs) produced by D&S IFCA and agreed by NE. District	Yes	050	D&S IFCA has previously produced M&CPs. These involve the monitoring the fishing activity in the specific sites and the catches of certain species to try and fill the knowledge gaps and set baselines. As part of this work, Shad Flyers and a bycatch scheme was introduced in 2020. Data protection requests were submitted, and the M&CPs have been updated. In addition, summary baseline reports have been completed for 2019/2020. Further DPA requests for fishing activity for the whole of 2020 will be submitted and reviewed and monitoring reports will be produced in 2021/2022.
To complete EMS/MCZ Assessments	No	051	The Skerries Bank and Surrounds MCZ assessments have not been completed. Officers are waiting for Cefas reports for Bideford to Foreland Point MCZ and Hartland Point to Tintagel MCZ to enable completion of T2 MCZ assessments. Officer are chasing the layers for the new designated features in Torbay MCZ to undertake further assessments. For the Morte Platform MCZ (T3) a matrix of activity has been completed and a commercial diving MCZ assessment has been drafted.
To monitor Potting in Plymouth Sound in or close to Seagrass beds	Yes	052	Officers have conducting sufficient levels of patrols to monitor the sites. Data has been mapped and fed into amendments to HRAs. A 2019/2020 report on the location of pots has been updated with the 2020/2021 data. This will include patrol sightings and location of wrasse pots in the Plymouth Sound. The report will be completed in March 2021.

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
To monitor abundance and gathering data on the spiny lobster catches within D&S IFCA's District wide	No	053	Evidence gathering was undertaken throughout 2020/2021. This included gathering data from fishers and Seasearch on sightings, locations and distribution of spiny lobsters. Whilst on-board surveys were not possible due to Covid restrictions, officers worked with fishers who continued to tag spiny lobsters and report recaptures of tagged lobsters. Morphometric data have been collected from this tagging work. All crawfish tagging data received from fishers have been inputted into a database, and there are now over 100 tagged crawfish on the south coast of Devon. Some Seafish funding (£5,752.34) has been attained which is shared between D&S IFCA, CIFCA and IoS IFCA for crawfish tagging, development of pueruli collectors and SW regional collaboration. This work will feed into a review of the spiny lobster fishery. Some sub-elements of this task were not completed such as the deployment of pueruli collectors (due to Covid) and the distribution of fliers. This work will be continued in 2021/2022, and all information gathered to date will be reviewed along with up to date landings data to develop a co-management strategy working closely with fishers and other stakeholders.

Table 3.3: Species Knowledge and Management

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
To assist the Bass PhD - Tagging & Acoustic Monitoring & Steart Sampling	Yes	054	D&S IFCA officers have assisted the PhD student with this workstream. Support provided included commenting on the thesis and journal article manuscripts, including the underlying statistics. The PhD student successfully submitted and defended his thesis. Tom Stamp, will present findings so his work at an Authority meeting subject to space on future agendas for Authority meetings.
To analyse data collected form the all previous years' fishers' returns and undertake Salcombe Scallop Fishery Stock Assessment	No	055	On-board surveys were not undertaken due to Covid-19. All data collected between 1998 and 2019 has been reviewed, quality assured and statistically analysed using R scripts. Data will be collated from the 2020/2021 fishery in Salcombe, which should be returned by fishers in April 2021, and analysed to feed into a finalised report on this fishery. Any impact of the change of dredge size for the fishery can also be assessed. This report will be produced by June 2021.

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
To inform SW Crab and Lobster Fisheries - Fisheries Improvement Plan (FIP)	Yes	056	Officers have continued to sit on the steering group of the FIP and input into the project as a regulator and to provide In-depth knowledge of the inshore fisheries in the area of the FIP. The production of the FIP Fisheries Management Plan will help inform the development of the National Shellfish Management Plan and D&S IFCA's Fisheries Research and Management Plans for lobster and crab fisheries in the District. D&S IFCA is also part of the Channel Scallop FIP. D&S IFCA's officers have attended the project meetings as planned and have provided information on management measures, levels of activity and currently sit on a sub-group to develop harvest control strategies for the fisheries.
To assess mussel stocks in the Taw Torridge Estuary, Exe Estuary and Teign Estuary.	Yes	057	Officers have monitored the mussel beds in District and undertaken intertidal stock assessment surveys on the beds within the public fishery part of the Teign and all beds in the Taw Torridge Estuary. Whilst most of the survey work for the Exe Estuary was carried out, some areas were not monitored in 2020/2021. Analyses of all the data collected to date have been undertaken and the stock assessment reports will be finalised by March 2021.
To assess cockle stocks in the, Exe Estuary, Teign Estuary and Avon Estuary.	Yes	058	All cockle stock assessment surveys were completed in 2020/2021. The assessments in the Exe and the Teign were completed to assess the cockle abundance and biomass in these two estuaries compared with previous years' assessment to ensure sustainability of these resources. An assessment of the cockle population in the Avon Estuary (Devon) has also been undertaken for the first time, as this Estuary is now a Tranche 3 MCZ. Officers have produced the required reports. Analyses of all the data collected to date have been undertaken and the stock assessment reports will be finalised by March 2021.
Bass Survivability	No	059	The literature review of the survivability of bass through netting activities and techniques used to assess was started in 2020/2021. However, this is yet to be completed. This work will inform future decision-making regarding access for netting activity. This work recognises requests from fishers that D&S IFCA look at the possibility of a limited net fishery and the initial research and investigations will help to assess bass survivability in the nets after a limited soak time. This will be a priority task for 2021/2022.
Survey of crab tiling activity in D&S IFCA's District Estuaries.	Yes	060	The goal was to undertake surveys of thirteen estuaries in Devon to gather positional data and count the number of crab tiles located in those estuaries. All drone surveys have been completed as well as counts and mapping for 4 out of the 7 sites where drone images were collected. Reports will be produced by March 2021.

Table 3.4: Habitat Research and Management

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Torbay MCZ Seagrass and Fisheries interactions Research	Yes	061	This task involved several sub-tasks which have been completed, as follows: <ol style="list-style-type: none"> 1. Side scan survey to identify the extent of the seagrass beds was completed in conjunction with CIFCA. Analysis of these data will take place in 2021/2022. 2. Questionnaires were sent to all fishers who operate on or adjacent to the seagrass beds in Torbay and activity level mapping of the results has been completed. 3. Filming of the interaction of pots on the seagrass was undertaken. Analysis of these data will take place in 2021/2022.

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Part 4: Internal Process Workstreams

The following tables report on internal process workstreams but do not include specific communication tasks relating to byelaw working (Management of Fishing Activities) that were detailed in Reporting (Section 1) of this document.

Table 4.1: General Communications

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Delivery the D&S IFCA Communication Delivery Plan	Yes	062	Officers have continued in their attempts to engage effectively with all stakeholders on a variety of platforms including the use of the website and Facebook. Although personal interaction is limited, the use of direct circulation (Mail Chimp) has been successful in different consultation work undertaken. The Covid-19 pandemic has been the catalyst for increased use of Zoom and Microsoft Teams for meetings with Authority members and the fishing industry.
Staff to contribute to the delivery of the Communications Plans	No	063	The expectation as a minimum was for two news items to be produced by each team each month. This was not achieved. Those news/information items, which were produced by officers, have demonstrated actions to meet key tasks identified in the 2020-21 Annual Plan. The information items form the basis of other publications such as quarterly reports for members of the Authority and a quarterly newsletter that is produced for stakeholders. News items are posted on the D&S IFCA website and Facebook page. Although the output was below anticipated levels, by the 18th February 2021 a total of 45 news/information items had been created by officers. The majority of these news items relate to core working undertaken by officers.
To review the content and display of website	Yes	064	Tasks 064 & 065 are interlinked. The website must be reviewed as a minimum each month to meet Success Criteria. As the website is an integral part of D&S IFCA's communications delivery plan it is reviewed and updated far more frequently. The website is constantly being updated with new links and content such as papers for meetings, links to completed reports and additions to the members secure area. The investigations table was updated twice in 2020/21. The exemptions table was created/ published in October 2020 and updated once again in January 2021.
To review and refine the primary display pages of D&S IFCA Website		065	New pages have been developed for the website in 2020/21 and several have been completely overhauled. Special attention has been given to the members' secure area of the website to recognise feedback from members. A dedicated page for the Governance Working Group has been developed. Main heading tabs have been re-organised with new drop-down menus to include a page for Annual Plans/Reports, a Notice to Mariners page, and a subpage (publications) built to better introduce the Resource Library.
Production of D&S IFCA E-newsletter "Inshore Insights"	No	066	The expectation of three newsletters to be produced and circulated was not achieved. The creation and circulation of the e-newsletter in an electronic format has the aims of enhancing the reputation of the Authority, to inform stakeholders about core working and meet expectations (including High Level Objectives) that D&S IFCA is recognised and heard. An e-newsletter was produced in November 2020 and directly circulated to 1291 contacts on the mailing list and opened by 600 of those that received it.

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
Professionally printed communication material.	No	067	There was no requirement to produce professionally printed communication material. The reserves were not used to create any professionally printed, glossy hard copy newsletters and other high-quality information flyers.
Contribution to the Exe Estuary Management Partnership (EEMP) newsletter	Yes	068	D&S IFCA works in partnership with the EEMP and has secured a dedicated space within their newsletter. There is a continuing opportunity for D&S IFCA to highlight its work that is relevant to the Exe Estuary. Information was provided to the inform the EEMP newsletter in 2020.
Online Permit Application Facility	No	069	No assistance was required in 2020-21 relating to changes to the on-line permit application facility. As new byelaws are created or changes are made to permit conditions, this needs to be reflected within the on-line application facility and the links to information such as permit conditions or Annexes. On occasions the outsourced website host needs guidance and clear instruction related to any changes, as the facility is not directly controlled internally.
Officers to attend Meetings/Events/ Stakeholder engagement needed to support delivery of the plan	Yes	070	Officers have attended a wide range of virtual on-line meetings and events and undertook stakeholder engagement throughout 2020/2021.
Officers to attend additional meetings and events	No	071	Attendance at meetings and events were undertaken virtually as per task 070. Costs for attendance was not an issue so reserves were not required.
To provide suitable venues for public meetings	Yes	072	It was envisaged that reserves would be used provide for suitable venues for public meetings. Covid-19 was the catalyst for increased use of Zoom (virtual on-line meetings) during 2020-21. Zoom has been used for full Authority, B&PSC, F&GPSC meetings as well as and internal (staff) meetings and meetings with fishers. This has resulted in a cost saving and a reduction in D&S IFCA's carbon footprint.

Table 4.2: Policy

Overarching Task	Complete Y/N	Annual Plan Ref:	Summary Report
To refine internal systems & all Data Protection Policy (and Standards)	No	082	It was envisaged that, during 2020-21, D&S IFCA may have sought advice and an audit from outsourced services to review internal systems that are in place and highlight areas of improvement. Reserves were not used to support this task.
Compliance and refinement with internal systems and policy	Yes	083	It is important that D&S IFCA maintains the systems and high standards already achieved. The Senior Management Team has monitored compliance with internal systems and relayed key messages and guidance to staff.
Review of standing orders	Yes	084	Revised Standing Orders were presented to & reviewed by the Authority in 2020 and agreed in principle. The Authority established a Governance Working Group (GWG) in the second half of 2020 to review different aspects of governance. The GWG have set out priorities for 2021, including using external support to review the Standing Orders once again before they are finalised.
Create schemes of delegation	No		Officers produced draft Schemes of Delegation. The GWG was established and will work on individual tasks, such as further development of Schemes of Delegation. The tasks of the GWG has been set out in a GWG Catalogue which is updated to reflect progression of different tasks. A GWG website page has been developed within the secure area of the Authority's website.
To produce comprehensive minutes of D&S IFCA meetings	Yes	085	The minutes for the main Authority Quarterly meetings as well as the F&GPSC and the B&PSC are being managed by the Principal Policy Officer and the Finance and Administration Manager. Other than one delay over the Christmas period 2020, all draft minutes have been produced within two weeks of each meeting and circulated as soon as possible to members so initial comments can be received. Draft minutes are always posted on the members secure area of the website.
Production of an Annual Report	Yes	086	S.178 Marine and Coastal Act 2009 states that D&S IFCA must complete an Annual Report. The Final Annual Report for 2019/2020 was sent to Defra in October 2020. The Internal Annual Report for 2020/2021 was produced in February 2021 which will help to inform the Annual Plan for 2021/2022.
Staff Job Evaluation	No	087	The Authority identified that all staff job roles should be evaluated to determine the level of additional responsibility that officers have as a consequence of a lack of funding for additional staff recruitment and increasing workload. It was envisaged that reserves would be used to fund an external and independent source to conduct a job evaluation for all D&S IFCA Staff. It has been recognised that there is insufficient funding to finance any potential increases in staff salaries resulting from a job evaluation exercise. Reserves have not been used for this task.

End.