



Authority Meeting – March 2022

Agenda Item 7

Internal Annual Report 2021 - 2022

For Period: 1st April 2021 to 28th February 2022

March 2022

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Version Control

Date & Version	Authors	Comments
28 th February 2022	M. Mander, S. Clark, N. Townsend, J. Stewart, G. Mayhew.	Internal Annual Report developed for presentation to Authority Members and to inform the 2022-23 Annual Plan.

1. Overview

An Annual Report must be produced as a requirement of S.178 of the Marine and Coastal Access Act 2009 (MaCAA). This Internal Annual Report is focussed on the workstreams undertaken by D&S IFCA between 1st April 2021 and 28th February 2022 as set out in D&S IFCA's Annual Plan 2021-22. This internal report is to be used as a reference document in the setting of the Annual Plan 2022/2023 and will provide the basis of the formal Annual Report for 2021/2022, when the financial year has been completed. In this report a new time recording system has been used to identify the time Officers spend on their different workstreams.

The Covid-19 pandemic continued to impact the work of D&S IFCA during the Annual Plan 2021-22 period and has resulted in a year where normal operations were impeded by the imposed working restrictions. The main office was closed for long periods and all staff were required to undertake more home working. Negative impacts of the pandemic included a reduction in "on-site" work that included enforcement patrols and survey work. There were some positive impacts, and this has included the greater use of technology for internal and external meetings. Home working and on-line meetings has helped reduce costs, lower D&S IFCA's carbon footprint, and provided staff with a better work/life balance that many other employers already provided. Following consultation, contracts for all staff were amended to formally reflect the ability for staff to work from home or the Brixham office depending on the task that was required.

A considerable amount of time has been spent reviewing and reporting the financial situation of the Authority both internally and externally. This review included a detailed examination of how the funding formula for D&S IFCA was calculated and the administration of New Burdens Funding by Defra. The review also identified the Statutory Duties that D&S IFCA would not meet with the current level of funding and staff resources.

Marine Protected Area (MPAs) work continued to be one of the main focusses for all staff. The Environment Team continued to assess fishing activities across all three tranches of Marine Conservation Zones. In addition, the Environment Team and the Senior Management Team (SMT) continued to review the closure to mobile fishing gear of part of the Start Point to Plymouth Sound and Eddystone Special Area of Conservation (SAC). The Enforcement Team has monitored the activity within MPAs, and significant time has been spent preparing and progressing investigations relating to incursions by mobile fishing gear vessels into these areas.

D&S IFCA continues to support the greater use of technologies in fisheries and conservation management. The Chief Officer provided advice to the national Inshore Vessel Monitoring System (IVMS) project using D&S IFCA's experiences gained from requiring vessels using the mobile fishing gears (at sea) to have an IVMS device fitted onboard since August 2018. Despite the clear connections between D&S IFCA's project and the national IVMS project and D&S IFCA's project being referred to as the pilot project since 2017, it was determined by the UK Managing Authority that under the European Maritime and Fisheries Fund rules, D&S IFCA would have to pay back some of the money it had received under the scheme to enable all owners of under 12 metre fishing vessels the same opportunity to chose from the IVMS devices available under the national project. The cost of repayment has been estimated at between £20,000 and £25,000.

The benefits of IVMS were demonstrated in a Defra/Natural England's hypothetical Highly Protected Marine Area (HPMA) project, in which members of the SMT and Environment Team were involved, and where the impact of a hypothetical HPMA was assessed by using IVMS data to show the direct impact of such designation and the potential impact of the displacement of fishing vessels from the area. During the year, D&S IFCA's project using cameras and sensors linked to the on-board IVMS device has already demonstrated the potential benefits that additional technologies can provide to deliver benefits to the commercial fishing sector through more flexible management and deliver enhanced protection for MPAs and the static gear sector operating in these areas.

2. Context

The internal Annual Report for the period 1st April 2021 to 31st March 2022 can be read in conjunction with D&S IFCA's 2021-22 Annual Plan (and Annexes) by using the links provided below:



[The 2021-2022 Annual Plan \(Final Version 1.0 – 25th March 2021\)](#)

[Annex 1: Abbreviations](#)

[Annex 2: D&S IFCA Budget Summary \(March 2021\)](#)

[Annex 3: D&S IFCA Metrics \(March 2021\)](#)

[Annex 4: D&S IFCA Risk Assessment Matrix \(March 2021\)](#)

[Annex 5: D&S IFCA Staff Structure \(April 2021\)](#)

The Annual Plan for FY 2021/2022 was focussed on Key Tasks relating to four core areas of work as follows:

- ***Management of Fishing Activities***
- ***Evidence***
- ***Internal Processes***
- ***Communication***

Each topic within these categories was given a reference number (KT001 to KT033) and aligned to National Success Criteria Outcomes (a SC reference). National Success Criteria referencing was expanded, where appropriate, for use by D&S IFCA to provide additional detail relating to Governance and 'business as usual' work. Referencing for the delivery of both Key Tasks and Success Criteria has been instrumental in the development of detailed time recording used within the internal Annual Report for 2021/2022.

3. Accountability and Officers' Workstream Analysis

D&S IFCA Officers have, throughout 2021/2022, kept a record of their time spent on all workstreams undertaken. This has been undertaken under Key Task KT027 of the Annual Plan 2021-2022. Workstreams have included the Key Tasks detailed in the Annual Plan 2021/022 and other workstreams that fulfil IFCA Success Criteria and national projects that Officers have been involved in throughout the year.

The recorded Officers' hours have been analysed statistically and four graphs, Figures 1-4, have been produced to show the workstreams ('categories' on the graphs) undertaken and the percentage of time allocated to these workstreams or tasks. The colours, on a blue scale, assigned to each workstream are consistent across all four charts (e.g. FRMP work is always the same shade of blue).

As this is the first year that such detailed analysis of Officer hours has been undertaken, it has become evident that some workstreams could be further broken down for FY2022/2023 to indicate, more precisely, the time spent on certain elements of a workstream. For example, internal and external communications include liaising with officers and Authority Members through e-mails and phone calls as well as communications and liaison with a full range of stakeholder and interested parties. Other forms of communication have been displayed separately in the graphs e.g. website work and news items.

Figure 1 shows the time spent by all D&S IFCA Officers on all workstreams. Forty-five different categories of work are detailed in this graph. It is very clear from this graph that there is a wide range of work undertaken. Case file work undertaken by the Enforcement Team takes up 8.85% of the Officers' workstreams followed closely by the undertaking and completing of MPA assessments, largely by the Environment Team, which accounts for 7.55% of the Officers workstream. General internal and external communication (not undertaken under a specific task or success criteria) undertaken by all staff members takes up 7.65% of their time.

Specific analysis of each of the team's work has been undertaken. Figure 2 shows the percentage of time spent on the different workstreams by the Senior Management Team (SMT) consisting of the Chief Officer, Deputy Chief Officer, Principal Policy Officer and Finance and Administration Manager. Figure 3 shows the split of hours worked by the Enforcement Team on the different workstreams and Figure 4 details the time spent on workstreams undertaken by the Environment Team. Further analysis of each of these graphs is provided below.

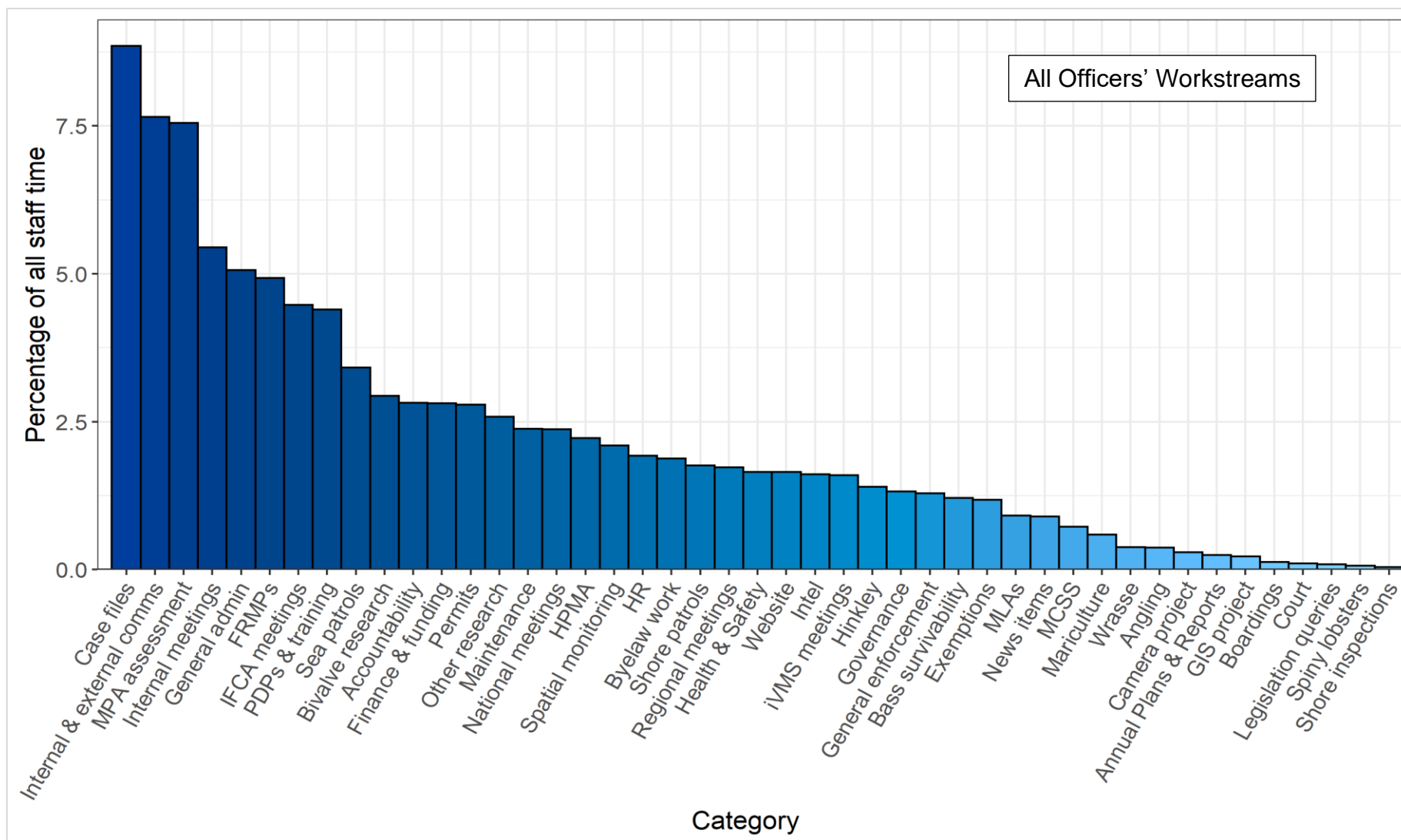


Figure1. Percentage of all staff time spent on categories of work, in descending order of time commitment.

3.1 Senior Management Team Hours Analysis

The SMT's work (as displayed in Figure 2) focusses on the strategic and functional work of the IFCA, such as Governance, Human Resources, policy work, Health and Safety, website, publications, and attending National meetings. Human resources work accounts for 4.5% of the SMT's time and has focussed on recruiting new officers due to the resignation of officers throughout the year and changing staff contracts.

The category of IFCA Meetings involves preparing papers for Authority meetings (Full Authority, sub-committees and working groups), attending meetings and producing minutes. This accounts for over 10% of the SMT's work and is the largest workstream of the team. The Governance workstream relates to the tasks set by the Governance Working Group which include a review of the Standing Orders and Terms of Reference, and other Governance and General Policies. This is a further 3% of the SMT's work in addition to the IFCA Authority Meeting workstream. Although not calculated as a specific piece of work, time spent by the SMT associated with D&S IFCA's funding issues have been significant. This has included compilation of comparison metrics; identifying the risks associated with not fulfilling Statutory Duties; meetings and correspondence with Defra and Local Authorities; and finally reporting the limited progress to Members. The 'Byelaw work' category includes specific consultation work relating to the review of Byelaws and Permit Conditions taking up 5% of the team's time in 2021/2022.

'Internal and external comms' in the Figure 2 refers to informal communications (as described above) that do not form part of key tasks and project work. Finance and funding work takes up over 7% of the SMT's work. The funding work undertaken in 2021/2022 includes meetings with Defra relating to the funding issues of D&S IFCA and production of papers to support this.

In the absence of a dedicated Permitting Officer since August 2021 the Finance and Administration Manager has taken on the majority of the permit work, and this has equated to 15.2% of that Officer's time.

Notwithstanding the strategic and functional work of the SMT, these Officers are involved in a range of other workstreams, as can be seen from the graph and includes enforcement work and responding to consultations and Marine Licence Applications. The SMT have been involved in specific projects which have arisen throughout 2021/2022. The Chief Officer has been heavily involved in the national IVMS project which has resulted in 16.8% of his time being dedicated to attending meetings to inform the project. D&S IFCA was involved in a pilot Highly Protected Marine Area (HPMA) project with Natural England and Defra. This involved assessing and analysing the impact of the potential designation of a different sized HPMA on the marine environment and on the fishing industry both in terms of displacement and economic impacts. This was a large piece of work and involved the Deputy Chief Officer and two members of the Environment Team. The Deputy Chief Officer spent 3% of her time on this project and together with the Environment team this took up 7.8% of time of those Officers.

The SMT attend a range of national, regional and local meetings which collectively take up 5.34% of their time. These meetings include those of the AIFCA, Chief Officers' Group, Shellfish Industry Advisory Group, Crab and Lobster Management Group, Project UK, Regional Fisheries Group, Whelk Working Group and Lyme Bay Consultative Forum.

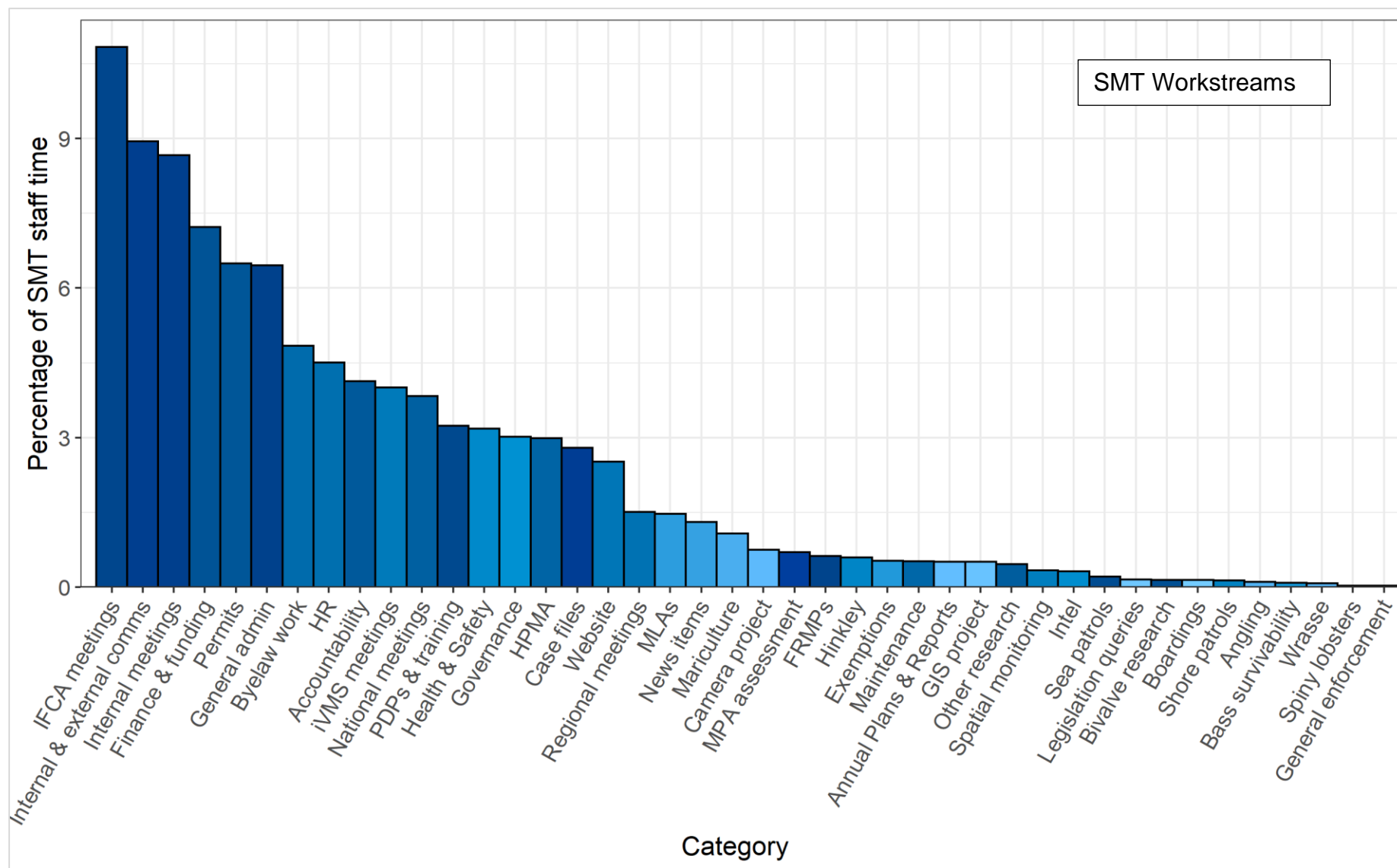


Figure 2. Percentage of Senior Management Team's time spent on categories of work, in descending order of time commitment.

3.2 Enforcement Team Hours Analysis

The Enforcement Team's work (as displayed in Figure 3) is dominated by undertaking investigations and case file preparation, which accounted for 25.78% of the Officers' time. Table 1 below sets out that the Enforcement Team handled 44 investigations. Recognising the time spent undertaking on this workstream, the Enforcement Team has introduced processes to triage investigations relating to fishing without a valid permit and IVMS non-reporting. Cases that proceed to Court or result in the offer of a Financial Administrative Penalty are prepared to the same evidential standard and take up the majority of the Enforcement Team's time.

Table 1 and Figure 3 show that enforcement work is dominated by monitoring and enforcing spatial controls. D&S IFCA has 22 MPAs covering an area of 1,914 km² and has 114 currently permitted mobile gear vessels (February 2022). The time spent by Enforcement Officers boarding vessels and undertaking shore inspections is much lower than the time spent at sea or on shore patrols. Patrols at sea (11.06% of the team's time) have focussed on monitoring fishing activity within Marine Protected Areas and shore patrols were concentrated on enforcing the prohibition of netting in estuaries. The Enforcement Officers' activity has been focussed on commercial fishing activities and very few recreational targeted patrols or inspections took place.

The number of inspections and boardings is considerably lower than that achieved by the other eight mainland IFCA's as reported recently¹. The recording of the officers' hours currently does not allow for an easy analysis of the time officers spent on the south coast and north coast of the District - this will be improved in future reports. It is accepted that the Enforcement work is focussed on the south coast of Devon as this is where most mobile fishing gear activity takes place. However, the majority of time spent on shore patrols was in the north of the District and in general are part of joint operations with the Environment Agency.

The Enforcement Team spent 11.65% of their time on desk-based spatial monitoring and intelligence activities. D&S IFCA operates an intelligence-led approach to enforcement and much of the intelligence is derived from monitoring vessels' positional data available from VMS, IVMS and AIS devices fitted on board fishing vessels. This is a particularly important activity to ensure that the limited staff and financial resources is directed at high-risk activities and is as effective as possible.

Relative to many other activities the Enforcement Team spent considerable time undertaking training. In 2021 following the recruitment of two Enforcement Officers the time training has included coaching by experienced Officers and the new Officers achieving their mandatory sea going and enforcement certifications.

¹ 2020 Defra RPA/ABPMer report

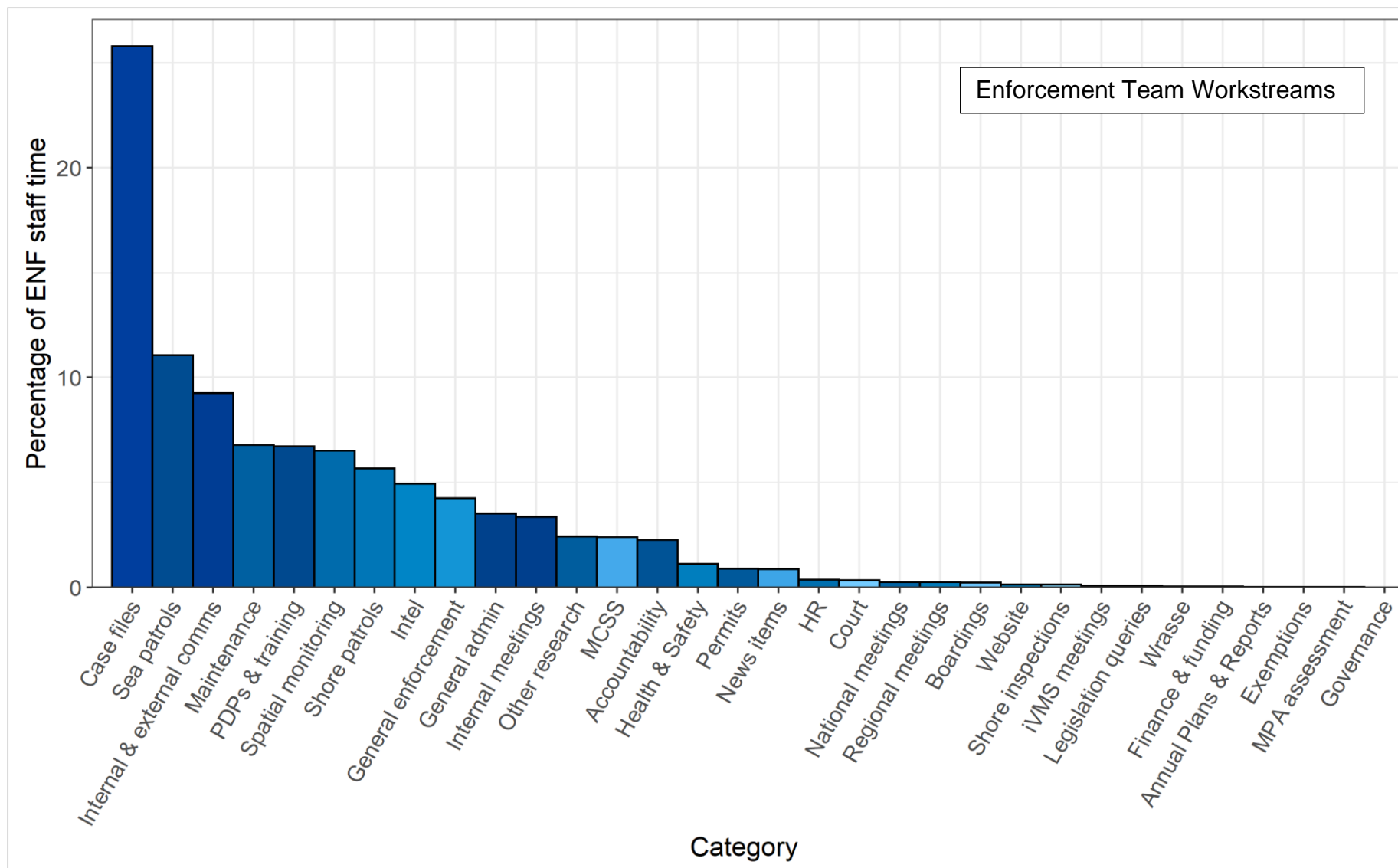


Figure 3. Percentage of Enforcement Team's Time spent on categories of work, in descending order of time commitment.

Table 1: Investigations table 2021-2022

Date of first offence	Offence(s)	Investigation progress - Outcome of case
05/09/2016	Spatial Incursion within MPA	Ongoing - Court Proceedings
20/01/2020	Transshipment	Ongoing - Court Proceedings
13/10/2020	Non-Functioning IVMS	Ongoing - Court Proceedings
04/01/2021	Non-Functioning IVMS	Ongoing
24/03/2021	Non-Functioning IVMS	Ongoing
09/04/2021	Spatial Incursion within MPA	Case forwarded to MMO
09/04/2021	Spatial Incursion within MPA	Financial Administrative Penalty £1000
16/05/2021	Non-Functioning IVMS	Financial Administrative Penalty £250
18/05/2021	Fishing without a permit	No Further Action
03/06/2021	No escape gaps in parlour pots	Written Re-brief
03/06/2021	Offence relating to Cat 2 Potting tags	Official Written Warning
04/06/2021	No escape gaps in parlour pots	Official Written Warning
09/06/2021	Non-Functioning IVMS	Case Merged
15/06/2021	Spatial incursion within MPA	Financial Administrative Penalty £1000
19/06/2021	Fishing without a permit	Official Written Warning
01/07/2021	Retention of undersize Whelks	Financial Administrative Penalty £500
05/07/2021	Non-Functioning IVMS	Official Written Warning
22/07/2021	Netting within Estuary	Financial Administrative Penalty £500
21/08/2021	Non-Functioning IVMS	No Further Action
21/09/2021	Spatial incursion within MPA	No Further Action
22/09/2021	Fishing without a permit	Official Written Warning
23/09/2021	Exceeding Recreational Bass limit	Official Written Warning
01/10/2021	IVMS incorrect reporting rate	No Further Action
14/10/2021	Non-Functioning IVMS	No Further Action
15/10/2021	Spatial incursion within MPA	Written Re-brief
25/10/2021	Non-Functioning IVMS	Ongoing

Date of first offence	Offence(s)	Investigation progress - Outcome of case
02/11/2021	Spatial incursion within MPA	Ongoing
02/11/2021	Spatial incursion within MPA	Financial Administrative Penalty £2000
11/11/2021	Non-Functioning IVMS	Ongoing
22/11/2021	Non-Functioning IVMS	No Further Action
08/12/2021	Fishing without a permit	Official Written Warning
09/12/2021	Obstruction	Case forwarded to MMO
15/12/2021	Non-Functioning IVMS	No Further Action
17/12/2021	Non-Functioning IVMS	Ongoing
19/12/2021	Non-Functioning IVMS	No Further Action
05/01/2022	Fishing without a permit	Ongoing
05/01/2022	Non-Functioning IVMS	Ongoing
05/01/2022	Fishing without a permit	Ongoing
10/01/2022	Non-Functioning IVMS	Ongoing
24/01/2022	Retention of undersize lobster	Ongoing
31/01/2022	Retention of undersize lobster	Ongoing
31/01/2022	Retention of berried lobster	Ongoing
31/01/2022	Retention of V-Notched lobster	Ongoing
31/01/2022	Non-Functioning IVMS	No Further Action

3.3 Environment Team Hours Analysis

During 2021/2022, 23.36% of the collective work of D&S IFCA's Environment Officers was dedicated to MPA assessments, including Tranches 1, 2 and 3 MCZ assessments, Habitats Regulations Assessments for European Marine Sites, as well as Monitoring and Control Plans for fisheries interactions with species and habitats in MPAs. Many of these assessments have fed into D&S IFCA's Byelaw review work. More than 35% of the remaining time was spent on environment research for ecosystem-based fisheries management, including on bass survivability in small-scale netting activities, mollusc stock assessments, preparatory research for mussel relaying trials in the Taw-Torridge Estuary in North Devon, and the Live Wrasse Fishery.

Fisheries Research and Management Plan development accounted for 15% of the Environment Team's' work which was largely achieved by the Fisheries and Research Management Plan Officer who remained in post until September 2021 and whose work was solely relating to the FRMPs. The Senior Environment Officer together with one of the Environment Officer provided statistical analysis and GIS support to the Deputy Chief Officer in the HPMA project, which accounted for 3.42% of the Environment Team Officers' time.

The Senior Environment Officer and Deputy Chief Officer have responded in full to eleven MMO Marine Licence Applications (MLAs) taking up almost 4% of their time, although many more have been viewed on the Marine Licensing webpage (MCMS) and no formal response was necessary. In further application of D&S IFCA's ecosystem approach to the cross-border Severn Estuary European Marine Site (EMS), Officers have also considered three relevant MLA consultations held by Natural Resources Wales. Hinkley Point C, the Public Inquiry and associated dredging application led to a large amount of work for the Senior Environment Officer and Chief Officer accounting for over 4% of their collective time.

The Environment Team processed 17 applications for exemption from D&S IFCA's Byelaws, under the Exemptions Byelaw 2019. Of the 17 applications, two were for scientific purposes, one was for pre-construction monitoring and 14 were for research purposes. Two applications were rejected as D&S IFCA's pursued its duty to manage activities with the potential to affect the integrity of EMSs; one application did not require an exemption and all other applications received authorisations for the activities as proposed, or with modifications stipulated by D&S IFCA in order to support the achievement of MPA conservation objectives. D&S IFCA has implemented a revised exemption application form to streamline the application process; this includes requiring applicants to complete 'shadow' Habitats Regulation Assessments or Marine Conservation Zone (MCZ) assessments for activities in EMSs or MCZs, which reduces the assessment workload for D&S IFCA Officers.

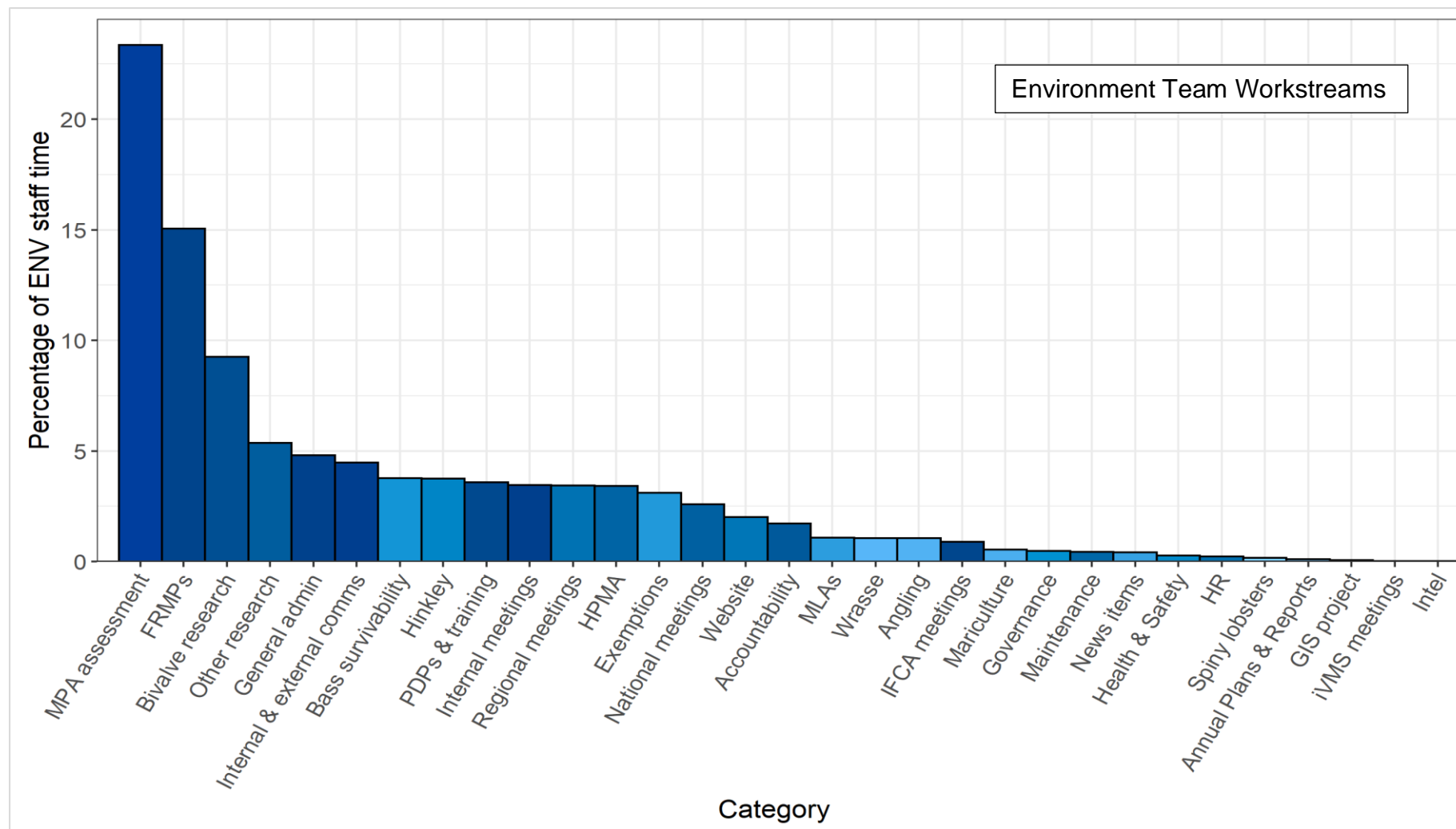


Figure 4. Percentage of environment team staff time spent on categories of work, in descending order of time commitment.

Table 2: Progress Report on Annual Plan 2021/2022 Workstreams

Key: Workstream completed  Incomplete or not progressed work 

Management of Fishing Activities

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
Review of the existing Netting Permit Conditions	KT001	SC31	To present an officer "Planning Report" to the B&PSC which identifies potential weaknesses or suggested potential changes to the overarching Potting Permit Byelaw (and associated permit conditions). The plan will also identify areas where pre-consultation may be required and identify potential changes in management within the regulatory framework.	An Officers' paper setting out the plan for the review was presented to the B&PSC in October 2021; however, the actions have not begun. The review of the Netting Permit Byelaw (and permit conditions) will be included in the 2022-23 Annual Plan.
Review (re-make) of the Potting Permit Byelaw	KT002	SC31	To present an officer "Planning Report" to the B&PSC which identifies potential weaknesses or suggested potential changes to the overarching Potting Permit Byelaw (and associated permit conditions). The plan will also identify areas where pre-consultation may be required and identify potential changes in management within the regulatory framework.	A planning report has not been presented to the B&PSC. Progressing the review of the Potting Permit Byelaw (and permit conditions) is not included in the 2022-23 Annual Plan.
Review of the existing Potting Permit Conditions	KT003	SC31	To present the findings of the 2021 Live Wrasse Fishery and the comparison with all data collected since 2017 to the B&PSC.	The wrasse fishery was inactive in the D&S IFCA's District for 2021. A summary report has been produced outlining the reasons and reflecting on management to date.
Review (re-make) of the Diving Permit Byelaw	KT004	SC31	To present an officer "Planning Report" to the B&PSC which identifies potential weaknesses or suggested potential changes to the overarching Diving Permit Byelaw (and associated permit conditions). The plan will also identify areas where pre-consultation may be required and identify potential changes in management within the regulatory framework, including the scope of the Byelaw to introduce management measures for fin fish.	A planning report has not been presented to the B&PSC. Rather than reviewing the Byelaw with a view to re-making, the focus has been on potential changes to existing Category One Diving Permit Conditions (Scallop closed season).

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
Review (re-make) of the Mobile Fishing Permit Byelaw	KT005	SC31	To present an officer "Planning Report" to the B&PSC which identifies potential weaknesses or suggested potential changes to the overarching Mobile Fishing Permit Byelaw (and associated permit conditions). The plan will also identify areas where pre-consultation may be required and identify potential changes in management within the regulatory framework.	The Planning Report was produced and examined by the B&PSC on 22 nd July 2021. The work required to meet the timetable within the Planning Report is behind schedule.
	KT006	SC31	Consideration by the B&PSC of potential management of mobile gear activities to protect Mariculture Sites within the D&S IFCA's District.	Above report highlights that future recommendations will be presented in due course.
To Review the Size of Vessels Byelaw	KT007	SC31	To present an officer "Planning Report" to the B&PSC which identifies potential weaknesses or suggested potential changes to the Size of Vessels Byelaw. The plan will also identify areas where pre-consultation may be required as well as process related tasks needed to re-make this Byelaw.	A Planning Report was presented to the B&PSC on 22 nd July 2021. Actions, including pre-consultation and drafting have been undertaken.
Taw Torridge Mussel Fishery Management Strategy	KT008	SC33	To develop a Management Strategy for the Taw Torridge Estuary mussel resource which identifies a programme of actions for the development of the mussel fishery.	This workstream has not started in earnest although Officers have started discussion on how this may progress. Underlying research has progressed under KT024.
GIS Mapping of all spatial and activity data	KT009	SC31	To review and produce a portfolio of map and chart products using GIS that will support D&S IFCA's management of fishing activities. This task links with other workstreams in this Annual Plan.	D&S IFCA has contracted Southampton University to undertake this work, and this is in progress. Completion Date expected June 2022.
Trialling Remote Electronic Monitoring Equipment	KT010	SC31	To undertake a trial of new technologies in remote electronic monitoring to include gear-in gear-out equipment and on-board cameras	Formal discussion with suppliers and fishing vessel owner have taken place. Devices installed onto fishing vessel. Monitoring of data from the trial continues.

Evidence

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
Wrasse	KT011	SC33	To undertake surveys during the fishing operation of vessels in the Live Wrasse Pot fishery.	The fishery opened on 16th July 2021, but no wrasse surveys took. This initially was due to one of the two vessels involved not meeting MCA regulations and the lack of viability in starting the fishery with only one active fisher. In mid-August D&S IFCA was informed that the Agent acting for the Salmon farm no longer wishes to source wrasse from the D&S IFCA's District (or the Cornwall side of Plymouth Sound) for 2021 and likely into the future. A report has been produced which summarises the wrasse fishery and what happened in 2021 and reflects on D&S IFCA's management of this fishery in light of recent international recommendations.
	KT012	SC33	To analyse the data for 2021 and compare it to data collected annually since 2017 to investigate changes in LPUE and CPUE for all species caught and to produce a report of the data collected for 2021 compared with previous years' data and present to the B&PSC	
Fisheries Management Plans (FMP)	KT013	SC33	Extend the first five FRMP to District FMPs for herring, bass, whelk, skates & rays and squid and to commence work on FMP for additional species.	FRMPs were developing well for all five species extended to the whole of the District, and a new FRMP for cuttlefish was in development. The officer responsible for this work pursued employment elsewhere, putting this work on hold. This reflects the disruptive levels of staff turnover and concerns regarding staff retention, as raised in the July 2021 (agenda item 12) and December 2021 (item 9) Authority meetings. These plans require extensive stakeholder engagement and review work prior to completion and input to Fisheries Management Plans under the Fisheries Act.

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
Hinkley Point C Nuclear Power Station	KT014	SC13	To participate in the PINS Pre -and Public inquiry as dictated by PINS relating it the cancellation of the Acoustic Fish deterrent and input into meetings and relevant consultations.	Senior Environment Officer (SEO) has participated in the Public Inquiry submitting evidence and answering questions. Awaiting Secretary of State decision on case. SEO inputting to Hinkley Marine Technical Forum, marine licence consultations & wider nuclear power consultations. SEO and CO involved in marine licence variation process, including external request for judicial review of MMO decision-making.
EMS/MCZ Assessments	KT015	SC32	To complete the Bideford to Foreland Point MCZ and Hartland Point to Tintagel T2 MCZ assessments.	These assessments have been completed and sent to Natural England for advice.
	KT016	SC32	To complete the T1 Skerries Bank and Surrounds MCZ assessments for demersal fishing gear.	The assessments have been completed and NE have provided their formal advice. D&S IFCA is in ongoing discussions with NE regarding the formal advice and the evidence basis for that advice.

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
	KT017	SC32	To gather evidence and produce Tranche 3 MCZ fishing activity reports and commence drafting of MCZ assessments for the six sites within the D&S IFCA's District.	Fishing activity matrices and reports have been produced for all T3 MCZs, including stakeholder input through targeted discussions and 'Have Your Say' communications. An assessment for Morte Platform MCZ is completed and undergoing internal review. Assessments for the Avon, Axe, Dart and Otter are undergoing internal review. NE is yet to publish the conservation advice package for the Erme, so those assessments have not been completed. Aquaculture assessments have been drafted for the Avon and Dart require further input from Defra/NE on Pacific oysters in MCZs before completion. The T3 MCZ assessment work is delayed due to the fact that the Environment team has been one officer down for much of 2021/22.
	KT018	SC32	To analyse all the data collected from surveys undertaken in FY2020/2021 and produce a report on the seagrass in Torbay and fisheries interactions with it.	The report has been finalised and is being used to review the MCZ assessments.
	KT019	SC32	To review data and evidence collected regarding fishing activity within four MPAs in the D&S IFCA's District to inform the Monitoring and Control Plans for these MPAs.	Fishing activity data have been collated and analysed. Updated M&CP reports have been completed and are informing revised HRAs for Plymouth Sound (potting and ring-netting).

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
Spiny Lobster (Crawfish) evidence review and dissemination	KT020	SC31	To review all data and evidence on spiny lobsters collected to date and produce a report.	A DPA request has been sent to MMO for landings data for 2020. These data have been received and collation of all other data (fishers and Seasearch) has commenced. This work has been delayed due to pressures from other workstreams and a reduced Environment team.
Salcombe Scallop Fishery	KT021	SC33	To analyse all data from the fishery from 1998 to 2020 and produce a report.	Data have been QA'd and cleaned and statistical analysis using R has commenced. The report is being drafted and will be completed by end of March 2022. This work has been delayed due to other work pressures, including 'hypothetical HPMA' work.
Bass Survivability	KT022	SC31	To undertake a literature review of the survivability of bass through netting activities and techniques used to assess these.	The literature review has been completed, incorporating a range of evidence including liaison with fishers to gather information on the fishery, the netting techniques used in the fishery and the fishers' experience and expertise to help inform the project.
	KT023	SC31	Site-specific research will be undertaken to understand the netting techniques used for the capture of mullet, bream, and bass, and to investigate the survival of bass in the field.	Site-specific research was carried out in January 2022. Bass caught in nets were assessed for their 'vitality' and survival. 49 fish were tagged with acoustic transmitters, which can be detected using an acoustic receiver array to track fish movement over coming months. Vitality data have been analysed and the full report will be written when acoustic tracking data are available.

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
Taw Torridge Mussel Fishery	KT024	SC33	To assess the intertidal and sub-tidal mussel stocks in the Taw Torridge Estuary, and to assess the success of the relaying trial.	Reports have been produced on: (a) the five-day intertidal stock assessment survey which took place in May 2021, (b) a subtidal mussel assessment which took place in October 2021, and (c) a pre-relaying assessment of sites proposed for the relaying of mussel dredged from the intertidal. The dredging and relaying are planned for March 2022 – this is dependent upon fisher availability.

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Internal Processes

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
To introduce Schemes of Delegation	KT025	SC41	For the Governance Working Group to establish Schemes of Delegation and for them to be approved by the Authority at the AGM.	Offices produced a draft Scheme of Delegation which was expected to be presented to the Full Authority. The GWG is working to amend the document which will then be presented. This task will not be complete by the end of March 2022.
Governance: Training and guidance on meeting protocol	KT026	SC43	For members and officers to receive training on meeting protocol and for simplified guidance to be created to accompany formal standing orders.	Training on Standing Orders was provided to Officers and Members on 15 th July 2021. The information is posted on a new Training for Members website page.
Accountability	KT027	SC42	To introduce a detailed time accounting system to record officers' time on Annual Plan workstreams.	An accounting system has been set up and is continuing with all officers completing daily timesheets to record their hours to meet success criteria and key tasks as set out in the Annual Plan.
Internal Systems	KT028	SC43	To review internal systems & all Data Protection Policy (and Standards) and refine documentation where necessary.	H&S Safety Policy and associated documents, training and processes review has progressed well, and many workstreams completed. However other workstreams have not progressed this year as anticipated.

Communications

Topic	Annual Plan Ref:	Success Criteria Outcome	Actions	Progress to March 2022 and Status
Pilot Roadshow of virtual stakeholder meetings	KT029	SC11	To undertake fishing port specific meetings to engage with commercial fishers.	Not started. It is unlikely that this workstream will commence in FY 2021/2022 due to workload pressures.
	KT030	SC11	To set up a stakeholder forum to facilitate engagement with recreational angling representatives.	Not started. It is unlikely that this workstream will commence in FY 2021/2022 due to workload pressures.
	KT031	SC11	To set up a stakeholder forum to facilitate engagement with marine conservation representatives.	Not started. It is unlikely that this workstream will commence in FY 2021/2022 due to workload pressures.
Skerries Bank Angling Zone	KT032	SC11	To carry out consultation and meetings with the three interested sectors who utilise the Angling Zone.	Consultation with the interested sectors has been initiated, with a call for information to be sent to stakeholders and published on D&S IFCA's website. Stakeholder desire for related workshop sessions is being assessed through the call for information, and workshops will be held if required.
Spiny Lobster sectoral meetings	KT033	SC11	To undertake commercial fishing sectoral meetings at key port locations within D&S IFCA's District to disseminate evidence collected and gather information on potential management measures that these fishing sectors would like to see introduced	Not started. This has been delayed due to pressures from other workstreams.

Table 3: Outstanding leave days yet to be taken by Officers up to the end of February 2022

Officer	Annual Leave days still to be taken for 2021-2022
Mat Mander	10.5
Sarah Clark	14
Neil Townsend	6
Gavin Mayhew	11
Olga Pepper	0.5
Dan Cresswell	0.3
Jon Norman	7
Chris Mills	3
James Stewart	5
Lauren Parkhouse	7
Sarah Curtin	3.5
Lauren Henly	7
Total	74.8

The reporting of leave allocation was requested by the Authority. Concerns were raised following earlier reports that significant annual leave was not being taken due to workloads. With one month of the financial year left, three officers still have over two weeks leave left to take. Officers are allowed to carry over up to five days annual leave so the situation appears more manageable this year compared to 2020-2021..

End.