



NORTHUMBERLAND INSHORE FISHERIES AND CONSERVATION AUTHORITY

PUBLICATION SCHEME Definition document

Northumberland Inshore Fisheries and Conservation Authority (NIFCA or the Authority) has adopted the Information Commissioner's Office Model Publication Scheme.

1. WHO WE ARE AND WHAT WE DO

This section contains current information only.

NIFCA is a statutory body.

The IFCA Vision is "to lead, champion and manage a sustainable marine environment and in-shore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry".

Information on our website is available free of charge. We normally charge 10p per sheet for photocopies of hard copy information. Please contact us for the number of sheets in each document you would like and the total cost, or to enquire if it is possible for you to inspect the document free of charge by prior appointment.

1.1 Constitution of the Authority

The Constitution of the Authority may be found on our website under Publications/Governance Documents.

<http://www.nifca.gov.uk/wp-content/uploads/2014/11/Constitution-Sept-20131.doc>

1.2 Structure and Membership of the Authority

Membership

Names of members of the Authority and the bodies (if any) represented by those members.

(a) Northumberland County Council Members

Mr G R Arckless
Mrs J B Fearon
Ms Lynne Grimshaw
Mr R J D Watkin
Mrs E Simpson
Mr J Woodman

(b) North Tyneside Metropolitan Borough Council

Councillor B Burdis

- (c) Marine Management Organisation (MMO) appointees (persons acquainted with the needs and opinions of the fishing community of the district and persons with knowledge of or expertise in marine environmental matters).

Mr M D Bould
Dr M Kitching
Mrs C Hedley
Mr D Herriot
Mr S Lowe
Professor N Polunin
Mr A Ritchie
Mr J Stephenson
Mr L Weller
Mr I Thomas
Mr D Thompson

- (d) Environment Agency officer appointee

Mr P Rippon

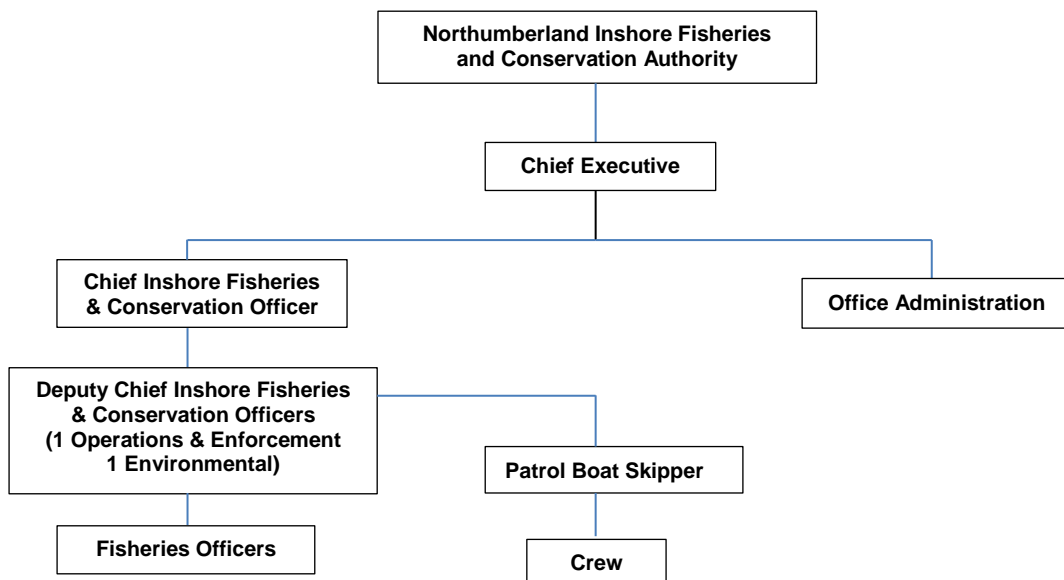
- (e) Natural England officer appointee

Dr Catherine L Scott

- (f) Marine Management Organisation officer appointee

Mr N Robinson

Authority Structure



The Authority has a number of subcommittees including Watch, Finance, Technical/Scientific and Patrol Vessel.

1.3 Staffing Structure of the Authority

The following people are staff at the Authority

Michael H Hardy, Chief Executive.
Administrative Officer, it is planned to fill this role in June 2015.
Deborah Carr (part-time), Secretary.
Carole Blair (part-time), Secretary.
Julian Sutton (part-time), Finance Officer.
Patricia Temperley (part-time), Assistant Finance Officer.
Alistair Browne, Chief Inshore Fisheries & Conservation Officer.
Jon Green, Deputy Chief Inshore Fisheries & Conservation Officer (Environmental).
Mark Southerton, Deputy Chief Inshore Fisheries & Conservation Officer (Operations).
Justin Cooke, Inshore Fisheries & Conservation Officer/Engineer.
Darren Graham, Inshore Fisheries & Conservation Officer.
Emma McLoughney, Environmental Inshore Fisheries & Conservation Officer.
Eric Balsdon (part-time), Inshore Fisheries & Conservation Officer.
Michael Docherty, Inshore Fisheries & Conservation Officer.
Sally Stewart-Moore, Inshore Fisheries & Conservation Officer.

1.4 Geographical area covered

The combined areas of Northumberland County Council and North Tyneside Metropolitan Borough Council from the Scottish Border in the North to the mid-point of the River Tyne in the South and out to the six mile limit. See "About" on our website for a full description of the limits of the District.

1.5 Outline of Responsibilities

The Authority has responsibility for the management of the exploitation of sea fisheries resources in the Authority district outlined in 1.4 above as more particularly referred to in Section 153 of the Marine and Coastal Access Act 2009.

1.6 Location of Office and Contact Details

We are located at:

8 Ennerdale Road
Blyth
Northumberland
NE24 4RT

Link to map:-

<https://www.google.co.uk/maps/place/Northumberland+Inshore+Fisheries+%26+Conservation+Authority,+8+Ennerdale+Road,+Blyth,+Northumberland+NE24+4RT/@55.131572,-1.552497,16z/data=!4m2!3m1!1s0x487e0d346a339b6f:0xa3941dfca2d1f07c>

Telephone (01670) 797 676
Email: nifca@nifca.gov.uk
Website: www.nifca.gov.uk

Please contact either a member of the Authority's Administrative Staff, a member of the Finance Team or one of our officers when required.

2. WHAT WE SPEND AND HOW WE SPEND IT

This section contains financial information for the current and previous financial year.

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit is available in the following documents.

Information	Format	Charge
Annual Accounts, Audit Returns and annual financial estimates	Hard copy PDF	10p per sheet Free of charge
Revenue and capital spending plans.	Hard copy PDF	10p per sheet Free of charge
Procurement Procedures	Hard copy PDF	10p per sheet Free of charge

3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

This section contains information for the current and previous financial year.

Our aims, objectives and plans and performance may be found in the following documents.

The Publication section of our website contains PDF versions where available: see <http://www.nifca.gov.uk/downloads/#>

Information	Format	Charge
NIFCA Strategic Environmental Assessment	PDF on website Hard copy	Free of charge 10p per sheet
NIFCA Strategic Research Plan 2013-2016	PDF on website Hard copy	Free of charge 10p per sheet
Annual research and environment plan 2014-2015	PDF on website Hard copy	Free of charge 10p per sheet
Defining the Northumberland lobster fishery	PDF on website Hard copy	Free of charge 10p per sheet
Insight into fisheries 2012	PDF on website Hard copy	Free of charge 10p per sheet
Lobster V-Notching Reports (2010-2014)	PDF on website Hard copy	Free of charge 10p per sheet
The feasibility of aquaculture, aquaponics and a lobster hatchery in Amble	PDF on website Hard copy	Free of charge 10p per sheet
2010-2014 Reports on Mussel Beds at Holy island	PDF on website Hard copy	Free of charge 10p per sheet
NIFCA Sea Angling Strategy	PDF on website Hard copy	Free of charge 10p per sheet

Aln estuary fish survey reports 2012-2014	PDF on website Hard copy	Free of charge 10p per sheet
A study of recreational sea angler data	PDF on website Hard copy	Free of charge 10p per sheet
Guidelines for recreational sea angling in the NIFCA district	PDF on website Hard copy	Free of charge 10p per sheet
Blyth estuary background information and code of conduct for bait collection	PDF on website Hard copy	Free of charge 10p per sheet

4. HOW WE MAKE DECISIONS

This section contains information for the current and previous year.

Information	Format	Charge
Minutes of Committee General meetings	PDF on website Hard copy	Free of charge 10p per sheet

Reports of advisory groups and other publicly available reports may be held by us from time to time and this can be checked with the Authority by enquiry as referred to in Section 1.6 above.

5. OUR POLICIES AND PROCEDURES

This section contains current information only about the policies and procedures for the conduct of the Committee's business, policies about employment matters, records management and personal data policies.

Information	Format	Charge
Standing Orders	PDF on website Hard copy	Free of charge 10p per sheet
Health and Safety Policy	PDF on website Hard copy	Free of charge 10p per sheet
Data Protection Policy	PDF on website Hard copy	Free of charge 10p per sheet
Staff Management System	PDF on website Hard copy	Free of charge 10p per sheet
Memoranda of Understanding (MOUs) with MMO, Natural England, Environment Agency, Cefas, the Tweed Commission and Newcastle University	PDF on website Hard copy	Free of charge 10p per sheet
Service Level Agreement (SLA) with Northumberland County Council	PDF on website Hard copy	Free of charge 10p per sheet
Joint Working Arrangement with MMO, Natural England and Environment Agency	PDF on website Hard copy	Free of charge 10p per sheet
Model publication scheme	PDF on website Hard copy	Free of charge 10p per sheet

Details of any current staff vacancies are posted on the Authority website.

The Authority has Customer Service Standards as referred to in its Annual Plan and a Customer Complaints Procedure – available as a PDF free of charge or a hard copy 10p per sheet.

6. LISTS AND REGISTERS

This section contains information contained only in currently maintained lists and registers. It includes lists or registers that the Authority is legally required to keep and asset lists, together with the Authority’s Freedom of Information disclosure log.

Information	Format	Charge
Full list of members	Hard copy PDF	10p per sheet Free of charge
Asset List	Hard copy PDF	10p per sheet Free of charge
Freedom of Information Disclosure Log	Hard copy PDF	10p per sheet Free of charge
Register of Members Interests	Hard copy PDF	10p per sheet Free of charge
Register of gifts and hospitality	Hard copy PDF	10p per sheet Free of charge

7. SERVICES WE OFFER

This section contains details of the services which are provided by the Authority.

The purpose of the Authority is enshrined in the national IFCA Vision as referred to above and in the seven IFCA success criterion which are:-

to have sound governance and staff who are motivated and respected;

to use evidence based, appropriate and timely byelaws to manage the sustainable exploitation of the sea fisheries resources within the district;

to have a fair, effective and proportionate enforcement regime in place;

to work in partnership and engage with stakeholders;

to make the best use of evidence to deliver objectives;

to support and promote the sustainable management of the marine environment and to be recognised and heard.

7.1 Regulator Role

In regulating the exploitation of sea fisheries resources in the district, the Authority will:-

- Monitor fisheries and the exploitation of sea fisheries resources in the district (other than those referred to in Section 153 (11) of the Marine and Coastal Access Act 2009);

- Make byelaws when appropriate in the interests of fisheries and the marine environment in the district;
- Enforce those byelaws and
- Enforce legislation both European and National in the district.

7.2 Byelaws

Our byelaws can be found on our website at [Byelaws](#) and a pdf version can be found at [Byelaws](#).

7.3 Information for Fishermen

Information for Fishermen can be found on our website at [Notice to Mariners](#).

In particular fishermen may be interested in:-

- Our frequently asked questions;
- Penalties;
- Our byelaws (see Section 7.2);

7.4 Information about Shellfish Harvesting

See our website and in particular:-

- Our byelaws (see Section 7.2);
- Our FAQs – see [FAQs](#);
- Our V-Notching report.

7.5 Notices, leaflets and guidance

All current information is published on our website at [Publications](#). PDF and hard copies are available free of charge.

7.6 Media Releases

Press and media releases are either published on our website and available as a pdf free of charge and/or they are available as a hard copy at 10p per sheet.

7.7 Details of the services for which the Authority is entitled to recover a fee together with those fees:-

Issue of replacement pot tags under the Authority Pot Limitation Scheme.

Chartering of Authority patrol vessel