

Agenda Item 12 - Annex 1

Allocation of D&S IFCA Officer's Workstreams under the Annual Plan and Success Criteria

Senior Management	Admin & Finance	Enforcement Team	Environment Team
MM- Mat Mander	OP – Olga pepper	GM- Gavin Mayhew	JS- James Stewart
SC- Sarah Clark	JH- Jayne Head (P/T)	DC-Daniel Cresswell	LP- Lauren Parkhouse
NT- Neil Townsend		JN – Jon Norman	LH- Lauren Henly (P/T)
		CM- Chris Mills	SCu- Sarah Curtin (P/T)
			MP-Martin Peverley (FRMP)

Workstream	Action	Strategic Lead	Operational Lead	Delivery
Human Resources	Recruitment - job adverts, posting, forms,	MM	SC	OP
	Recruitment interviews		MM, SC, NT,	MM, SC, NT, GM, JS, OP
	Job descriptions		MM, SC, NT,	MM, SC, NT,
	Pay /salary scales		MM	OP, DCC
	Management of teams		SC	JS, GM, SC
	PDPs		MM, SC,	JS, GM, OP
	Complaints about officers		MM	MM
	Disciplinary actions/ Grievances		MM	MM
	contracts and outsourcing services		MM, SC	MM, SC
	Maternity / Paternity		SC	SC
	Absence incl. compassionate leave		MM, SC	MM, SC
	Discipline & Conduct		MM, SC	MM, SC
	Itrent/ Annual Leave calculation/adjustment		MM, OP	All Officers
	Recruitment Policy		MM	MM, SC, OP
Training	MM	DCC		
Health & Safety	Health & Safety Booklet & Policy	MM	SC	SC
	COSHH		SC	SC
	H&S Maintenance of asset, equipment, trailers		SC	JS, GM
	PPE		SC, CM	All Officers
	Life jackets		SC	All officers
	Risk Assessments		SC	GM, JS
	Safe systems of work incl. Home working		SC	All Officers
	Standard Operating procedures		SC	All Officers
	H&S Audit/ Reporting/Monitoring		SC	SC
	Dash cams/safety cams		SC	Outsourced
	PAT testing		SC	Outsourced
Training	MM, SC	SC, Outsourced		
Data Protection	GDPR policy and procedures incl. monitoring	MM	NT	All officers
	Data Protection Register		NT	All officers
	Retention Policy		NT	All officers
	FOI/EIRs		MM	OP, SC, NT, JS, GM
	Publication Scheme		NT	All officers
	Technology Policy		NT	All officers
	Training		NT	NT, Outsourced

Workstream	Action	Strategic Lead	Operational Lead	Delivery
Byelaw Work	Drafting of Byelaws & Permit Conditions	MM	NT, MM	MM, NT
	Byelaw Development Documents		NT	NT
	Impact Assessments		NT	NT
	Call for Information/ Consultation Documents		NT	NT
	Evidence Gathering		SC	SC, JS
	Minutes & Administration		NT	NT, OP
	Permit Annex Production		NT	GIS Officer
	UKHO Licences		SC	GIS Officer
	Exemptions		SC	SC, JS
	Emergency Byelaw		MM	NT, MM, GM
	FISHGIG		NT, SC	NT, SC
Enforcement	Enforcement & Compliance Strategy	MM	MM	GM, DC, JN, CM
	Operational Planning incl. NIMEG, Tactical Group		GM	GM, DC, JN, CM
	Vessel & Shore Inspections		GM	GM, DC, JN, CM
	IVMS Monitoring		MM, GM	MM, GM, DC, JN, CM
	Case File Preparation,		MM, GM	GM, DC, JN, CM
	MCSS & Data Sharing		DC	DC
	Public Interest & Evidential Test		MM, outsourced	MM, outsourced
	IPA		MM, SC	GM, DC, JN, CM
Training	GM	outsourced		
Administration	Permit system	MM	OP	JH
	Arranging meetings/venues/travel		OP	OP
	Inventories		OP	OP
	Procurement of office consumables		OP	OP
	Phone contracts		SC	SC
	IT support		SC, OP	outsourced
	Uniform ordering		OP	OP
	Archiving		OP	OP
Environment	subtidal surveys e.g. seagrass	MM	SC, JS	LP
	intertidal surveys e.g. molluscan, bait		SC, JS	JS, LP, LH, SCu, GM, JN, DC, CM
	MPA assessments		SC, JS	SC, LP, JS, LH, SCu
	TAG		JS	LP
	National Evidence groups		SC, JS	JS, LP
	wrasse surveys		SC, JS	JS, LH
	Crustacea work		SC, JS	SC, LP
	Scallop work		SC, JS	LP
	FRMPS		SC, JS	MP, JS
	Projects e.g. UK FIP, SMMR, FISH INTEL		SC, JS	SC, JS, LP
	Hinkley		SC, JS	JS
	Finfish work e.g. Bass		SC, JS	JS
	literature reviews		SC, JS	SC, JS, LP, LH, SCu, MP
Training	SC, JS	JS, LP, LH, SCu, MP		
Angling Strategy	Review	MM	MM, JS,	JS, SCu
	Action		MM, JS,	JS, SCu
	Workshop		MM, JS,	JS, SCu
	Consultations		MM, JS,	JS, SCu, NT, OP
	REM/VMS National Development	MM	MM	MM, GM

Workstream	Action	Strategic Lead	Operational Lead	Delivery
National Policy/ Strategy	National Policy Meetings SIAG, CMG, FMPs		SC	SC
	AIFCA		MM	MM
	COG		MM	MM
	Regional Fisheries Group (RFG)		MM	MM
Communication	Communication Strategy	MM	NT	All officers
	Office reception duties		OP	JH
	Website		NT	NT
	Social Media		NT	OP
	News Items		NT	All Officers
	Presentations to stakeholders		SC	MM, SC, JS, LP, LH, SCu
	Stakeholder meetings and fora		SC, JS	MM, SC, JS, LP, LH, SCu, NT
	Conferences		MM, SC	MM, SC, JS, LP, LH, SCu
	Personal Communication with Stakeholders		MM, SC, NT, OP	All Officers
	Events / Workshops		MM	All officers
	Training		Outsourced	All officers
Finance	General Reserves Policy	MM	MM	MM, DCC
	Finest		OP	OP
	Bank Account maintenance		OP	OP
	Financial Audit		OP	DCC
	Procurement/Expenditure		OP	OP
	Budget Monitoring		OP	DCC
	Budget setting		MM	DCC, MM, SC, OP
	Reporting to F&GP SC		MM	DCC
	Insurances		MM	MM, OP
	Petty Cash		OP	OP
	Training		OP	OP
Other internal Processes and Policies	Anti-Fraud & Corruption	MM	MM	MM, SC, NT, DCC
	Travel & Subsistence		MM	All Officers
	Gifts & Hospitality		MM	All Officers
	Governance		MM, SC, NT	MM, SC, NT
	Minutes & Administration		NT	NT, OP
	Meeting Papers		MM, NT, SC	MM, NT, SC
	Members Contacts		OP	OP
	Scheme of Delegation		MM, SC, NT	MM, SC, NT
	Financial Probity		MM, SC, NT	MM, SC, NT
	Terms of reference		MM, SC, NT	MM, SC, NT
	D&S IFCA Funding Review		MM, SC, NT	MM, SC, NT
	Information management system incl. server management		NT	All Officers
	Annual Plan & Report		MM, SC, NT	MM, SC, NT
	Induction and training for members		MM, SC, NT	MM, SC, NT, DCC
Organisational strategic work		MM, SC, NT	MM, SC, NT	
Mariculture	Strategy	MM	SC, JS	SC, JS
	Strategy Actions		SC, JS	All relevant officers
	Communications		SC, JS	SC, JC
	Waddeton		SC	OP, SC, JS
	Byelaw input/ Recommendations		SC, MM	MM, SC, NT
	Taw Torridge Fishery Management Strategy		SC, MM	SC, MM, JS, NT

Workstream	Action	Strategic Lead	Operational Lead	Delivery
Marine Licence Applications	Severn	MM	SC, JS	JS
	Devon		SC	SC
Asset Management	Vessels	MM	GM	GM, DC, JN, CM
	Vehicles		JS, GM	All officers
	Survey equipment		JS, LP	JS, LP, LH, SCu
	Office lease		MM, OP	MM, OP
	Disposal of assets		MM	All Officers
Officers Accountability	Office time sheets - accountability	MM	All Officers	All officers
	Accountability codes		NT	All officers
Internal Team Meetings and Communications	e-mails		MM, OP, SC, JS	All officers
	Staff meetings and team meetings		MM, OP, SC, JS, GM	All officers