



Publication Scheme

Freedom of Information Act 2000

September 2021

D&S IFCA Policy Documentation

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Version control:

Date	Comments
15 th November 2019	Revised Publication Scheme implemented
29 th September 2021	Amendments to reflect a change in policy regarding the publication of draft minutes.

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Purpose of the Publication Scheme

- To comply with the Freedom of Information Act 2000
- To help you understand what work we do and what we have available
- To inform you on how to view the information and if charges apply
- To make you aware that personal data is excluded from the scheme

How to find the information that is of interest to you?

- This document explains what information we have available and where to view it
- The D&S IFCA website¹ is often the best way to find the information
- The website has a range of display pages
- The website also has a more stable publications resource library
- The website resource library mirrors the layout of this document
- Information can also be circulated in electronic or hard copy form.
- Due to the use of imbedded information (hyperlinks), some information is more suited to be viewed in electronic form

An Overview of the Authority

The Marine and Coastal Access Act 2009 details how IFCA's have been established, their duties and powers along with their membership and proceedings. The area of the District is 4522 Km² and is defined in the Statutory Instrument (2010 No.2212)². The D&S IFCA District includes the areas of Devon, Somerset, Gloucestershire County Councils; Bristol City and Plymouth City Councils; North Somerset and South Gloucestershire Councils and all adjacent waters out to six nautical miles offshore or the median line with Wales.

- D&S IFCA must manage the exploitation of sea fisheries resources in its District
- D&S IFCA must seek to ensure that the conservation objectives of any Marine Conservation Zone in the district are furthered

In meeting the main duties, the work is basically divided into three key areas:

Enforcement Work, Research Work and Byelaw Work

A significant amount of the information generated by D&S IFCA is relevant to either one of these three work streams. Research and survey work add to evidence bases subsequently used to manage fishing activities via the introduction of local

¹ Some information may at times be temporarily unavailable

² The Devon and Severn Inshore Fisheries and Conservation Authority Order 2010

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management measures that can include legislation (Byelaws). Byelaws and other non-byelaw fisheries legislation is enforced by D&S IFCA.

Core Classes of Information

The following pages set out eight identified core classes of information.

Within each section, information has been inserted to help you understand what the information consists of and also any notes that are relevant. A table of charges is listed in the final section of this document. Certain classes of information are held for a limited time.

Categories:

- A) Role, Function and Management of the Authority**
- B) Internal Practice and Procedure**
- C) Audits and Accounts**
- D) Human Resource, Working Practice and Procedure**
- E) Legislation and Management Relevant to Functions**
- F) Byelaw Review Work & Impact Assessments**
- G) Authority Communications & Publications**
- H) Environment & Research**

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A) Role, Function and Management of the Authority

Description of Information:

Duties, functions, vision, success criteria, planning, high level objectives:

Location to View Information: [Website – Resource Library File A](#)

Relevant Publications

D&S IFCA Annual plans

D&S IFCA Quadrennial Reports

D&S IFCA Annual & Quarterly reports

Additional

Decision Making & the Precautionary Principle (explanation)

D&S IFCA High Level Objectives

Marine and Coastal Access Act 2009

(Internet browser only)

Notes

Before the beginning of each financial year every IFCA must make and publish a plan setting out the Authority's main objectives and priorities for the year. Annual plans are approved by the Authority members in the month of March each year.

Annual and quarterly reports are currently produced for Full Authority meetings. These are posted on the website and are available in hard copy format

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B) Internal Practice and Procedure

Description of Information:

Procedures, organisational developments (meetings), standing orders and Terms of Reference.

Location to View Information: [Website – Resource Library File B](#)

Relevant Publications

Full Authority Meetings

(Minutes produced each quarter)

(Officer Papers for members including the agenda)

Byelaw & Permitting Sub-Committee

(Minutes produced each quarter)

(Officer papers for members including the agenda)

Finance and General Purposes Committee

(Agenda for the meeting)

Standing Orders & Terms of Reference

Notes

All minutes are first created in draft form for initial scrutiny by Members. After approximately four weeks following an Authority meeting or a Sub-Committee meeting the draft minutes are marked accordingly and published in that format on the website. Minutes are formally approved for accuracy at the following meetings and are then displayed on the website as “final” minutes.

To meet the requirements of the Local Government Act 1972 (section 100C), the agendas for public meetings are retained for a period of at least six years and are available either on the website or on request.

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C) Audits and Accounts

Description of information:

Planned expenditure, metrics for D&S IFCA and other IFCA's including financial comparison data.

Location to View Information: [Website – Resource Library File C](#)

Relevant Publications & Information

Financial Overview

(Within the D&S IFCA Annual Plan)

Financial Information – comparison data tables

Metrics & Outputs

Report - Metrics for D&S IFCA and other IFCA's

D&S IFCA Budget Summary

Reference Tables

Notes

D&SIFCA undergoes a non-mandatory external audit each year which is conducted by Devon County Council (DCC). A statement of accounts is prepared each year by DCC and presented to the Full Authority at each Annual General Meeting held in June.

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D) Human Resource, Working Practice and Procedure

Description of Information:

List of staff, roles undertaken, recruitment information, data protection, standard operating procedures used for different types of working and our customer complaints procedure:

Location to View Information: [Website – Resource Library File D](#)

Relevant Publications

Employees and their Roles

(Staff Structure) – please note that the website has a “Contact Us” page that lists staff and contact details. The website also has an “Our Members” page which lists current Authority Members.

Recruitment

(Advertisements for vacant positions)

Grievance and Disciplinary Procedure

(Hard copy on request)

- **Data Protection Policy (& standards)**
- **Data Protection Policy (Privacy policy)**
- **Publications Scheme**
- **Freedom of Information Policy**
- **Fair Processing Notice (IVMS Tracking)**

Standard Operational Procedures

(For a range of scenarios)

(For a range of specialised equipment)

Customer Complaints Procedure

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E) Legislation and Management Relevant to Functions

Description of Information:

Byelaws, EU and domestic legislation, management of fishing activities:

Location to View Information: [Website – Resource Library File E](#)

Relevant Publications

D&S IFCA Byelaws (booklet)

D&S IFCA Permit Byelaws (Technical permit requirements) (+ Direct issue)

Annexes (Charts) Relevant to Byelaw Spatial Management (+ Direct Issue)

Policy/clarity on Elements of the Permit Conditions (+ Direct Issue)

Additional Charts (non-byelaw) Spatial Management

Bass Compliance Direction (non-byelaw)

Minimum Conservation Reference Sizes

Permit Application Process (on-line applications are also available on home page)

Voluntary Codes of Conduct (Various)

D&S IFCA Enforcement & Compliance Strategy

Guidance on Financial Administrative Penalties

Exemptions Byelaw and Application Form (Authorisations)

Notes

Links are provided on the D&S IFCA website to other organisations responsible for certain legislation. This includes the other IFCA's, the Environment Agency and also the Marine Management Organisation.

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F) Byelaw Review Work & Impact Assessments

Description of Information:

Development reports for creation of new byelaws or changes to existing permit conditions. This includes consultation circulars and final reports documenting how byelaws were developed or permit conditions amended. These will include evidence bases and the outcomes of research assessments. This section also includes Regulatory Impact Assessments (for new byelaws), as part of the development of new byelaws.

Location to View Information: [Website – Resource Library File F](#)

Relevant Publications

Impact Assessments (for current work on byelaw/s in consultation)

Final Impact Assessments (historic)

Consultation Circulars – Have Your Say (+ Direct Issue)

Byelaw Development Final Reports

(Principles, rationale, evidence base and outcomes)

This folder also includes archived byelaws and permit conditions for reference purposes.

Notes

D&S IFCA has adopted a permit-based byelaw model. There is a procedure that must be followed if any amendments to the flexible permit conditions are proposed. The development of new byelaws or changes to permit conditions used to manage different fishing activity is often a lengthy process. The process is well documented in reports submitted to the D&S IFCA Byelaw & Permitting Sub-Committee. All officer papers used for byelaw development or changes to permit conditions are posted in section B of the website resource library.

On completion of a new byelaw or changes to permit condition, a stand-alone byelaw development report is created and can be viewed in this section of the website resource library.

Regulatory Impact Assessments must be completed when new byelaws are developed. These can be read in isolation; however, the final Byelaw Development Reports document the same information as well as process and decision making.

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G) Authority Publications (Guides) and Communications

Description of Information:

Latest news items, press release and guides for stakeholders:

Location to View Information: [Website – Resource Library File G](#)

Relevant Publications

Information Guides:

These include:

- **A Guide to the Work of the Byelaw & Permitting Sub-Committee**
- **Byelaw Work – Timelines, Status & Changes**
- **Guides to the Industry about specific changes to permit conditions**

Communication Guide/Strategy

D&S IFCA Official Press Release (Various)

D&S IFCA News Items (Various)

D&S IFCA free E-Newsletters

Copies of “Inshore Insights” in PDF format that are directly circulated to stakeholders on our mailing list via mail chimp email format.

Information Flyers and Posters

These include:

- **D&S IFCA Banner for Marine Protected Areas**
- **AIFCA Leaflet – Management of Inshore Marine Protected Areas**
- **Posters for closed areas such as temporary closures of shellfish beds**

Presentations (Various)

Notices to Permit Holders (formal instruction)

(+ Direct Issue)

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H) Environment & Research

Description of Information:

A large collection of environmental and research information divided by activities and different species. This section contains both current work and reports that may have been superseded by updated reports:

Location to View Information: [Website – Resource Library File H](#)

Relevant Publications

A significant portion of the D&S IFCA research work informs the Authority of how to consider future management. Individual reports often inform the overall evidence base used in the creation of new byelaws or voluntary management initiatives. The D&S IFCA website is used to display a mixture of latest news stories on the home page. Links to more comprehensive documentation is often inserted within the news stories. There is a large volume of publications that can be viewed within the files that have been created and sub-divided with examples set out below:

Angling:	Strategy/Angling Zone Development/etc
Crustacea:	Brown Crab/Lobster/Spider Crab/etc
European Marine Sites:	Assessments for different Sites – Lundy/Exe etc
External Research Reports:	Otter Mortality (EA)/ Sea Angling (Defra) etc
Fin Fish:	Sub-divided into multiple species/different content
Fisheries Research/Management:	Final FMRPs/FRMP Development/FRMP Project
Hand Working:	Bait Digging/Crab Tiling/Intertidal Handwork
Invasive Species:	Biosecurity Plans/Crustacean/Mollusca
Marine Environment Matters:	Consultation Resp./External Policy/Position Statements
Marine Conservation Zones:	Assessments for Tranche 1, 2
Monitoring & Control Plans:	Control Plans for different sites & fishing activities
Mollusca:	Multiple species – Survey reports/Project reports
Projects:	EUROHAB/Pioneer Program/MPA Projects/Project UK
Seagrass:	Reports – Areas/Density etc
Student Reports:	Masters Projects - Impacts, Methodology, Habitats etc PhD Research – Bass, Fishers Impact etc

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Notes

Provision for the collection of relevant fisheries data is stated within permit-based byelaws; however, the Authority does not collect or store data that is not considered of use. D&S IFCA has a both a Data Protection Policy and a Privacy Policy.

Table of Charges

Information posted on the D&S IFCA website can be viewed free of charge. Other information can be requested. An administration charge may be levied to cover printing, photocopying and postage of hard copies of the requested information.

Because of the diverse nature of information produced by the Authority (which is available for circulation), each item may be subjected to different charges dependent on its nature or overall size (including imbedded information in the form of hyperlinks)

Options for the circulation of information are as follows:

- Information can be sent free of charge upon request to stakeholders who supply a current and functioning email address
- Hard copies of information can be circulated to stakeholders but a charge will be levied for the cost of postage. Stakeholders should contact the D&S IFCA office so the charges can be clarified and then send a stamped addressed envelope of the correct size as specified
- Hard copies of information can be printed and collected from the D&S IFCA office

Responsibility and Contact Details

The Principal Policy Officer is currently responsible for the management of the publications.

If you have an enquiry about specific information please contact Devon and Severn Inshore Fisheries and Conservation Authority.

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