



STAFF MANAGEMENT SYSTEM

Northumberland Inshore Fisheries and Conservation Authority (NIFCA) is implementing a Staff Management System, including training and development plans in accordance with Success Criterion 1 "IFCAs have sound governance and staff are motivated and respected".

In preparing this system advice has been taken from the Learning and Organisational Development Coordinator in the Transformation Group at Northumberland County Council.

Integral to a Staff Management System are:

Appraisals: which NIFCA had in place for all staff including Inshore Fisheries and Conservation Officers ("IFCOs") as a Sea Fisheries Committee and has continued into the IFCA.

A System of Staff Meetings:

- Monthly rota meetings of the Chief Executive and IFCOs commenced with the Sea Fisheries Committee and have continued under the IFCA.
- In addition the Chief Executive meets on a daily basis with the Admin Officer regarding day to day work requirements. The Chief Executive also meets at least once a week with both the Finance Officer and Assistance Finance Officer to check on all current matters relating to the Authority finance as well as dealing with preparation of accounts and budget planning.
- The Chief Executive also meets with all other staff to deal with day to day requirements for the management and performance of the IFCA.
- All staff including IFCOs have job descriptions to ensure a proper understanding of everyone's role in the Authority.
- Officers and staff are consulted as appropriate upon matters relating to their role in the IFCA and generally regarding the work of the IFCA with feedback invited and acted upon as appropriate.
- A system of regular meetings of staff including IFCOs will be implemented in calendar year 2012 to ensure all staff can make a proper contribution to the running of the organisation.
- A system of one to one meetings will also be tested to ensure staff can raise any concerns or suggestions in an appropriate way.

Members are reported to as appropriate upon staff matters at Authority meetings and their input is sought when that is required and/or appropriate regarding the Staff Management System. All staff recognises the important role of the members in the effective functioning of the IFCA and the members support the IFCA officers and staff in the effective performance of their roles and in any other way which the staff individually or collectively may reasonably require.

A Staff Management System to the extent referred to above has been developed and tested during 2011 including training as referred to the IFCA Record of Training document/file. The system will continue to be developed and tested during calendar year 2012.

Following on from the above Staff Management System and Staff Training, the IFCA is developing and delivering a People Capability Strategy ensuring that staff can deliver the IFCA's organisational objectives as set out in its Annual Plan. In addition to training and development of new skills, mentoring for all staff is available as may reasonably be required.

The IFCA Staff Management System and People Capability Strategy will be assessed and gap analysis undertaken prior to 31 March 2012 in conjunction with the IFCA members and taking advice as appropriate from the County Council Learning and Organisational Development Coordinator (as referred to above).