



Annual Plan 2020 - 2021

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Executive Summary

At the time of preparing this Annual Plan the Fisheries Bill was continuing its progress through Parliament. The Fisheries Bill focusses on developing fisheries management plans and managing access and quota following the UK's departure from the European Union for the commercial catching sector. This Plan includes actions to continue to support the National Pioneer Project that will create Fisheries and Research Management Plans for at least five species important to North Devon and the Severn area.

The Fisheries Bill does not make provisions for changes in the delivery of inshore fisheries and conservation management provided by IFCA's nor does it consider recreational fisheries beyond creating scope to provide funding for the promotion and development of recreational fishing.

For the purposes of this Plan, Devon and Severn Inshore Fisheries and Conservation Authority's (D&S IFCA) considers its statutory duties as set out in Sections 153 and 154 of the Marine and Coastal Access Act 2009 which includes proposal to review and seek opportunities to improve the Skerries Bank Angling Zone for recreational sea anglers and further development of a Hand Working Permit Byelaw that intends to manage recreational and commercial gathering of sea fisheries resources for consumption and use as bait.

The Plan for 2020-2021 follows a similar structure to previous plans with one notable exception. On 23rd January 2020, Members agreed a budget for 2020-2021 of £740,000. It was accepted that setting such a budget may not be sufficient for D&S IFCA to carry out all the tasks required to fulfil its statutory duties. The Plan identifies the work that D&S IFCA will undertake using its staff, assets and operational budget and other work that requires external delivery and or funding from the Authority's General Reserves.

An Internal Annual Report for the period 2019-2020 has been used to help identify which of the incomplete tasks from last year are suitable for inclusion within this year's plan.

Details of focussed tasks are outlined in the tables contained within this Plan. This document will lay the foundation for creation of D&S IFCA's 2020-2021 Research and Enforcement Plans.

The four core work areas described in this 2020-2021 Plan are:

1. Management of Fishing Activities
2. Compliance
3. Evidence
4. Internal Process

Key tasks in the Plan include new fisheries management requirements for the Taw Torridge mussel beds and District wide Spiny lobster stocks. The Plan sets out D&S IFCA management and research responses to the introduction of Tranche 3 Marine Conservation Zones and further conservation advice regarding other established Marine Protected Areas.

The Plan sets out the commitment to reviewing existing management contained in three of the existing permit byelaws and the proposal to introduce a Handworking Permit Byelaw.

1. Introduction

This is the tenth Annual Plan for the Devon & Severn Inshore Fisheries and Conservation Authority (D&S IFCA). This Plan sets out what actions the D&S IFCA intends to take, during the financial year between 1st April 2020 and 31st March 2021. The Plan sets out what the D&S IFCA will do in order to continue to deliver high standards in marine fisheries and conservation management, and identifies the range of tasks it needs to undertake to fulfil its primary duties under Sections 153 and 154 of the Marine and Coastal Access Act 2009 (MaCAA). The 'Overview and Policy Drivers' section of this Plan provides further details on how other legislative drivers help shape the work delivered by the D&S IFCA.

D&S IFCA, whilst managing the exploitation of sea fisheries resources in its District, must

- *Seek to ensure that the exploitation of sea fisheries resources is carried out in a sustainable way,*
- *Seek to balance the social and economic benefits of exploiting the sea fisheries resources of the District with the need to protect the marine environment from, or promote the recovery from, the effects of such exploitation,*
- *Take any other steps which in the D&S IFCA's opinion are necessary or expedient for the purpose of making a contribution to the achievement of sustainable development,*
- *Seek to balance the different needs of persons engaged in the exploitation of sea fisheries resources in the District, and*
- *Seek to ensure that the conservation objectives of any Marine Conservation Zone in the District are furthered (s.154 Marine & Coastal Access Act 2009).*

D&S IFCA has already demonstrated its commitment to managing fishing activities within Marine Protected Areas (MPA) by the introduction of 58 specific management measures through its four activity-based permit Byelaws. Outlined in the Plan are D&S IFCA intentions to introduce new management measures and changes to existing management of MPAs. Work will continue during 2020-2021 to develop the Handworking Permit Byelaw, with its proposed introduction by the end of the period. With the introduction of a fifth, activity based, permit byelaw, D&S IFCA will have the necessary management structure in place, and the plan sets out the required assessment work needed to understand the impact arising from fishing activities occurring in the six, newly designated Tranche 3 MCZs.

This Annual Plan sets out the level of work necessary to maintain D&S IFCA's approach to management through the permit byelaws. There is a requirement to review the management (permit conditions) no later than every three years and the byelaws every five years. The Mobile Fishing Permit Byelaw, the Potting Permit Byelaw and the Diving Permit Byelaw will all be at different stages of the review process during the Plan period.

The biggest uncertainty facing D&S IFCA is its future funding. D&S IFCA's budget for 2020/2021 is £740,000, the lowest among mainland IFCAs despite having the largest IFCA District with significant and diverse fisheries and 22 Marine Protected Areas to manage. D&S IFCA and its officers recognise that it will be increasingly difficult to maintain the level of delivery within the current budget and this is reflected in the Plan by identifying what work will be financed by the operational budget and what will be drawn down from general reserves.

2. Overview and Policy Drivers

To fulfil its duties under the MaCAA, the D&S IFCA's work must also be responsive to developments in other legislation, Government and external policy drivers, which could directly or indirectly impact fisheries or the status of the fish stocks or ecosystems upon which they depend.

D&S IFCA needs to be able to respond to changing marine policy, especially the increasing focus on local management, using the best available evidence at the appropriate scale, and flexible and adaptive management measures.

At the time of this Plan, the Fisheries Bill was making its way through the Parliamentary process. The draft Bill focusses on developing fisheries management plans and managing access and quota for the commercial catching sector, following the UK's departure from the European Union. The Fisheries Bill does not make provisions for changes in the delivery of inshore fisheries and conservation management provided by IFCA's nor does it consider recreational fisheries beyond creating scope to provide funding for the promotion and development of recreational fishing.

2.1 Management of Fishing Activities

Under Sections 5 & 6 of MaCAA, D&S IFCA inherited byelaws from Devon Sea Fisheries Committee and the Environment Agency and was required to review these byelaws to determine whether the byelaws were fit for purpose. S.156 of MaCAA provides the opportunity for D&S IFCA to create permit-based byelaws. Permitting byelaws provide D&S IFCA with a flexible, adaptive approach to management and have become the chosen model when legislation is required. D&S IFCA intends to introduce, this year, the fifth, activity-based byelaw - Handworking Permit Byelaw.

Permit-based byelaws provide scope for both fixed and flexible management measures via the conditions of use within the permits issued to fishers. The scope of the flexible conditions is limited to catch, gear, spatial and time restrictions. The review procedure of flexible conditions is detailed within the byelaws. D&S IFCA has a duty to review all the flexible conditions (per byelaw) at least every three years but can review conditions within a shorter period as considered necessary. Any new permit byelaw needs to be reviewed every five years. D&S IFCA has developed a guide to all aspects of byelaw review work that sets out the approach to management in more detail. The Main Authority of the IFCA has provided delegated powers to the Byelaw & Permitting Sub-Committee to conduct this work and an informative guide, relating to their work, has been produced and published on the D&S IFCA's website. The meetings, at which management decisions are made, are open to the public and detailed reports documenting the progress of the management from the initial proposal to introduce permit conditions are also made available to the permit holders and the public to read.

In 2014, D&S IFCA published its Recreational Sea Angling (RSA) Strategy. This was driven by the duty of the IFCA under S.153(d) of MaCAA - *to seek to balance the different needs of people exploiting sea fisheries resources*. In 2019-2020, a report reviewing the Skerries Bank Angling Zones was produced, but further progress was not possible. This year, D&S IFCA will convene another round of stakeholder meetings to discuss the Skerries Bank and to determine

whether the existing approach to management, through the Angling Zone designation and voluntary measures, is sufficient to develop recreational sea angling opportunities in this area.

This year will see several opportunities to consider management of certain fishing activities that previous and on-going research will feed into. Spiny lobster sightings and catches have been increasing and stakeholders, led by the fishing industry, have highlighted the need to ensure the continued recovery and substantiality of this species and fishing opportunities, through the potential introduction of management measures. The Taw Torridge mussel fishery has received increased interest from harvesters, and whilst there is current management led by Natural England (through its SSSI powers) and supported by D&S IFCA, this Plan provides the basis to develop management further to ensure the long term sustainability of the mussel populations, to safeguard a food source for the overwintering birds and support the sustained harvesting of the resource by shellfish businesses.

2.2 Compliance Management

Full compliance with EU, UK and in particular local fisheries and environmental legislation is the overall aim of the D&S IFCA. This aim is best achieved through the adoption of an adaptive, co-management approach to fisheries management. The key to achieving high compliance is ensuring that those users, who are potentially affected, have a real opportunity to engage with the D&S IFCA over the local management approach to be taken and understand why this approach has been adopted. D&S IFCA's Communication Plan and use of permitting byelaws are designed to support better engagement and the production of detailed committee reports does allow everyone to understand how management decisions were arrived at.

It is acknowledged that the lack of D&S IFCA officers means that the interactions between fishers, especially commercial ones, has reduced significantly over the years. Outside of organised meetings and inspections, enforcement officers seldom have the opportunity to engage on the quayside with fishers. This direct communication is what commercial fishers had relied on for many decades and despite introducing weekend and evening surgeries to encourage fishers to visit the DS IFCA's office, face to face engagement remains at a low level.

D&S IFCA is fully engaged with the National Intelligence Model. The model is designed to encourage the adoption of an intelligence led, targeted approach to enforcement. By taking this approach the D&S IFCA complies with the Hampton Principles of Better Regulation as set out in the Regulators' Compliance Code and the Legislative and Regulatory Reform Act 2006 (as amended). In support of another Principle of Regulation created by the Legislative and Regulatory Reform Act 2006, the D&S IFCA has created a robust decision-making process that is used to consider the appropriate disposal of all its investigations. The process involves the D&S IFCA's prosecuting Solicitor using the Code of Crown Prosecutors to determine whether the evidential test and public interest tests have been satisfied. If these tests are passed the Solicitor provides independent advice on the most appropriate action to take to dispose of the case. More detail on how the D&S IFCA conducts its work and what sanctions are available when offending is detected is set out in the D&S IFCA's Compliance and Enforcement Strategy.

D&S IFCA's practical approach to enforcement has always included searching for alternative ways of working and exploring the use of technologies. This is best represented by the D&S IFCA's decision to introduce Vessel Monitoring Systems on all towed gear vessels operating in the District as a key part of the D&S IFCA's approach to spatial enforcement. Drones are already used in connection with estuarine surveys carried out by D&S IFCA. Officers will explore opportunities to extend the use of drones to its enforcement activities too.

2.3 The Ecosystem Approach and Local Fisheries Management

The Ecosystem Approach underpins much of the European Union's marine and maritime policy including the Common Fisheries Policy (CFP), Marine Strategy Framework Directive (MSFD) and Integrated Maritime Policy (IMP). In 2018, the Government published its 25 Year Environment Plan (25YEP) which confirms the UK's commitment to the Ecosystem Approach in relation to marine and fisheries management. One of the core principles of the Ecosystem Approach is that management should be decentralised to the lowest appropriate level to involve all stakeholders and balance local interests with the wider public interest with the understanding that, the closer management is to the ecosystem, the greater the responsibility, sense of ownership, accountability, public participation, and use of local knowledge. This resonates strongly with the IFCA's vision:

'To lead, champion and manage a sustainable marine environment and inshore fisheries by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry.'

The Fisheries Bill sets out the Fisheries Objectives which include;

- (a) the sustainability objective,
- (b) the precautionary objective,
- (c) the ecosystem objective,
- (d) the scientific evidence objective

These objectives are also consistent with the approach taken by D&S IFCA when considering its local approach to management.

D&S IFCA's commitment to the Ecosystem Approach, underpins its ongoing engagement in marine planning discussions and input into technical working groups for specific marine developments likely to impact fish (e.g. Hinkley Point C, Severn Estuary tidal lagoons) and research projects looking at the evidence base for licensing decisions relating to fish impacts from such developments. The working group has allowed, and will continue to allow, D&S IFCA to look at how an Ecosystem Approach will more directly underpin fisheries management in the future. The inclusion of a local perspective on fisheries management and the utilisation of IFCA's expertise in practical delivery of fisheries management is of crucial importance for the development of an Ecosystem Approach to fisheries management. Input into some major consultations for developments, such as Hinkley Point C, will continue to be a major workstream for 2020-2021.

‘An integrated approach to managing fisheries within ecologically meaningful boundaries which seeks to manage the use of natural resources, taking account of fishing and other human activities, while preserving both the biological wealth and the biological processes necessary to safeguard the composition, structure and functioning of the habitats of the ecosystem affected, by taking into account the knowledge and uncertainties regarding biotic, abiotic and human components of ecosystems.’

The Common Fisheries Policy (Article 4)

The “ecosystem objective” is that—

(a) fish and aquaculture activities are managed using an ecosystem-based approach so as to ensure that their negative impacts on marine ecosystems are minimised and, where possible, reversed, and

(b) incidental catches of sensitive species are minimised and, where possible, eliminated.

Fisheries Bill (section 1(4))

Natural Capital is a recurring theme throughout the 25YEP and is likely to become increasingly relevant to environmental policy (see Annex 6 for definition of Natural Capital). Through its involvement in the North Devon Marine Pioneer Programme D&S IFCA has continued to contribute to work that helps to define and implement a Natural Capital Approach in the marine environment. Whilst Natural Capital has been recognised, as described above, Social Capital is not mentioned definitively in the 25YEP. The plan does describe social justice, social benefits, social interaction, social gain, and social actions and therefore is about people and is critical for the delivery of the 25YEP. Social Capital does not have a clear, undisputed meaning although the common aspects of most definitions of Social Capital are that they focus on social relations that have productive benefits. It concerns social ‘stock’, e.g. networks that people use to solve common problems. The lack of a formal definition, however, does not mean that D&S IFCA has not considered Social Capital in its work to date and will continue to do so into the future. Social Capital concerns the partnership of people, communities and organisations with knowledge and skills, and considers the value of society in decision making. In the course of D&S IFCA’s Byelaw making process and development of permit conditions, Social Capital is considered through its consultation processes and impact assessments. Valuing Social Capital is difficult and tends to be done without direct monetary value but more through the community and heritage importance and significance of activities which may be influenced or impacted by D&S IFCA management. Social Capital is integral to Natural Capital, and as such is an important part of the Marine Pioneer Programme.

2.4 Improving the Ecological Evidence Base for Management of Key Species

Whilst the management of inshore fisheries has been increasingly devolved to a local level, many fish stocks have distributions which span the six nautical mile IFCA’s District seaward limits and multiple national State jurisdictions. Therefore, the management of many fish stocks is governed by the EU CFP and the major evidence collection frameworks for fish operate at an EU or national level (such as ICES data series, WFD TrAC sampling). It is currently thought that the UK will maintain its current involvement with ICES post EU exit as ICES is not an EU institution. However, for many species the current management unit may not acknowledge finer population structure, which is significant in managing viable local stocks. Even for species with genuinely wide geographic ranges, key life-history stages may be closely linked to inshore habitats and EU management may not offer protection evenly over the species range. New inshore fisheries have also emerged for finfish (such as the Live Wrasse Fishery), which are not covered by any EU or National legislation. Data collected to inform EU or

national management are often not appropriate for informing management at a local level. Whilst short-term project-based work helps to build on this evidence base for individual species, these projects are often short lived and are not necessarily focussed on providing evidence at the appropriate spatial scale for IFCA management. D&S IFCA is therefore increasingly involved in the management of, or research into, fish stocks. Species of interest for 2020-2021 include spiny lobster, herring, bass, and wrasse as well as the IFCA's work of intertidal shellfish stock assessments.

There is also currently a renewed interest in the monitoring of inshore fish communities, and in 2020-2021 D&S IFCA will continue to be involved in projects which are both actively researching the ecology of certain species and those examining the administrative, funding and governance aspects of fisheries monitoring. In the longer-term, development of an IFCA-level evidence framework to direct research to inform local management is required. Several of the projects outlined within this plan are to continue building the structure of this framework (e.g. research and management plans) whilst others are designed to start providing this evidence. Such work often requires working as part of larger partnerships involving different regulatory, research, industry, and NGO bodies. This work also feeds into improving the evidence base for an Ecosystem Approach to fisheries management and for developing management paradigms such as Essential Fish Habitat.

The work that D&S IFCA undertakes will help deliver many of the objectives and support the development of fisheries management plans set out in the Fisheries Bill. As part of the Marine Pioneer project D&S IFCA is hosting a Fisheries and Research Management Plan (FRMP) Officer. The officer is expected to develop Fisheries and Research Management Plans for at least five species important to North Devon and the Severn area during the one-year contract. Going forward it is hoped that FRMPs will be undertaken for all species in the D&S IFCA's District and feed into the Fisheries Bill Fisheries Management Plans.

2.5 Marine Protected Area Management

D&S IFCA has ten European Marine Sites designated under the EU Birds and Habitats Directives, and four Tranche 1, two Tranche 2 and six Tranche 3 Marine Conservation Zones (MCZ) designated under MaCAA.

Many of these sites co-locate and some have shared boundaries with other IFCAs, the MMO and Welsh Government. D&S IFCA is the appropriate and relevant authority to manage the exploitation of fishing activities within these Marine Protected Areas (MPA), or parts thereof, within the six nautical mile seaward limit of its District and officers undertake evidence gathering, monitoring and enforcement relevant to this duty. This year's work will focus on the completion the necessary assessments of fishing activities in Tranche 3 MCZ but also the requirement to review its management approach in many of the other designated MPAs. In addition, D&S IFCA is committed to supporting the four Monitoring and Control plans that have been agreed to gather additional information on certain fishing activities occurring within MPAs.

Some of the assessments relate to potentially opening access to demersal mobile gear into areas within MPAs that have been closed under precautionary measures, due to inability, at the time, to monitor the mobile fleet remotely. With the introduction of Vessel Monitoring Systems (VMS) and increased positional reporting rates (three minutes inside MPAs and every ten minutes elsewhere in the District) these activities can be more closely monitored. However, the outcome of the forthcoming appeal case against conviction and sentence

brought successfully, in part by the use of VMS data, will determine whether regulators maintain their confidence in the ability to effectively monitor vessels in this way. Any lack of confidence in the use of VMS evidence may result in the D&S IFCA not being able to progress the proposals to open up access to areas previously closed under precaution.

The Defra family has formed a working group to define the 'Whole Site Approach' to MPA management, which is highlighted in the 25YEP and to integrate it into the management of fishing activities in MPA. It is expected that consideration would be given to protecting all habitats in the site against potentially damaging fishing activities and assess the ecosystem services they provide, as opposed to continuing with a feature-based approach. It is anticipated that during the year an announcement will be made regarding the Government's review into whether and how Highly Protected Marine Areas (HMPA) could be introduced.

2.6 Development of a Mariculture Strategy

Aquaculture is the overarching term for the cultivation of aquatic animals and plants, especially fish, shellfish, and seaweed, in natural or controlled marine or freshwater environments, to provide a source of food. When it occurs in the marine environment it is called Mariculture. In Europe aquaculture accounts for 20% of total EU fish production and directly employs 85,000 people and is worth 3.6 billion Euros. The sector is mainly composed of small and medium-sized enterprises in coastal and rural areas. The UK's multi-annual national plan for sustainable aquaculture identifies the stagnation of the aquaculture industry and details how the UK government will encourage growth in the aquaculture sector. The Fisheries Bill also looks to create the legislative framework to support the development of aquaculture in the future. However, limits on the development of aquaculture are often location specific and are better addressed at a local level.

By developing a Mariculture Strategy the IFCA will provide a basis for future opportunities within this sector. Site location, displacement, seed production, hatchery options, water quality, harmful algal blooms, potential diseases, invasive non-native species and conflict with other fishing sectors are all areas which D&S IFCA can review in the strategy. D&S IFCA has work in collaboration with appropriate stakeholders and organisations in the development of the Mariculture Strategy including Defra, Cefas, MMO, Natural England, Environmental Health, SeaFish, and the shellfish fishing and mariculture industry.

The UK Marine Policy Statement requires that marine plans deliver:

'a clear, spatial and locally-relevant expression of policy, implementation and delivery' and 'greater coherence in policy' taking 'a forward-looking, proactive and spatial planning approach to the management of the marine area, its resources, and the activities and interactions that take place within it'.

An important part of developing a Mariculture strategy will be to understand the importance and value environmentally, economically and socially of coastal areas within D&S IFCA's District so that this information can determine areas where mariculture developments may be possible and may get the greatest support from all sectors. Towed gear fisheries are likely to be incompatible with any mariculture development and may lead to this activity being displaced from further areas.

The current Marine Plans do not identify effectively the level of fishing effort across the inshore marine area, and this results in the identification of potential areas for mariculture, which includes areas that are important to existing fishing activities. D&S IFCA has access to VMS data for all towed gear vessels operating in the District since August 2018 and the D&S IFCA's Mariculture Strategy sets out its commitment to map this activity so that it can be used inform the review of the South Marine Plans and the further development and implementation of the South West Marine Plans.

2.7 Information Management System

The development and ongoing use of an Information Management System is vital to provide the D&S IFCA and its staff, operating on a day to day basis, with the correct framework to comply with legislative requirements.

Key drivers of the initial development and on-going compliance with the system are:

- General Data Protection Regulations (and multiple standards adopted) through the Data Protection Act 2018;
- Freedom of Information Act 2000;
- Environment Information Regulations 2004;
- Accounts and Audit Regulations 1996;
- Local Government Act 1972
- Health & Safety
- Supporting the communications and publications output of D&S IFCA

The introduction of GDPR provided the catalyst for change and with a new system now in place, officers can comply with a range of guidance and policy documentation that underpins elements of their work. The internal system will be subjected to periodic monitoring and refinement when required. D&S IFCA will seek support from outsourced services to review internal structures and the policy documentation that has been created and implemented.

D&S IFCA needs to be transparent with information and data that it holds. The mixed nature of information that D&S IFCA utilises is often linked to decision making that can impact on different stakeholders. It is important that D&S IFCA is accountable for work completed and the processes that are followed when taking those decisions.

D&S IFCA is committed to continuing initiatives such as detailed reporting to fully describe decision making and the evidence bases that are used in any such process. The on-going expansion of the D&S IFCA publication Scheme, delivered via the D&S IFCA website resource library, is key to deliver this objective and provides the basis for essential elements of D&S IFCA communications delivery plan.

It is envisaged that these efforts and increased publication of information will reduce the staff time needed to process requests regarding Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

3. Core Work Areas

3.1 Management of Fishing Activity

Section 153 MaCAA clearly defines D&S IFCA's duties to manage inshore fisheries and the exploitation of sea fisheries resources in its District.

D&S IFCA is committed to an activity-based approach when reviewing the management of different fishing activities. This review has potential to include the development of new permit byelaws and includes the review of existing byelaws and their permit conditions already introduced. The Authority has delegated powers to the Byelaw and Permitting Sub-Committee (B&PSC) for the byelaw related working and the B&PSC have themselves established the Byelaw Technical Working Group (BTWG) to act on their behalf for legal drafting of required documentation.

2020-21 will see the continuation of the review and effectively a re-make of the Mobile Fishing Permit Byelaw. The Byelaw and the associated permit conditions are interlinked, and the review provides the opportunity for required changes to be made to both. The Byelaw and Permitting Sub-Committee (B&PSC) has identified a need for changes to the wording within the overarching byelaw and existing permit conditions. The re-made Mobile Fishing Permit Byelaw, subject to confirmation, will introduce changes to management at sea and within estuary areas and the creation of new categories of permit conditions to manage the activity of sand eel trawling.

Following an option for management discussion in November 2019, the B&PSC are tasked with developing a new Hand Working Permit Byelaw. Pre-consultation will help to inform how the byelaw and the commercial hand working permit conditions will be developed. The creation of this byelaw has the potential to incorporate legacy measures which can then be revoked as stand-alone byelaws. This includes the Temporary Closure of Shellfish Byelaw (number 9) which was used to close public mussel beds within the Teign and Exe Estuaries from 1st May 2019. The closure will be reviewed in 2020-21 based on information provided about the stock levels.

The Potting Permit Byelaw and the Diving Permit Byelaw were both introduced in 2015 and must be reviewed after five years. The review of these byelaws (and associated permit conditions) will begin in this financial year; however, the timetabling of work will be dependent of the decision making of the B&PSC at key stages.

Management of Fishing Activity not only includes the review of Byelaws and Permit Conditions, but, for the D&S IFCA Annual Plan for 2020 and 2021, also includes development of potential management of existing and emerging fisheries. In addition to the Live Wrasse Fishery, D&S IFCA will seek to develop more formal management of the mussel fishery in the Taw Torridge and gather evidence and undertake stakeholder engagement to inform appropriate management of the spiny lobster fishery in the D&S IFCA's District.

As the byelaw related working drives other aspects of D&S IFCA working, including the gathering of evidence and communications work, the dates of B&PSC meetings will factor heavily in the delivery of work. For that reason, the dates of meetings may be subject to change.

Table 1- Management of Fishing Activities Workstreams**Category: Management of Fishing Activity**

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
001	To complete the 5 Year Review of the Mobile Fishing Permit Byelaw (including changes to Permit Conditions) and implement the re-made byelaw.	To finalise the scope and content of 2 new categories of permit conditions to manage sand eel trawling activity. This work involves drafting by the Byelaw Technical Working Group (BTWG) and consideration by the Byelaw & Permitting Sub-Committee (B&PSC).	The drafting of the Byelaw and associated permit conditions are interlinked. The need to manage sand eel trawling was identified by the B&PSC.	Drafting work on sand eel permit conditions and further associated drafting of the Mobile Fishing Permit Byelaw to be completed by April and presented to B&PSC in May 2020.	Budget
002		To create new annexes and to amend existing annexes to accompany four categories of mobile fishing permit conditions and review closing lines positional data for estuary closing lines	The Mobile Fishing Permit Byelaw will introduce a schedule listing estuary closing lines. New and modified permit Annexes are needed to demonstrate spatial closures.	The review of positional data, and production of annexes to be completed in April 2020.	Budget
003		For the B&PSC to scrutinise the drafting work of the BTWG.	The BTWG has no delegated powers for decision making. The work of the BTWG must be reported to the B&PSC for approval.	A report to highlight the on-going drafting work of the BTWG will be presented to the B&PSC in May 2020 for decision making.	Budget
004		To create an Impact Assessment (for consultation)	An Impact Assessment is a requirement of the process and will reflect the content of the Byelaw, Permit Conditions, the rationale for change and the potential impacts to fishers.	After the B&PSC Meeting in May 2020.	Budget
005		To "Make" the Mobile Fishing Permit Byelaw.	The proposed byelaw, permit conditions and accompanying Impact Assessment must be approved by the B&PSC so formal consultation can begin.	Additional B&PSC Meetings may be needed; however, a scheduled B&PSC has been arranged to take place in August 2020.	Budget

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
006	To complete the 5 Year Review of the Mobile Fishing Permit Byelaw (including changes to Permit Conditions) and implement the re-made byelaw.	Formal Consultation findings - Collate, recognise and manage.	A requirement of the byelaw making process	October to end of November 2020	Budget
007		Create Final Impact Assessment & make any modifications to the Byelaw and permit conditions in preparation for submission to MMO Quality Assurance Team	To reflect any decision making by the B&PSC. Quality assurance by the MMO is part of the process prior to submission to the Secretary of State for confirmation.	December 2020 - January 2021.	Budget
008		To introduce the re-made Mobile Fishing Permit Byelaw	To complete the task	Confirmation will be dependent on Defra, but potentially by 31 st March 2021.	Budget
009		To collate all key documented information into a single D&S IFCA Publication - "A Final Byelaw Development Report" & publish it.	For transparency with information and to reflect a complete record of process and working by D&S IFCA	As soon as possible after the replacement Mobile Fishing is potentially confirmed.	Budget
010	To introduce the Exemptions Byelaw	To react to advice from Defra and potentially modify the content of the Byelaw and associated Impact Assessment.	To enable the Secretary of State to confirm the Byelaw so it can be introduced.	Dependent on advice but it is envisaged by end of April 2020.	Budget
011		To develop new application forms and potentially guidance information for those seeking an Exemption for D&S IFCA.	To meet the requirements as set out within the Exemptions Byelaw	To coincide with the introduction of the Byelaw	Budget
012		To collate all key documented information into a single D&S IFCA Publication - "A Final Byelaw Development Report" & publish it.	For transparency with information and to reflect a complete record of process and working by D&S IFCA	As soon as possible after the Exemptions Byelaw is potentially confirmed.	Budget

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
013	To begin the 5 Year Review of the Potting Permit Byelaw	Overview and planning reports will be created to highlight key areas for potential changes relevant to both these byelaws.	Both these byelaws (and their associated permit conditions) must be reviewed in 2020. The review can be used to address any weakness in the current byelaws and potentially introduce new management. Managing spear fishing will be a factor in the Diving Permit Byelaw.	Reports to be presented to the B&PSC in autumn/winter 2020. Further actions, considerations and reporting will be dependent on the timetable that is set and other factors such as continuing research on spiny lobster.	Budget
014	To begin the 5 Year Review of the Diving Permit Byelaw	Further actions will be dependent on B&PSC decision making, but it will involve BTWG drafting, consultations, communications and written reports.			
015	Live Wrasse Pot Fishery - Changes to Potting Permit Conditions & implementation	BTWG to re-draft the changes to the Potting Permit Conditions identified by the B&PSC.	Amendments recommended so that there is a requirement for all live rock cook wrasse are returned to sea. 4-week consultation required.	Permit drafting work to be completed by Mid-March 2020 ready for a consultation.	Budget
016		To collate findings of consultation and document in a report for B&PSC	Part of process to potentially amend the Potting Permit Conditions	Report to be presented and discussed in May 2020.	Budget
017		To potentially circulate amended Potting Permit Conditions	To reflect decision making of the B&PSC	Amended Potting Permit Conditions would be issued in June 2020.	Budget
018		To collate all key documented information into a single D&S IFCA Publication - "A Final Byelaw Development Report" & publish it.	For transparency with information and to reflect a complete record of process and working by D&S IFCA	To coincide with the issuing of amended Potting Permit Conditions.	Budget

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
019	To implement a new Hand Working Permit Byelaw	To collate findings of a bag limit consultation and document in a report for B&PSC	The B&PSC identified a need to consult on the levels of bag limits to form basis of the Hand Working Permit Byelaw.	Responses to be collated and documented in April 2020. Report to be presented to B&PSC in May 2020.	Budget
020		B&PSC to action BTWG to conduct initial drafting work of Hand Working Permit Byelaw	The Byelaw must be prepared so it can be examined by the B&PSC	BTWG Meetings TBC but drafting work will be completed to meet the dates allocated for 2020-21 B&PSC meetings.	Budget
021		Create Impact Assessment (consultation version) to accompany Hand Working Permit Byelaw.	Requirement of process	Impact assessment to be completed to accompany the draft byelaw.	Budget
022		Hand Working Permit Byelaw to be "made" by B&PSC.	Requirement of process - The formal consultation can then begin.	Additional B&PSC meetings expected in 2020-21.	Budget
023		Formal Consultation findings - Collate, recognise and manage.	Requirement of process	B&PSC Meeting Date TBC	Budget
024		Create Final Impact Assessment & make any modifications to the Byelaw and permit conditions in preparation for submission to MMO Quality Assurance Team.	To reflect any decision making by the B&PSC. Quality assurance by the MMO is part of the process prior to submission to the Secretary of State for confirmation.	Dates dependent on prior decision making. Implementation date for the Byelaw dependent on this part of process and its findings.	Budget
025	To implement the Monitoring and Control Plans (M&CPs) for certain activities taking place with Marine Protected Areas (MPAs)	To collate all key documented information into a single D&S IFCA Publication - "A Final Byelaw Development Report" & publish it.	For transparency with information and to reflect a complete record of process and working by D&S IFCA	To coincide with the implementation of the Hand Working Permit Byelaw.	Budget
026		Monitoring programmes have been established to fulfil the requirements of M&CPs and results will inform any potential changes in management of the fishing activity assessed.	M&CPs have been produced for specific activities in four MPAs to ensure the best available evidence is being used in the IFCA's management decisions and fulfil the IFCA's duty to protect the marine environment from or promote its recovery from the effects of the	Monitoring will take continue as described in the plans throughout 2020-2021.	Budget

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
			exploitation of sea fisheries resources.		
027	To review the Skerries Bank Angling Zone	To undertake the recommendations set out in the 2019 D&S IFCA skerries Angling Zone report	To assess whether activity in the zone had changed and review the management approach.	Consultation and meetings with the three interested sectors May to July. Management report to be completed by October 2020.	Budget
028	Co-chair the Inshore Potting Agreement (IPA) Committee to annually inform potential changes in management	D&S IFCA Officers co-chair the IPA annual meeting with the MMO. Fishing representative, who sit on the committee, as well as D&S IFCA permit holders are consulted to provide any proposed changes in the management of the IPA. Agendas and minutes of the meeting are produced. Charts with positional data are produced and disseminated to MMO fishing licence holders and D&S IFCA Permit holders.	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 charter. This also provides the opportunity to discuss relevant workstreams and future policy drivers to these industry members.	IPA Committee meeting organised in November 2020. Revised IPA charts produced by end of December 2020. Minutes of meeting produced by end of March 2021	Budget
029	To review access to demersal mobile gear in areas within MPAs, previously closed under precaution.	Once formal advice is received from Natural England on the possibility of opening access to demersal mobile gear in the top of Zone 2 of the IPA which lies within the Start Point to Plymouth Sound and Eddystone (SPPSE) SAC and is closed under Annex 5 of the Mobile Fishing Permit Byelaw Permit Conditions, and advice is received regarding the potential impacts of demersal gear on	Some areas within the District's EMSs were closed to demersal fishing gear in 2014, under the precautionary principle. At that time real-time monitoring of demersal fishing activity in these areas was not possible. With the requirement for Mobile Fishing vessels operating in the D&S IFCA's District to have a functioning IVMS access may be	A review of management of access will take place though 2020-2021.	Budget

Task	Action	Why?	When?	Finance Source: Budget or Reserves
	areas within the Skerries Banks and Surrounds MCZ, D&S IFCA may review access to demersal gear within these two MPAs.	reviewed. However, if NE's formal advice suggests that access into this part of the SPPSE SAC is acceptable, this will be dependent on the outcome of the forthcoming appeal against conviction in a prosecution brought successfully with the use of IVMS. There may be a need to consider Measures of Equivalent Environmental Benefit when considering changes to access to areas within the SPPSE SAC and Skerries Banks & Surrounds MCZ.		
<div data-bbox="85 758 176 831">030</div> To review the spiny lobster fisheries in the District and gain information to develop potential management measures	<ul style="list-style-type: none"> • To undertake commercial fishing sectoral meetings at key port locations within D&S IFCA's District to gather information on management measures that these fishing sectors would like to see introduced to allow for sustainable spiny lobster fisheries. • To determine possible management measures of spiny lobsters within the District 	<p>Spiny lobster sightings have increased through the D&S IFCA's District - both from commercial fisher's observations and divers' observations since 2014. Commercial fishers are seeing an increased number of juveniles and many are actively involved in data collection - locations of sightings; carapace length; sex; maturity. Some fishers are tagging spiny lobsters as part of the on-going research. The need for the consideration of management measures for spiny lobsters has come through discussions with members of the fishing industry as well as other stakeholders through a D&S IFCA 'Call for Information' in May 2018 and stakeholder meeting held in April 2019</p>	<p>Initially sectoral meetings to take place in May/June 2020. Outputs from these meetings will be considered by the IFCA and further stakeholder engagement may be required to develop potential management measures. Future management, if required, could be introduced through the Permit Byelaws in 2021/2022</p>	Budget

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
031	To introduce appropriate management of the Taw Torridge Mussel Fishery	<ol style="list-style-type: none"> 1. To consider the results from the intertidal surveys in Spring 2020 to assess this resource 2. To consider the results of sub-tidal surveys to understand the seed resource within the estuary 3. To develop a management strategy by engaging with local harvesters, shellfish businesses and stakeholders 	To date, management of the public shellfish beds on the Taw Torridge SSSI has been shared by agreement between Natural England, D&S IFCA and the shellfish harvesters. The harvestable amount is determined from the outputs of D&S IFCA's mussel surveys of the intertidal beds. With an increase in interest in the shellfisheries, especially mussel harvesting, there is a requirement to have a more formal appropriate management system in place. Such a management approach should ensure that shellfish businesses can continue to benefit from the resource, and that there is sufficient remaining stock that allows the beds to flourish and provide a food source for the over-wintering birds.	Surveys to be undertaken at appropriate times throughout the year. Engagement to take place throughout the year. Development of a management strategy by March 2021.	Budget
032	To implement recommendations from the D&S IFCA Mariculture Strategy	<ul style="list-style-type: none"> • To assess the level of activity and effort of existing users of the inshore waters of the D&S IFCA's District and create spatial maps of the level of activity and value to the different fishing sectors operating in these areas. • To produce a comprehensive guide and online resource library for new mariculturists who are looking for development opportunities within the District. 	D&S IFCA has produced a Mariculture Strategy which highlights core areas where the IFCA may have the opportunity to work with the mariculture sector to evaluate and advance mariculture opportunities and provide information to those interested in entering this sector. An important part of developing a Mariculture Strategy will be to understand the importance and value environmentally, economically and socially of coastal areas within D&S	Throughout 2020-2021	Reserves Identify suitable contractor to undertake the actions identified.

D&S IFCA Documentation

Task	Action	Why?	When?	Finance Source: Budget or Reserves
		IFCA's District so that this information can determine areas where aquaculture may be possible and may get the greatest support from all sectors.		

3.2 Compliance

The 2019-2020 annual report identified that the team of four enforcement officers carried out a total of 116 enforcement patrols of which 51 were patrols at sea. The annual plan sets the minimum number of patrols at sea and shore inspections that officers believe need to be conducted to have enough enforcement coverage across the District.

D&S IFCA operates an intelligence led approach to enforcement and will continue to provide an out of office duty phone number for members of the public to call outside of core working hours including weekends and public holidays. It is believed that this service is not provided by any other IFCA, but information provided through this communication channel continues to support the approach to enforcement and officers raise awareness of the duty phone number when at meetings with commercial and recreational fishers.

It is however likely that the planned patrols in North Devon and the Severn area will also increase D&S IFCA's knowledge of fishing activity in the areas and may lead to further patrols being necessary.

D&S IFCA operates two Rigid Inflatable Boats (RIB) and has secured the shared use of the Environment Agency's RIB Endeavour based in Alverdiscott, North Devon. The share used of Endeavour will simplify logistics in this area and will support achieving the number of planned sea patrols.

Achieving high compliance with the spatial restrictions in the district remains the enforcement priority for D&S IFCA. The harm caused by illegal demersal towed gear activity is not restricted to the damage caused to the sensitive, protected habitats but also affects the static gear sector and the rest of the mobile fishing fleet. Static gear fishermen continue to attribute the loss of potting and netting gear to illegal towed gear activity. The gear is costly to replace and reduces their catches whilst they are left with less fishing gear in the water. Catches taken from within the closed areas by towed gear vessels can be significantly higher than in open areas potential reducing the value of legally caught fish and shellfish by increasing supply to the markets and driving down prices.

For a small percentage of the mobile fishing fleet compliance is achieved by having effective enforcement. It also acts as a deterrent to others that may consider fishing illegally. Monitoring of the mobile fishing fleet will continue to be achieved, in part, by accessing, and analysing the positional data generated by the on-board VMS units. Recent annual reports show how much legal resource has been required to prosecute some of the spatial cases but does not reflect the considerable amount of time taken by the enforcement team to prepare the case files. The number of spatial investigations will continue to determine how much time officers have to undertake other enforcement duties.

Enforcement officers already undertake joint patrols and operations with the MMO and EA. It will be possible to achieve some of the required patrols and inspections by joint working with other organisations but the only way D&S IFCA could guarantee to meet the minimum patrols and inspections would be to employ more enforcement officers. Employment of officers cannot be taken from D&S IFCA's general reserves which limits the chances of achieving this part of the Plan. The agreed budget for 2020-201 is based on continuing to employ only four enforcement officers.

Table 2 Compliance Workstreams**Category: Effective Enforcement**

	Task	Action	Why?	When?	Funding Source: Budget or Reserves
033	To monitor Mobile Fishing Vessels using IVMS	To evaluate IVMS data to assess compliance with Permit conditions as an integral part of intelligence led enforcement work.	To provide the better evidence when investigating infringements to permit conditions. To seek to ensure the effective enforcement of legislation.	On-going.	Budget
034	To follow National Compliance Directives	To ensure IFCA Officers comply with and conduct their enforcement activities within the national frameworks.	This ensures consistent approach in areas of enforcement where both MMO and IFCA's have powers to enforce.	On-going.	Budget
035	To review the Compliance and Enforcement Strategy	To identify and document the key components of the enforcement work the IFCA undertakes and the future delivery requirements, whilst developing joint working opportunities.	This strategy fulfils the IFCA's success criteria and provides guidance to fishers and officers on how the D&S IFCA will undertake its enforcement work.	On going	Budget
036	Member of Tactical Co-ordination Group	To attend meetings held at IFCA enforcement team and regional level.	This allows the sharing of illegal activity intelligence reports and co-ordination enforcement action.	IFCA meetings every 3 weeks. Regional meetings every 4 weeks.	Budget
037	To maintain a Duty Phone	To ensure the duty phone is carried by officers at out of office times. To document all reports of suspected illegal activity in intelligence reports.	Provide a communication option to report suspicious activity out of office hours and increases knowledge of suspected illegal activity in the District.	On-going.	Budget

	Task	Action	Why?	When?	Funding Source: Budget
038	Enforce fisheries management measures in the Severn estuary	Carry out a minimum of six enforcement patrols to ensure compliance with restrictions in Severn estuary	To ensure legislation is enforced with particular focus on netting and to deliver the benefits identified from the restrictions.	As determined by intelligence and known periods of activity	Reserves - achieved through chartering of local vessels. - possible overnight accommodation
039	Enforce fisheries management measures in North Devon	Carry out a minimum of 15 enforcement patrols and ten inspections at ports	To ensure legislation is enforced with particular focus on netting and shellfish landings and to deliver the benefits identified from the restrictions.	As determined by intelligence and known periods of activity	Budget - Agreement to use EA's RIB based in Appledore Explore joint working opportunities with MMO and EA
040					Reserves - hiring of office space at EA offices in Alverdiscott. Possible overnight accommodation
041	Enforce fisheries management in South Devon	Carry out a minimum of 50 enforcement patrols and 30 inspections at ports	To ensure legislation is enforced with particular focus on netting and shellfish landings and to deliver the benefits identified from the restrictions.	As determined by intelligence and known periods of activity	Budget – average of 50 sea patrols undertaken each year Explore joint working opportunities with MMO and EA

3.3 Evidence

Evidence gathering is at the core of management decisions for D&S IFCA. The very best available evidence is needed to fulfil the IFCA's duties under Sections 153 and 154 MaCAA.

There are many on-going research projects which will continue throughout 2020 and 2021, such as on-board surveys of the Live Wrasse Fishery. There are also surveys undertaken on an annual basis, by the Environment Team, such as intertidal mussel bed surveys. Spiny lobster research on sightings, catches and tagging of spiny lobsters will continue, working closely with the fishing industry, and further research will be undertaken to try and identify a continued recruitment of spiny lobsters into the fishery by investigation of post-larval settlement. All this evidence gathering will be reinforced by further fishing industry and stakeholder engagement to help inform any potential future management measures.

An output of the Marine Pioneer programme was to develop Fisheries Research and Management Plans. This work commenced in January 2020 and will continue for a year. A template for the plans has been developed and literature reviews and engagement with the fishing industry has commenced and will continue in earnest this year. Once completed the plan will feed into the Fisheries Management Plans, described in the Fisheries Bill, and further FR&MP are planned for other species found within the D&S IFCA's District.

Evidence gathering, on the fishing activities within the T3 MCZs in the District, is detailed in this Plan and work will commence on the MCZ assessments to identify any potential significant impacts of these activities on the designated features. Part of this research work will be undertaking a full suite of drone surveys of the crab tiling activities in estuaries in the D&S IFCA's District. Torbay MCZ, as a designated T1 MCZ, will require further investigation on the impacts of potting and netting on the seagrass feature. This will involve several strands of research including fishing effort surveys, a side scan survey and underwater filming of fishing gear interactions with the seagrass.

Partnership working is at the core of the evidence gathering that D&S IFCA undertakes. Much of the research could not be achieved without working with stakeholders, fishing industry members, NGO bodies and agencies such as Cefas, Natural England and the Environment Agency. Collaboration with academic institutes is also key to fulfilling the evidence gathering function of the IFCA. D&S IFCA is increasingly involved in finfish research and working with a range of respected specialists in this field, which has increased the knowledge of the IFCA and the development of robust research projects.

To fulfil D&S IFCA's High Level Objectives the Environment Team undertakes reactive work such as Marine Licence Application Consultations, EIRs, MPA reporting, issuing dispensation/authorisations, attending conferences and events, and giving presentations not only on research topics but on the overall management strategies and achievements of the IFCA. Many coastal and estuary fora meetings, and fishing association meetings are attended where D&S IFCA officers give regular updates on its workstreams. The Environment Team members sit on Defra initiated national groups e.g. Sustainable Fisheries Group, Marine Protected Area Group and Impact Evidence Group, as well as the IFCA Technical Advisory Group and the Hinkley C Marine Technical Forum.

Table 3 – Evidence Workstreams**Category: Ecosystem Based Fisheries Management**

	Task	Action	Why?	When?	Funding Source: Budget or Reserves
042	Wrasse On-board Surveys	Officers will undertake on-board data gathering and collect fishermen's' data, transport documents and sales notes. Officers will analyse data, compare results with previous year's data and report to the D&S IFCA's B&PSC in November 2019 with a final comparison report submitted in February 2020.	To fulfil the D&S IFCA's objective to have a fully- monitored sustainable Live Wrasse Fishery in its District.	Surveys: April - November 2020. Final report comparing four years' data to be presented to B&PSC in February 2021.	Budget
043	To identify the herring stock and spawning areas within the Bristol Channel	IFCA officers will work with researchers to continue the project and survey work where necessary. Officers will liaise with fishing industry members, Swansea University, and stakeholders to progress the research and feedback results.	This project is part of the North Devon Pioneer Programme, as described in UK's 25 YEP. Two sites have been identified for the project – Clovelly and Minehead. Swansea University are looking at the genetics of populations of herring in the Severn and broader to identify if the stocks are separate. D&S IFCA will get a better understanding of the use of the Bristol Channel by herring and this will inform its management of this heritage fishery. Information about the fishery will help inform response to marine developments in the Severn and Bristol Channel.	Project progress meetings / working group meetings when required.	Budget
044	To develop and complete Bristol Channel Fisheries Research and Management Plans (FRMPs)	A FRMP Officer commenced work in January 2020 on a year-long contract. D&S IFCA officers will continue to steer the project. IFCA officers will supervise the officer and workload during the delivery of the plans. A minimum of five plans will be produced by February 2021. The five species are: <ul style="list-style-type: none"> • Herring • Bass • Whelk 	The FRMPs aim to describe the current situation and identify future research requirements, which would enable a move towards regional, EBFM in the Bristol Channel. The resulting FR&M plans will form an important baseline for the North Devon Marine Pioneer Programme and will set the direction for future Pioneer project work. They will also steer D&S IFCA's future research work in the Bristol Channel. The template of the plans will be used to produce	Five FRMPs will be produced by February 2021. Outputs from these plans will feed in the 2021-2022 Annual Plan. In order to continue rolling out FRMPs across the District and feed these into the	Externally Funded project (EMFF)

Task	Action	Why?	When?	Funding Source: Budget or Reserves
	<ul style="list-style-type: none"> Skates and Rays Squid <p>If time allows spurdog will be considered as the next species for which a FRMP will be undertaken.</p>	plans for other species across the whole of the D&S IFCA's District and will inform the Fisheries Management Plans as described in the Fisheries Bill.	development of the Fisheries Bill national Fisheries Management Plans, additional funding will be required to keep an officer in post.	
045 Severn Estuary Ecological Research Forum (SEERF)	Officers will continue to be actively involved in this forum for researchers on the Severn Estuary, known as SEERF, which was established in 2018.	D&S IFCA set up SEERF in 2018. SEERF enables partnership working towards shared goals, which will support sustainable development and nature conservation and improve our understanding of the ecosystem in the Severn Estuary. SEERF will discuss current and proposed research and monitoring to better understand the ecosystem and the potential demands on it. Meetings have up to 20 researchers sharing workstreams, ideas and results of research.	One meeting between April 2020 and March 2021	Budget
046 Respond to formal consultations and input into discussions on Direct Cooling for Nuclear Power at Hinkley point C	Officer will input into the Marine Technical Forum of Hinkley Point C, relevant consultations (closed and public) and other related Hinkley meetings and workstreams. Responses will be submitted to appropriate national consultations and discussions. The scale of these responses is likely to be very large and take up a lot of officer time.	D&S IFCA has a non-statutory role on Hinkley C Marine Technical Forum. Using this position, the D&S IFCA believes that it can highlight its concerns over the development of such a significant project and the impact of on the Severn Estuary MPA.	Regular updates will be provided to the Authority during 2020 when appropriate. Consultation response will be completed to the required timescale.	Budget

Category: MPA Management

Task	Action	Why?	When?	Funding Source: Budget or Reserves
047 Bait Digging in the proximity of <i>Sabellaria</i> - Severn Estuary EMS	To undertake ten bait digging surveys at Hinkley.	Additional survey work to monitor the location of bait digging in the vicinity of or within the known areas of <i>Sabellaria</i> at Hinkley within the Severn Estuary SAC in response to feedback from NE in its formal vice for HRAs undertaken. This work is focused on the reefs at Hinkley Point C in Somerset. A total of 24 surveys are planned to sufficiently cover seasons, weekdays, weekends and spring and neap tides, over the July 2019 to End of May 2020 period. The surveys are on track, with 14 having been completed, and bait digging activity has been observed.	A further 10 surveys by end May 2020	Budget
048 Bait Digging in the proximity of High Tide Roost sites in the Severn Estuary EMS	To undertake bait digging surveys at four sites within the Severn Estuary EMS.	Additional survey work to monitor the level of bait digging that may impact high tide roosts of birds within the Severn Estuary SPA, in response to formal advice from NE on HRAs completed. This work is focused on four sites in the Severn Estuary where bait digging could occur at higher states of the tide and where high tide bird roosts occur: Berrow & Brean, Uphill, Sand Bay and Clevedon. A total of 32 surveys are planned from October 2019 to end of May 2020, to allow for even coverage of seasons, weekends, weekdays and spring and neap tides. Thirteen surveys have been completed to February 2020 and no bait digging has been observed. Other forms of disturbance have been noted, primarily dog walking.	A further 19 surveys by end of May 2020	Budget

	Task	Action	Why?	When?	Funding Source: Budget or Reserves
049	T3 MCZ evidence gathering and fishing activity surveys	D&S IFCA will evaluate evidence already available to inform Tranche 3 MCZ assessments and where this is lacking or incomplete, survey work may need to be undertaken. These surveys may include ground truthing of habitats, assessing the level of fishing effort and possible impact of these activities on designated features of the T3 sites - Avon Estuary, Erme Estuary, Dart Estuary, Otter Estuary, Axe Estuary and Morte Platform. Initial plans for survey work may include bait digging and working activities in the T3 estuarine MCZs and mapping of IVMS tracks for Mobile fishing vessels in the Morte Platform MCZ.	Tranche 3 (T3) MCZs were designated in 2019. D&S IFCA may need to undertake surveys on these sites to gather evidence to inform MCZ assessments and inform potential management measures of fishing activities in these sites	Evaluate what survey work may be required, after which a survey programme for each site will be developed where appropriate and evidence gathering will take place throughout 2020/2021.	Budget
050	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	Monitoring of activities, as outlined in M&CPs, will be undertaken to gather data, fill gaps and reduce uncertainties that were highlighted in the MPA assessments completed by D&S IFCA. Reports will be produced at the end of the monitoring periods and feed into revisions to the assessments and plans where required. The M&CPs are for: Shad in the Severn Estuary and Plymouth Sound and Estuaries EMS; trawling on sub-tidal mud in the Torbay MCZ; Trawling on coarse sediment in Lundy MCZ. For the shad M&CP flyers will be produced and a bycatch reporting scheme introduced.	Where MPA assessments were undertaken and Natural England formal advice suggested that there were uncertainties in the data and evidence used in the assessment D&S IFCA has produced M&CPs. These involved monitoring the fishing activity in the sites and the catches of certain species to try and fill the knowledge gaps and set baselines.	Shad Flyers and bycatch scheme introduced by April 2021. On-going Monitoring will take place throughout 2020-2021 and summary reports will be produced by March 2021.	Budget
051	To complete EMS/MCZ Assessments	Officers will undertake literature reviews, survey work (where required) and complete MPA assessments using evidence gathered from activity and habitat surveys. MCZ assessments for towed gear and scallop dredging Skerries Bank and	All fishing activities that take place within MPAs need to be assessed for any likely significant effect, to fulfil the D&S IFCA's environmental duties and Defra's revised approach to managing commercial fishing activity.	Skerries Bank and Surrounds MCZ assessments will be completed by June 2020	Budget

	Task	Action	Why?	When?	Funding Source: Budget or Reserves
		Surrounds MCZ need to be completed. Tranche 3 MCZ assessments for fishing activities in these sites will be undertaken, where necessary once evidence gathering of fishing activities has taken place.			
052	To monitor Potting in Plymouth Sound in or close to Seagrass beds	Officers will conduct six patrols and data will be mapped and feed into amendments to HRA. A report has been produced on the location of pots that were located in 2019/2020 and will updated with the 2020/2021 data.	As part of the on-going monitoring of fishing activity, information on the location of pots close to or located within the seagrass beds within the Plymouth Sound and Estuaries EMS will be gathered. A recommendation from the 2019-2020 report is that monitoring in continued through 2020-2021.	Discussions to be had with NE regarding the 2019/2020 report on location of pots. Six patrols will be undertaken in 2020-2021, to gather further evidence.	Budget
053	To monitor abundance and gathering data on the spiny lobster catches within D&S IFCA's District wide	<p>Officers will undertake evidence gathering throughout 2020/21 by:</p> <ul style="list-style-type: none"> continuing to gather data from members of the fishing industry and work with Seasearch to gather data on sightings, locations, and distribution of spiny lobsters in the District. Undertaking on-boards surveys with members of the fishing industry. Working with the fishing industry to continue the tagging programme and encourage reporting recaptures of tagged crawfish. Producing a flier to send out to fishing industry/ Permit Holders about the D&S IFCA tagging programming and returning recapture data Encouraging those fishermen who are currently tagging crawfish to undertake details morphometric sampling of catches 	Spiny lobster is a feature of three MCZs in the District and has a recover conservation objective. Spiny lobster fisheries existed in the past in D&S IFCA's District and were of significant value to the fishing industry. There appears to be a recovery of the populations across the D&S IFCA's District and there are increased landings into ports in the District. Monitoring of the fishery is important to provide vital information for future management considerations. There is concern that the continued apparent recovery of spiny lobsters in the District and in the SW may lead to an increase in fishing pressure and there is a need to avoid a boom and bust fishery. Greater knowledge of the species, its movements, population structure, morphometrics, size class distributions and continued recruitment is needed to ensure the appropriate management measures are introduced to protect the species where applicable and ensure a well management viable and sustainable fishery.	Analyse catches, landings, morphometric data, sightings data from 2018 and 2019 and compare to previous years. Produce a summary report of the findings by May 2020. Data collection is to continue throughout 2020. Meeting in April 2020 to discuss research collaboration with CIFCA and IoS IFCA. Work with MSc student and fishing industry to develop larvae collectors and deploy at site in the District Meeting in October/November	Budget 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.

Task	Action	Why?	When?	Funding Source: Budget or Reserves
	<ul style="list-style-type: none"> Mapping the locations of crawfish sightings in GIS. Collecting landings data from the MMO and investigate trends in the landings for the fishery. Developing and locating post -larval (pueruli) collectors in the Skerries Bank MCZ and in the SPPSE SAC under an MSc project. This will involve working with the fishing industry to set, monitor and remove the collectors. 		with stakeholders to share results.	

Category: Species Knowledge and Management

Task	Action	Why?	When?	Funding Resource: Budget or Reserves
054 To assist the Bass PhD - Tagging & Acoustic Monitoring & Steart Sampling	The PhD ends in June 2020. D&S IFCA Officers will continue to support and supervise the student until June 2020. D&S IFCA officers will co-author some of the academic papers that come out of the PhD. The PhD student, Tom Stamp, will present findings so his work at an Authority meeting.	There are two key areas of work within the D&S IFCA funded Bass PhD, which will be undertaken this year and continue until 2020: 1. Small fish surveys of Steart Managed Realignment in Somerset; 2. The Immature Bass Acoustic Stock Surveillance (I-BASS) project' which involves acoustic tagging of bass in estuaries and deployment of arrays of acoustic receivers to investigate movement within and in and out of estuaries.	Supervise the PhD until June 2020. PhD student to present his findings to the Authority in September 2020.	Budget

055

Task	Action	Why?	When?	Funding Resource: Budget or Reserves
To analyse data collected from the all previous years' fishers' returns and undertake Salcombe Scallop Fishery Stock Assessment	<p>The work to be undertaken on the Salcombe Scallop fishery is twofold:</p> <ol style="list-style-type: none"> 1. Analysis of the fishers' landings data returns from 2012 to 2019 to understand change in landings over time and estimate landings per unit effort where possible. 2. Due to absence of an Application Byelaw to give fishers dispensation to undertake the pre and post surveys and the continued poor weather conditions the stock assessment work for 2019/2020 did not take place. Therefore, officers will plan the survey work for the 2020/2021 fishery, liaise with fishermen, undertake on-board surveys before during and after the fishery opening to collect data on all catches and location of the tows. Officers will report their findings. 	A highly restricted scallop fishery exists with the Salcombe Estuary between mid-December and mid-March each year. Fishermen submit landings data. For the 2012/2013 fishery pre-, during and post-fishery on-board scallop stock surveys were undertaken to assess the stock levels. This was the baseline study and for 2020/2021 fishery a repeat of this survey will take place to compare the stock between this period and before and after this year's fishery.	Collect fishers' landing logs in April 2020. Report on fishers' landings over time available by July 2020. Onboard surveys to take place between December 2020 to March 2021.	Budget
To inform SW Crab and Lobster Fisheries - Fisheries Improvement Plan (FIP)	Officers will continue to sit on the steering group of the FIP and input into the project as a regulator in the area of the FIP. The production of the FIP Fisheries Management Plan will help inform the development of the Marine Pioneer Fisheries Research and Management Plans and to inform the future plans for lobster and crab for the District.	The FIP considers the pre-assessment requirement of the crab and lobster fisheries in the SW and highlights areas that need further improvement to reach a level that the fisheries can be accredited. These measures include what are the existing management measures, the availability of stock status reference points, these do not form a coherent, integrated harvest strategy. The main actions, under certain assessment principles, therefore, seek to address this, and further develop adaptive management mechanisms that makes management more responsive to the status of the stock.	Two project meetings with project team February 2020 to September 2020.	Budget

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057

Task	Action	Why?	When?	Funding Resource: Budget or Reserves
To assess mussel stocks in the Taw Torridge Estuary, Exe Estuary and Teign Estuary.	Officers will plan and undertake all survey work, analyse data, and produce reports that will be published on the D&S IFCA website. The results of these surveys will be used to inform management where appropriate.	<p>Monitoring of the mussel beds in the public fishery part of the Teign and Exe Estuaries will continue to be undertaken to determine if mussels have recolonised the beds that have seen a huge decline in recent years. Results will inform the continued development of the Hand Working Byelaw, and to determine if the temporary closures of the beds on the Teign and Exe continue to be required.</p> <p>For the Taw Torridge Estuary, stock assessments will be used to determine the future management of the mussel resource to ensure shellfish harvesting can continue and support of the shellfish industry whilst ensure there is sufficient food resource for the birds and remaining stock to maintain the intertidal beds.</p>	Surveys will take May to November 2020. Report by February 2021.	Budget
To assess cockle stocks in the, Exe Estuary, Teign Estuary and Avon Estuary.	Officers will plan and undertake all survey work, analyse data, and produce reports that will be published on the D&S IFCA website. The results of these survey s will be used to inform management where appropriate.	Cockle stock assessments are undertaken on a regular basis - annually up to 2018 for the Exe Estuary. Cockle assessment of the Teign was undertaken in 2019. These need repeating in 2020 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) will be undertaken for the first time, as this Estuary is now a Tranche 3 MCZ.	Surveys will take May to November 2020. Report by February 2021.	Budget

058

059

Task	Action	Why?	When?	Funding Resource: Budget or Reserves
Bass Survivability	To undertake a literature review of the survivability of bass through netting activities and techniques used to assess this. If achievable and practicable 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.	In 2017 the D&S IFCA Netting Permit Byelaw was introduced. During the consultation phase on the Netting Permit Byelaw, representation was made from fishers from the Salcombe Estuary who highlighted that the estuary was not used by migratory fish and therefore salmon and seatrout would not be impacted by the existing netting activity. Proposals were put forward during the consultation, to have a limited fishery with nets set for a limited time, and fishers in attendance to mitigate capture of bass and allow them to be returned to sea alive. Whilst a prohibition on netting was introduced in the estuary thereafter, fishers have now requested that D&S IFCA look at the possibility of a limited net fishery and the initial research and investigations need to assess bass survivability in the nets after a limited soak time.	Throughout 2020-2021	Budget
Survey of crab tilling activity in D&S IFCA's District Estuaries.	To undertake surveys of thirteen estuaries in Devon to gather positional data and count the number of crab tiles located in those estuaries.	Crab tile surveys are undertaken on a four-yearly basis. Drones have been used for the larger estuaries such as the Taw Torridge and Exe Estuaries and foot surveys have been undertaken on eleven other rivers/estuaries in the District. The last survey was undertaken in 2016 and therefore the next surveys are planned for 2020. It is envisaged that all surveys will be undertaken using a drone and this reduces the resource pressure on the environment team and ensures completion of all surveys.	Surveys will be undertaken on spring low water throughout the 2020-2021 period.	Reserves- Drone surveys using external consultants circa £10,000

060

Category: Habitat Research and Management

061

Task	Action	Why?	When?	Funding Resource: B=Budget R=Reserves
Torbay MCZ Seagrass and Fisheries interactions Research	<p>To undertake several strands of research to investigate the impacts of netting and potting on the seagrass feature of the Torbay MCZ</p> <ol style="list-style-type: none"> 1. To undertake a side scan sonar survey of the whole of the Torbay MCZ to identify the location and extent of all seagrass beds in the Torbay MCZ. 2. To accurately map the location and level of effort of potting and netting on, or adjacent to, the seagrass beds. This will involve collaboration with the inshore fishers that fish commercially in these areas. 3. To undertake filming on the seagrass to ground truth the side scan sonar evidence and undertake camera work on the impact of pots and nets on the seagrass in the Torbay MCZ. 	<p>Formal advice was received from Natural England (NE) regarding the MCZ assessment for netting and potting on seagrass in Torbay MCZ. NE assessed the evidence provided indicating no significant effect was insufficient. This survey work will be used to locate any previously unidentified or smaller seagrass beds in the Torbay MCZ; to have greater confidence in the level of effort and possible interaction; and the likely impacts of the fishing gear on the gear on the seagrass. It is thought that some of the work will be undertaken on board a survey vessel and the impact studies undertaken either through underwater filming work or diver surveys.</p>		<p>Reserves</p> <p>Options:</p> <ol style="list-style-type: none"> 1. External Consultants circa £40,000 including dive surveys 2. * Use of BlackJack work needs to be done to prepare for sea - operational costs include identifying suitable qualified person to skipper the vessel

* Addendum - D&S IFCA to discuss the use of SV Blackjack going forward and whether the Authority maintain this asset

3.4. Internal Process

Internal Process is an often overlooked but an increasingly important workstream for D&S IFCA. This umbrella term incorporates a number of key areas of work in 2019 - 2020:

- **Compliance with internal Systems (Information Management Plan)**
- **Communications**
- **Policy**
- **Staff**
- **Finance**

Following an overhaul in recent years, D&S IFCA now has an improved internal process. The underpinning information, management, and internal systems, and how staff (and members) adapt to the new systems in place, are all key elements for the successful delivery of the overall aims. Effort will be needed in 2020/21 to maintain the approach taken to date, to monitor the effectiveness of the internal processes that have been adopted and to make refinements where required. The use of specialist advice, and the services they provide, will be required during 2020/21. External support will be used to monitor specific aspects of internal process. This will include the approach taken for data protection and the multiple policy documents that set out our commitments and standards to achieve.

2020-21 will be the first full year where staff can utilise the new I-Trent system which will cater aspects such as recording annual leave, staff absence and expenses. The creation of a full time Finance and Administration post and extending to the duties of the Permitting Officer will also be of benefit to the Authority.

Preserving and improving the reputation of the organisation, Authority members and the staff of D&S IFCA is of importance in 2020-21. There will be on-going refinement associated with many aspects of internal process including a review of the Standing Orders. It is envisaged that training can be provided for members and officers to enable meetings to be conducted at a high standard of decorum.

Timely and high standards of minutes will be produced for both full Authority and B&PSC meetings in 2020-21. The minutes are in the public domain and are key to inform a wide audience how and why a decision has been reached and in what context.

The use of documented information interlinks with communications working and the communications strategy is heavily reliant on utilising and referring to information and documentation that has been published by D&S IFCA. The involvement of staff delivering communications is an on-going requirement and with continuing effort, and refinement where required, will continue to meet the expectations of staff, members and stakeholders.

The website will be maintained and developed in 2020/21. As different aspects of D&S IFCA work is completed and documented, the published works within the publication scheme, delivered via the website resource library, will continue to grow.

The Authority commitment to transparency with information. Documenting and presenting evidence and information is not only a vital component of decision-making processes, but also demonstrates the achievements of the Authority over a prolonged period.

The mixed type of working within the Internal Process category and the specific tasks related to aspects of it are highlighted in Table 4.

Table 4 – Internal Process Workstreams**Category: General Communications**

	Task	Action	Why?	When?	Funding Source: Budget or Reserves
062	Delivery the D&S IFCA Communication Delivery Plan	The delivery plan is focussed on use of the website, Facebook, limited use of twitter and direct communications/use of Mail Chimp. Communication material is internally produced and focussed on aspects of the Annual Plan rather than wider scale considerations. Attendance at meetings, events and forums is limited.	High Level Objectives - D&S IFCA must be seen and heard. Communication work helps to enhance the reputation of the Authority and can provide information for the Authority.	2020 -21	Budget
063	Staff to contribute to the delivery of the Communications Plans	Officers to provide summaries (news/information items) of their day to day activities to be used to publicise the work of the D&S IFCA.	To inform audience about the work being conducted by officers. The information items demonstrate actions to meet key tasks identified in the 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 will be posted on the D&S IFCA website and Facebook.	Each month each officer will aim to complete at least one information/news item. As a minimum 2 news items per team is the expectation.	Budget
064	To review the content and display of website	Officers will maintain and update the website content management system to expand the content of the Publications Scheme (Resource Library).	The website must be reviewed as a minimum each month to meet High Level Objectives. As the website is an integral part of D&S IFCA's communications delivery plan it will be reviewed and updated far more frequently.	Each week.	Budget
065	To review and refine the primary display pages of D&S IFCA Website	Officers to identify pages for updates and potential improvements to visual presentation.	To inform audience of key information that is relevant & accurate	Each month or as required.	Budget

	Task	Action	Why?	When?	Funding Source: Budget or Reserves
066	Production of D&S IFCA E-newsletter “Inshore Insights”	Create a seasonal newsletter in an electronic format for Mail Chimp circulation	To enhance the reputation of the Authority, to inform stakeholders and meet expectations (including High Level Objectives) that D&S IFCA is recognised and heard.	At least 3 newsletters will be produced.	Budget
067	Professionally printed communication material.	Create a professionally printed, glossy hard copy newsletter and other high-quality information flyers.	To provide additional information relating to various topics in a hard copy format.	As required	Reserves - run of 1000 leaflets £750 (not incl. set up of printing template).
068	Contribution to the Exe Estuary Management Partnership (EEMP) newsletter	Create and provide limited word articles for use in this newsletter when required.	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.	When requested. It is expected that at least two EEMP newsletters will be produced each year.	Budget
069	Online Permit Application Facility	To plan for further changes to the on-line permit facility and provide information to the outsourced service provider.	As new byelaws or changes to permit conditions are made, this needs to be reflected within the on-line application facility and links to information. The outsourced provider will need guidance and clear instruction related to any changes.	As required and before the implementation of any changed legislation.	Budget
070	Officers to attend Meetings/Events /Stakeholder engagement need to support delivery of the plan	Officers to identify which meetings to attend within travel and accommodation budgets	Meetings directly relevant to the delivery of the Plan and to meet the Success Criteria of being seen and heard.	Throughout the year	Budget

D&S IFCA Documentation

	Task	Action	Why?	When?	Funding Source: Budget or Reserves
071	Officers to attend additional meetings and events	Members or officers identify further opportunities for D&S IFCA representation.	To increase profile and influence that D&S IFCA can achieve at regional and national events	Throughout the year	Reserves
072	To provide suitable venues for public meetings	To identify suitable venues that have good transport links and accessibility for members and the public	To encourage attendance and provide for suitable environment for decision making processes	Review the requirements of each meeting throughout the year	Reserves

Category: Specific Communications

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
073	Formal Consultation for the Mobile Fishing Permit Byelaw (including changes to Permit Conditions)	To advertise the intention to apply for confirmation of the Byelaw in publications which target stakeholders affected by the byelaw's measures.	To meet the minimum standards of Defra Byelaw Guidance.	As soon as possible after the Byelaw is "made" by the B&PSC.	Budget
074		To prepare information for use on the D&S IFCA website and Facebook to support the formal consultation including links to the advertised Byelaw & Permit Conditions	To exceed the minimum requirement of using newspaper advertisements and utilise more effective communication platforms.		
075		To provide direct notification to all contacts on D&S IFCA email mailing list by using a Mail Chimp Circular.	To make full use of contact information provided to D&S IFCA to enable stakeholders to support or object to the Byelaw.		
076	Consultation to change the Potting Permit Conditions (Wrasse Fishery)	To prepare information for use on D&S IFCA website, Facebook and to conduct direct notification of the intention to amend the Potting Permit Conditions.	Consultation is part of the permit change/review process as set out in the Byelaw. The communication approach is to maximise the reach of the consultation	March - April 2020	Budget

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
077	Formal Consultation for the Hand Working Permit Byelaw	To advertise the intention to apply for confirmation of the Byelaw in publications which target stakeholders affected by the byelaw's measures.	To meet the minimum standards of Defra Byelaw Guidance.	As soon as possible after the Byelaw is "made" by the B&PSC.	Budget
078		To prepare information for use on the D&S IFCA website and Facebook to support the formal consultation including links to the advertised Byelaw & Permit Conditions	To exceed the minimum requirement of using newspaper advertisements and utilise more effective communication platforms.		
079		To provide direct notification to all contacts on D&S IFCA email mailing list by using a Mail Chimp Circular.	To make full use of contact information provided to D&S IFCA to enable stakeholders to support or object to the Byelaw.		
080	Consultation/s - 5 Year Review of Potting Permit Byelaw	To prepare all required information relevant to each byelaw and associated permit conditions that are identified for potential change.	Both these byelaws (and their associated permit conditions) must be reviewed in 2020. The consultation process gives those affected an opportunity to influence the decision making of the B&PSC.	Timetables will be defined by the B&PSC; however, it is likely that consultation work will be conducted from September 2020 and into 2021.	Budget
081	Consultation/s - 5 Year Review of Diving Permit Byelaw	<p>This will include use of the D&S IFCA website and Facebook and direct notification to all contacts on D&S IFCA email mailing list by using a Mail Chimp Circular.</p> <p>There is likely to be multiple phases of consultation dependent on the decision making of the B&PSC.</p>			

Category: Policy

	Task	Action	Why?	When?	Finance Source: Budget or Reserves
082	To refine internal systems & all Data Protection Policy (and Standards)	To seek advice and audit from outsourced services to review internal systems in place and highlight areas of improvement.	The D&S IFCA has a legal duty to comply with the introduction of GDPR and other regulatory requirements relating to data.	As required during 2020-21	Reserves - External adviser
083	Compliance and refinement with internal systems and policy	Senior Management Team to monitor compliance and relay key messages and guidance to staff	To maintain the systems and high standards already achieved	Updates and discussion at staff meetings each month.	Budget
084	Standing Orders training	To arrange training sessions for staff and general members.	To ensure procedural standards are met as set out in D&S IFCA standing orders.	April 2020	Reserves - External trainer
085	To produce comprehensive minutes of D&S IFCA meetings	Main Authority Quarterly meeting minutes now being recording and produced by Principal Policy Officer and Acting Finance and Administration Officer	Minutes are taken at both Full D&S IFCA and Sub-Committee Meetings. Content to be expanded in the interests of transparency to better demonstrate all decision-making.	Draft minutes produced within 2 weeks of each meeting.	Budget
086	Production of an Annual Report	Officers will produce an Annual Report.	S.178 Marine and Coastal Act 2009 states that D&S IFCA must complete an Annual Report.	Annual Report submitted to Defra by November 2020.	Budget
087	Staff Job Evaluation	To identify an external and independent source to conduct a job evaluation for all D&S IFCA Staff	The Authority has 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	2020-21	Reserves

4. Annexes

Annex 1	D&S IFCA Metrics
Annex 2	Budget Summary
Annex 3	Success Criteria
Annex 4	Risk Assessment Matrix
Annex 5	Abbreviations and Definitions
Annex 6	Staff Structure