

Eleventh Month Progress Report FY 2024/2025

Officers' Recommendation

That Members note the content of the Eleventh Month Progress Report (Agenda Item 7 – Annex A).

Background

An Annual Report must be produced as a requirement of S.178 Marine and Coastal Access Act 2009 (MaCAA). The Eleventh Month Progress Report (**Annex A**) will help to inform the completion of the Annual Report for Financial Year (FY) 2024/2025 that will be sent later this year to Defra. The Eleventh Month Progress Report will also help Members determine the content of the Annual Plan for FY 2025/2026, that Officers will finalise after the Authority meeting, held on 20th March 2025.

Context for Reporting

The Annual Plan for FY 2024/25 included specific tasks, sometimes forming elements of larger workstreams. Some tasks were new, some carried forward from previous years, and some are repetitive “business as usual” tasks undertaken every year. Every task is related to national IFCA Success Criteria.

Tasks set out in the Annual Plan for FY 2024/2025 were considered to be achievable for completion within twelve months. Therefore, compared to the required actions set out in the Annual Plan, the status of each task in terms of delivering on the intended outcomes, can only be either complete or incomplete.

This is also true at the eleventh month stage, however some tasks marked as incomplete in the Eleventh Month Progress Report may be finalised by 31st March 2025, and this will be reflected in the final Annual Report.

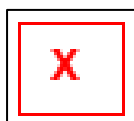
Reporting Methods

Officers have acknowledged past feedback from Members who requested a clear use of signalling regarding the status of tasks, and to provide explanations of why some tasks have not been achieved as originally anticipated. The Eleventh Month Progress Report includes symbols and text sections, with the tasks numbered and set out as they are within the Annual Plan FY 2024/2025, with each placed in a section relevant to the national IFCA Success Criteria. The Eleventh Month Progress Report provides an indication of which tasks remain as on-going tasks to potentially carry forward into the Annual Plan for FY 2025/2026.

Key:



Completed tasks, potentially forming part of larger workstreams, are indicated with a green tick.



Incomplete tasks, potentially forming parts of larger workstreams, are indicated with a red cross.



Task carried forward to the Annual Plan FY 2025/2026

Summary

Of the 53 identified tasks, many were Business as Usual tasks that repeat year. Several tasks that were expected to be completed within twelve months remain incomplete, with some of these expected to be complete by 31st March 2025.

Reporting on Additional Work

Every year Officers are Members undertake work that may not have been set out in the Annual Plan, but was important to undertake for a range of reasons. The Eleventh Month Progress Report includes a summary of additional work that was undertaken. Additional work that has begun, but may not be complete, can also inform the Annual Plan for FY 2025/2026, potentially becoming a new planned task or tasks.

The Final Annual Report FY 2024/2025

Officers have recognised that the finalised Annual Report is an opportunity each year to showcase the achievements of the Authority.



The Final Annual Report FY 2023/2024 was sent to Defra in November 2024.

It is envisaged that the finalised Annual Report FY 2024/2025 for submission to Defra will be created in the same format as the Annual Report FY 2023/2024.

It will use text boxes, similar colours, relevant images, and will include display pages to showcase different aspects of D&S IFCA's work as well as the reporting tables.

Publicising Annual Reports and Annual Plans

The D&S IFCA website includes a display page - [ANNUAL BUSINESS PLANS & REPORTS](#). This page sets out information about the requirements for the Authority to produce both an Annual Plan and Annual Report each year, and provides links to Annual Plans and Reports so they can easily be viewed and downloaded. When Annual plans and Reports are produced, Officers highlight this within news items for the website and Facebook.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers

- Authority meeting minutes (D&S IFCA Website Resource Library)
- [D&S IFCA Annual Plan 2024 - 25](#) (that includes national success criteria)
- [The Final Annual Report FY 2023/2024](#)