

RISK ASSESSMENT MATRIX FOR NORTHUMBERLAND INSHORE FISHERIES AND CONSERVATION AUTHORITY

FORMING A PART OF THE NIFCA ANNUAL PLAN

L = Likelihood | I = Impact | S = Score

Year	Review 1	Review 2
2008	14/11/08	---
2009	15/05/09	---
2010	18/02/10	03/08/10
2011	22/02/11	28/09/11
2012	05/07/12	---
2013	27/03/13	08/11/13
2014	16/12/14	---
2015	01/07/15	---
2016	23/02/16	19/09/16
2017	24/3/17	18/09/17
Date of Next Review	March 2018	

Objectives:

To manage and regulate inshore sea fisheries in Northumberland and other duties particularly as laid down in the Marine & Coastal Access Act 2009 including:

- Enforcement of byelaws and other legislation.
- Supply fishing permits to approximately 124 commercial fishers (plus pot tags to 87 of these who target shellfish) and pot tags to approximately 165 recreational fishers.
- Provision of advice to permit and wider community
- And as referred to in the national IFCA Vision, Success Criteria and other objectives in NIFCA Strategic documents and reports and as also referred to in the NIFCA Annual Plan and Report

Ref	Risk	Controls	L I S			Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
			L	I	S					
1 MS	Inadequate management of health and safety of operational and office staff leading to an incident.	<p>Health and Safety Officer, Health and Safety Policy, risk assessments of all work, continually reviewed. Lone working policy in place for IFCOs and office staff, with an office rota introduced to try and avoid lone working in the office. Incidence of lone working significantly reduced due to Health & Safety Policy and rota and levels of office staffing. Officers have been issued with Personal Trackers. The Health and Safety Policy is kept up to date. Training is given to new recruits and a training manual will be kept. A visitors book is also kept in office reception recording all site visitors and staff attendance at and departure from the office. A fire alarm test has been carried out during a members meeting.</p> <p>The Health & Safety Officer has carried out reviews of 8 Ennerdale Road since the move here in 2013 – camera system now operational, as is door keypad system. Premises security including re: front gate will continue to be kept under review. A risk assessment has been completed for the new vessel – a health and safety manual has been produced and is now kept on the vessel. All Officers have received training re: familiarisation of work on vessels.</p> <p>Officers have been given 4x4 vehicle drivers training.</p>	1	3	7	<p>Monthly record of checks including fire safety and a fire drill has taken place for all officers and staff. Records of regular testing and inspection also take place. There is a quarterly Health & Safety Report to the Authority and the position is minuted. Quarterly report to Authority and meeting minutes. H&S Officer and CEO meeting quarterly.</p> <p>Additional staff training in Manual Handling has taken place.</p> <p>All IFCOs and Office staff have completed and passed occupational health tests. IFCOs to complete Annual Occupational Health Test, office staff every other year.</p>	M. Southerton	<p>Fire drill to take place annually plus regular reviews of individual training needs for staff in the office and IFCOs on the vessel. The Authority now has a training policy.</p> <p>Regular Safety, Fire and Man overboard Training on-board NIFCA Vessels</p>	Sept 2017	March 2018

R e f	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
2a AB	An aggrieved member of the public becomes abusive leading to an incident in the field.	As above plus: building up relationships, using negotiating and influencing skills. A complaints book is also in place for anyone wishing to make a complaint about incidents in the field. Enforcement officers equipped with personal protective clothing and equipment. Vast majority of time work in pairs. Lone working risk assessed and policy and procedures in place. SOS Panic Button on Personal Trackers to call for assistance Incident procedure to withdraw and report with potential recourse being prosecution for obstruction. Light Weight Body Cameras have been purchased and are being used by officers and may be used to gather evidence inter alia of incidents. On the rare occasion that lone working is required, officer will text or ring in at the beginning and end of the day to notify the Chief Officer or designated duty officers or member of staff that they have started or finished. Conflict resolution training has also been given to IFCOs and all key office staff. A tracker has been added to the Ford Ranger.	1	2	3	Reporting to Chief Executive and meeting of the Authority.	Chief Executive/Chief IFCO	Keep lone working tracking under review.	Sept 2017	March 2018
2b ES	An aggrieved member of the public becomes abusive leading to an incident – with an office based member of staff and general office security.	As risk 1 and 2a above plus: building up relationships, using negotiating and influencing skills. The Authority's premises at 8 Ennerdale Road also have CCTV and electronic access providing extra security and the above mentioned visitors' book also keeps a record of who has been at the office in case of any difficulty. There is also an authority policy to ensure a minimum of 2 members of staff to be in the office at any time where practicably required.	1	2	3	Reporting to Chief Executive and the Committee.	Chief Executive.	Check front door self closing function.	Sept 2017	March 2018
2c ES	Unauthorised access to the building via unlocked door/ finding lost keys resulting in unattended visitors or theft of assets.	Self closing door with entry code on the front entrance of the building. Doors are kept locked in the garage unless an Officer(s) is using the room.				Reporting to Chief Executive and the Committee.	Chief Executive	Check front door self closing function. Consider policy re. loss of keys, change of staff (including updating key code).	Sept 2017	March 2018

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3 MH	Accusation of an officer or staff member of dishonesty or fraud leading to loss of reputation of the Authority.	Authority governance and code of conduct. Financial Regulations and Procedures handbook, including system requiring Officer and Chief Executive approval before any payments are made and an order approval process requiring quotes. Receipts issued for all donations; register kept for transparency. Disciplinary process. Installation of on line banking has increased security. A fireproof office safe has also now been securely installed, access to which is controlled and limited. The Chief Executive and Chief IFCO also both have Authority Barclaycards all usage is checked by CEO and all expenditure is memo'd and all expenditure is reported as soon as possible to the Authority Finance Officer. Card reader now installed which also increases financial security. Sage 50 has been installed and that will continue to improve accuracy and reduce risk of errors in financial management. A policy for the card reader has been written, read and signed by those who use it.	1	3	7	Public Audit. Quarterly reporting to the Authority by Admin and Finance Officers, to Chief Executive more frequently if necessary. One or both Finance Officers (but it should be noted that Assistance Finance Officer is retiring at end of October and Finance Officer will be going full time) also meet with the Chief Executive at least once a week and Assistant Finance Officer gives monthly budget reports to the Chief Executive and the Finance Officer will do that from Nov 2017. The Authority is no longer required to undertake an external Audit but will continue with internal audits by NCC.	Chief Executive.	None.	Sept 2017	March 2018
4 JS	Inadequate funding leading to overspending or reduced level of service	The Authority precepts upon Northumberland County Council (83.37%) and North Tyneside Metropolitan Borough Council (16.63%). The Authority membership includes councillors with these authorities. Should funding be reduced, the Authority would seek to cut back in certain areas and renegotiate upon the level of service provided. Tight financial controls. Financial Regulations are implemented. Monthly budget report by Finance Officer to Chief Executive as well as meeting at least once a week between Finance Officer(s) and Chief Executive. Under the Marine and Coastal Access Act, additional funding has been awarded by DEFRA for New Burdens which is confirmed to continue until the end of 2019-20. In addition the Authority has an Assistant Finance Officer (who is retiring at the end of October 2017) dealing particularly with budget management and providing cover and support for the Finance Officer and particularly reporting to the Chief Executive upon budget monitoring and planning. From Nov. 2017 those matters will be dealt with by the Finance Officer. Base costs and overheads have increased but rigorous planning of the budget continues and there is compliance with Audit recommendations. In addition the Authority's new patrol vessel St. Aidan (replacing St. Oswald) brings increased efficiency and savings in terms of running costs and maintenance as well as increasing chartering opportunities and thereby income because of increased capability. Periodic budget increases, as have occurred over the last few years, mitigate the risk of overspend or reduced level of service.	1	2	2	Finance Officers reporting to Chief Executive, and to the quarterly meeting of the Authority.	Finance Officer reporting to CEO	Continuing to work with NCC to strengthen procedures under the Audit Action Plan. Keep level of budget spend and possibility of budget increases or further incremental increases under ongoing review Keep under review Finance Officer going full time and take over of Assistant Finance Officer duties.	Sept. 2017	March 2017

R e f	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
5 MH	Loss of staff (e.g. through long term sickness or turnover) leading to a loss of skills, knowledge and experience and reduced capacity to deliver the service. Impact assessed based upon losing 2 staff.	Workload would be distributed between remaining staff. Recruitment of additional resource e.g. part-time/temporary staff. Notice period required is between 6 weeks and 3 months for IFCOs and office staff. Training of existing staff to do tasks of others. Training of new recruits. Financial Regulations developed for finance. There would be liaison with other Authorities to get staff from them on a temporary or permanent basis. Reconfiguration of Authority operation would take place if funding reduced. The Authority has its complement of IFCOs and Admin support at a good level.	1	2	3	Rota meetings with IFCOs. Close working with Finance Officer and Admin staff. Also see Gap Analysis document which is kept under review. Regarding monitoring process a "Certificate of Fitness" and return to work interview upon an IFCO or staff member returning to work after a period of absence will be sought if necessary and appropriate to ensure fitness to return to work. Annual Occupational Health checks put in place for all Officers and checks every 2 years for office staff.	Chief Executive.	Keep under review business continuity planning for significant loss of staff during such as a pandemic flu outbreak. Regular staff meetings to be increased if possible to at least quarterly. Possibility of Key Man insurance or similar being investigated.	Sept 2017	March 2018
6a MH	Loss of boat, RIBs, vehicles, plant and equipment leading to inability to enforce byelaws and deliver service.	Employment of engineer 0.5FTE; if engineer absent for any length of time the Deputy Chief IFCO (Operations) plus mate could cover the situation for a reasonable period. PV and RIB insurance in place - replacement policy in the event of fire or sinking, duplicate documents are held on land or replacements can be obtained. PC back-up procedures in place and backup for data on pv at office. Mutual assistance could be sought through eg North Eastern or North West IFCA and other organisations. Lead-in time for replacement new RIB is 2-3 months, but perhaps leasing during interim period. The Authority's existing RIB capability also means there is a supplementary vessel if the patrol boat is out of action. NIFCA 4 x 4 vehicle policy is now active.	1	2	3	Reporting to Patrol Vessel Subcommittee, Watch Committee and main committee meetings of the Authority.	Chief IFCO.	To continue with the new RIB procurement process. To consider additional engineering cover.	Sept 2017	March 2018
6b AB	Loss of building e.g. through fire leading to inability to deliver service.	IT back-up provided by NCC and website back-up by Urban River. Temporary accommodation would be sought initially from NCC. Current files are held in steel cabinets. Have now purchased a fire proof cabinet for the most important documents and a small safe for any cash which has to be held on the premises plus keys and other small but important items. Deeds held in strong cupboard. Blue Book (electronic copy) and other records held on the boat or electronically. Insurance. Keep under review NCC ability to provide accommodation if required or possible accommodation share with the MMO. Fire awareness for staff is built into the Authority Health & Safety Policy and planning.	1	2	3	Reporting to Chief Executive.	Admin Officer	To implement replacement of NCC by One IT Support and keep new arrangement under review.	Sept 2017	March 2018

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7 MH	Failure to regulate in accordance with legislation.	Professional update will be maintained through membership of the Association of IFCA's and networking through other IFCA's and "blue book" updates, DEFRA communications. CEO analysis with advice particularly from CIFCO and Environmental IFCA's. Admin staff scanning the internet on a regular basis. Internal communication framework. The Authority has implemented its new Byelaw Package from December 2015. The Authority is working on a revision of byelaw 7 (to open areas) and a draft byelaw has been sent to the MMO. The Authority will also continue to regulate as required under the European Marine Site Revised Approach to Fisheries Management and MPAs generally. Full consultation including with the MMO is undertaken and also with Natural England, particularly re Habitats Regulations and other stakeholders. IFCA's can also make emergency byelaws and has done so re. berried lobsters in Sept. 2017. Close/ joint working with the MMO.	2	3	10	Rota meetings. Close working with Admin staff. Staff meetings. Quarterly reporting to Committee of the Authority. Senior IFCA's of the Authority now attends the MMO's TCG meetings.	Chief Executive	Byelaws continue to be kept under review. The Authority continues to act under EMS revised approach regarding Amber requirements and any regulations which may be required for MCZs. To consider outcome of review of cross-warranting by Defra and the MMO. Plan for 3 yearly permit review in 2018.	Sept 2017	March 2018
8 AB	DEFRA or MMO objects to proposed new byelaw leading to management difficulties experienced by the Authority.	In developing byelaw proposals, legal expertise is sought where necessary (in addition CEO who is a solicitor (now non-practicing) with many years' experience) and reference is also made to the Defra Guidance to IFCA's on making byelaws. There is also on-going liaison with the MMO. IFCA's can also make emergency byelaws. The enhanced IFCA byelaw-making process including specific provision for consultation and Impact Assessments should reduce the risk of Defra or MMO objection to a proposed new byelaw.	1	3	7	All relevant staff and the Authority.	Chief Officer and Deputy Chief Officers and Chief Executive.	All byelaws are kept under ongoing review.	Sept 2017	March 2018
9 MH	Failure to adequately manage the continuation of the Northumberland IFCA and all duties under the implementation of the Marine and Coastal Access Act 2009.	IFCA duties and remit are now fulfilled by the Authority. NIFCA was consulted upon preparation of the Parliamentary Report by Defra on IFCA's first 4 years and the report was received in which NIFCA was very well reported on. Throughout NIFCA's first 6 years, MOUs with partner agencies have been followed and in particular the Authority has implemented and worked with partner agencies locally upon a Joint Working Arrangement. This has ensured compliance with the provisions of the Marine & Coastal Access Act 2009 as these affect IFCA's. The IFCA followed High Level Objectives, Outcomes and Performance Indicators (and will continue to do so for revised Success Criteria) and that has been done as much as possible bearing in mind resource limitations and extra responsibilities which have been given to IFCA's. As well as guidance to IFCA's from Defra, the IFCA has also established its Annual Plan and Annual Report which are followed in managing its role. Following review of Employment Contracts, Performance Review and Reward (ECPR&R) the Authority has fully implemented a staff Grading Structure.	1	3	7	This is built into the High Level Objectives for the IFCA in the Annual Plan and as confirmed in the revised success criteria. Progress and attainment of objectives should be monitored continuously and reported upon quarterly to the meeting of the Authority and in the Authority Annual Report.	Chief Executive	Adhere to monitoring process as detailed for this risk and maintain all necessary training for Officers and Staff and act upon guidance from the membership and Defra and Association of IFCA's.	Sept 2017	March 2018

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10 ES	Inadequate or inappropriate governance leading to inappropriate decision-making and loss of reputation.	Members are appointed by NCC, NTC and MMO. Also reference to Authority Constitution, Standing Orders and Members' Code of Conduct. Guidance is also given to IFCOs who have a code of conduct and other staff as appropriate as to what should be done to avoid inappropriate decisions and loss of reputation. Control is also maintained by transparency of operation and an appropriate chain of command to ensure the correct approval for actions is obtained where required. Introduced and distributed a Staff handbook and Member handbook, both of which are living documents. 6 new NCC Members were appointed to NIFCA in May 2017 who have now received the New Members Information Pack and have completed training.	1	3	7	Annual Audit. Quarterly Authority meetings and Extraordinary General meetings if required. IFCOs report to Chief IFCO and Chief Executive. All emails and other written communication by IFCOs and other staff are also checked where necessary by senior officers. A secure system of emailing and data storage is also maintained by the Authority with all personnel having personal NIFCA email addresses. Officers and staff now have KPIs which contribute to enhanced working which feeds into governance decisions.	Authority Chair and Chief Executive.	Policies, staff and Member handbooks to be kept under review.	Sept 2017	March 2018
11 JS	Inadequate budgetary control leading to overspending.	Financial skills and experience of finance officers and use of financial regulations. Members' scrutiny of financial reports provide a quarterly challenge. Monthly (or more frequently if required) budget meetings between Finance Officer and Chief Executive. Contingency within annual budget. The Authority budget is prepared in detail with member input, with quarterly forecasts and detailed breakdowns of all heads of expenditure within the quarterly and annual accounts which are prepared by the Finance Officer working with the Chief Executive to keep spending within budget. Preparation for annual audit begins in the autumn with the Audit Section at Northumberland County Council before the Audit itself the following spring/early summer. The Authority also has reserves to cover any major contingencies which may arise. Sage 50 has also been successfully introduced and as referred to in 3 above.	1	2	7	Annual audit and quarterly meetings plus regular liaison between Finance Officer and Chief Executive plus regular liaison with internal audit and members where necessary and Chief Officer where appropriate.	Finance Officer	Finance Officer will continue to meet the Chief Executive and other colleagues as applicable to plan for audit and budget controls and consult the Northumberland County Council Internal Audit Team. Finance Officer will also meet again if necessary with the NCC Finance team to discuss how to manage a reduced budget (particularly in case of possible future reductions).	Sept 2017	March 2018

R e f	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
12 MS	Fisheries in the District impacted by the activities of developers/non-fishing industry. Insufficient time to fully consider environmental impact assessments for inshore development.	Consultations responded to by the Authority after due consideration particularly by Deputy Chief IFCO (Environmental). Liaison with consulting agencies. Developer meetings attended by Authority representatives. Database holding information on current and historical fishing activities within the district has been modernised and updated. Development proposals will also be scrutinised by other agencies. Developments will require consent. The Authority has an Environmental Risk Register for the District which is kept under review. IFCOs sit on the Local Standing Environmental Group.	1	3	7	Review takes place of notices received of proposed developments and there is a set process for response to consultation, Chief Executive liaising with Deputy Chief Officer (Environmental) in particular and with Authority members where applicable. Also obtaining further information where applicable from the developer and other agencies such as MMO.	Chief Executive and Deputy Chief Officer (Environmental)	None	Sept 2017	March 2018
13 AB	Failure to fully engage with stakeholders	The officers meet regularly with fishermen in the district particularly when on patrol. Meetings will also continue with fishermen, recreational sea anglers and other stakeholders in the district. Information is received through the membership and from stakeholders on any areas of concern which there may be and will be acted on as appropriate. The website continues to be improved to increase outreach. Subcommittees will consider specific issues. Regular liaison with MMO, EA and NE through the local Joint Working Arrangement (JWA) which is now in place. There is also regular liaison with Newcastle University School of Marine Science and the Tweed Commission. Regular press releases and other appropriate liaison with the media. The Authority also uses Social Media platforms such as Facebook and Twitter which increases the ability to have regular contact with stakeholders, members and the public as well as maintaining a very proactive website. A fully comprehensive stakeholder list is also in place together with the Authority Promotion and Communications Plan upon which there is assistance from Richard Simpson Associates. The Authority also now produces a periodic newsletter and has posted on the North East Sea Angler Forum website where necessary, plus information sheets where required e.g. for the EMS Revised Approach and has also put up notices in the district and produced minimum size cards.	1	3	7	By meetings and reporting to members and assistance of PR Adviser.	Chief Executive	Continue to keep stakeholder engagement under continuous review.	Sept 2017	March 2018

R e f	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
14 MS	Degradation of environmentally sensitive areas due to fishing activity.	Authority byelaws and particularly permit issue and pot limitation. Also projects in conjunction particularly with Newcastle University and Natural England to enhance knowledge of the fishery and also continuous checks by officers of fishing activity leading to effective enforcement and adaptive co-management approach to fishing. The Authority also has the power to make emergency byelaws and is also engaging fully with the Defra Revised Approach to Management of fisheries in European Marine Sites (Ambers and Greens following Red Risks). The Authority also has an Environmental Risk Register in place for the district which is kept under review by the Deputy Chief IFCO (Environmental). Monitor and Control Surveillance System (MCSS), the Automatic Information System (AIS) and the Vessel Monitoring System (VMS) are also used as monitoring tools in respect of this Risk. There are increased joint operations with the MMO and other agencies. Also monthly environmental meetings are held for the Authority officers with regular meetings between the officers, Natural England and other agencies, regarding environmental risks, taking place. Officers recording bait digging and other activities. IFCOs completing Survey Forms on an ongoing basis regarding activity within MPAs.	1	3	7	Rota meetings with IFCOs and reports to the Chief Executive. Quarterly reports by IFCOs to Authority meetings. Ground truthing and seabed mapping is also ongoing, increasing both knowledge and data. A monthly Environmental Team meeting has been introduced as well as TCG meetings both at the MMO and internally.	Chief Executive and Deputy Chief Officer (Environmental)	To continue to consider possible MCZ management measures.	Sept 2017	March 2018
15 AB	Stocks collapse	V-notching programme for lobsters with involvement from fishers more than previously including the issue of equipment such as gauges and pliers plus an annual mussel survey including the Holy Island mussel survey. Projects to ascertain greater details of stocks and in particular the Authority is now preparing the report on its Lobster Stock Assessment Project 2014-16. The Authority continues to monitor the MSC "Project Inshore" (now Project UK) and has continued with its Strategic Environmental Assessment. Account is also being taken of the CEFAS assessment of crab and lobster stocks programme and the Authority is also a member of the IFCA Technical Advisory Group (TAG). Monitoring of landings. New byelaws also take account of all of this and provide controls. Effective enforcement. Consultation with the industry and all stakeholders plus partner agencies. Permit returns and data thus gathered also reduces this risk (and also the Authority database). Also Environmental Risk Register for the district. Introduction of new berried lobster/crawfish SI from 1 October 2017 and berried lobster byelaw from 29 September 2017.	1	3	7	Rota meetings with officers and reports to the Chief Executive. Quarterly reports by officers to Authority meetings. Environmental meetings between Authority officers and regular meetings with Natural England and other agencies.	Chief Executive, Chief IFCO and Deputy Chief IFCOs	Strategic Environmental Assessment to continue to be used in the district and other actions under Controls. Keep under review level of enforcement and overview following introduction of berried lobster prohibition.	Sept 2017	March 2018

R e f	Risk	Controls	L	I	S	Monitoring Process	Responsibility	Further Action Required	Date of Last Review	Date of Next Review
16 ES	Breakdown in relations with stakeholders and other agencies including Marine Management Organisation, Environment Agency, Natural England and other IFCAs.	<p>MoUs and regular liaison with all partner organisations and stakeholders and properly responding to any queries or complaints and reporting as appropriate to membership. In addition Joint Working arrangements locally with MMO, EA and NE. In addition the Authority has MoUs with the Tweed Commission, Newcastle University and NCC Service Level Agreement. Also the Authority's compliments, comments and complaints system is kept under review. Complaints are felt to be at the lowest possible level.</p> <p>Chief & Deputy IFCOs attend MMOs TCG Meetings and MMO attend NIFCA Monthly Rota Meeting/TCG.</p> <p>The Authority also works with AIFCA on a national level.</p> <p>The Authority also interacts with partner organisations appropriately on social media and responds in a timely fashion to queries/comments raised online and in the public arena.</p>	1	2	7	Stakeholders and other agencies can contact the Authority office and also attend NIFCA public meetings. A record is kept of any complaints or other comments requiring action and the Authority office in particular will remain proactive to foresee as much as possible likely areas which need to be dealt with to prevent any breakdown in relations. The Authority continues to engage with all stakeholders.	Chief Executive	Consider stakeholder surveys as may be appropriate.	Sept 2017	March 2018
17 MS	Failure to properly fulfil responsibility including role in respect of European Marine Site, Marine Conservation Zones, bait digging and other fisheries related activities in the district.	<p>Close liaison with Defra and other IFCAs including in respect of MPAs, Technical Advisory Group, Chief Officers Group and Association of IFCAs ensures knowledge and awareness is maintained. Strong communication between officers particularly Deputy Chief (Environmental) Officer, Environmental IFCOs, Chief IFCO and Chief Executive and with Authority members and also the Deputy Chief (Environmental) Officer and Environmental IFCO attending all necessary meetings particularly now on a regular basis with the Authority's Natural England member and also including Berwickshire and North Northumberland Marine Nature Partnership (MNP, formerly EMS Implementation Office) meetings. Also full liaison with Natural England nationally and the Marine Management Organisation. There is now a new NMP Officer with whom close working will continue. Regular monitoring of areas covered by European Marine Site, the MCZ in the district at Aln Estuary and Coquet to St Mary's. See also the EMS Revised Approach to Fisheries Management which is followed by the Authority, <u>Multi-beam upgrades.</u></p>	1	3	7	<p>Regular discussions between the Authority Environmental Team and Chief Executive/Chief IFCO and also particularly with Natural England/Authority member and MNP Implementation Officer and reporting upon meetings to the Authority.</p> <p>Also quarterly reporting on EMS revised approach by Environmental IFCOs to the Association of IFCAs and any resultant feedback.</p> <p>Quarterly Technical and Scientific meetings of officers and members.</p>	Chief Executive and Deputy Chief Officer (Environmental)	Continue to hold stakeholder meetings, when required and continue with all necessary survey work .	Sept 2017	March 2018

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18 JS	Information technology failure leading to loss of data and affecting the Authority's ability to function.	Service Level Agreement with Northumberland County Council who provide back up for data and internet security to be changed to One IT Support and back from Google to Microsoft. Paper records of documents are also kept securely and can be referred to as well as what can be accessed through computers.. New hard drives/multiple locations.	1	4	11	Through the SLA – this includes the services of an IT Manager for the Authority from Northumberland County Council. IT is also monitored every working day by officers and staff and change to One IT Support.	Admin Officer and Finance Officer	Finance/ Admin Officers to prioritise review of SLA with NCC/ One IT Support to ensure it is working efficiently and receiving an adequate level of support.	Sept 2017	March 2018
19 ES	Insufficient members attending an authority meeting preventing time limited or other urgent business eg. Regarding audits being approved.	Giving members sufficient notice of meetings. Trying to agree in advance of the meeting with as many members as possible that they can attend. At least one councillor and one MMO appointed member must attend each official IFCA meeting. Changed day of the week of quarterly meetings to that most suitable for councillors. Hold meetings at county hall and NTC where applicable. Members to give reasons for non-attendance for approval by meeting?	1	4	11	CEO liaises through Admin Officer with key members particularly Chair/ Vice Chair in advance of meetings.	CEO	To continue the discussion with the members. To change quarterly meeting start time to make more accessible for Members, possibly condensing to a half day.	Sept 2017	March 2018
20 AB	Intelligence not being securely processed and shared/ disseminated.	MMO provide supervision and guidance but if that ceases the Authority has adequately trained and prepared Intel Officer. Intel Officer and CIFCO and DCIFO (Operational) have secure CJSM email accounts. Continual assistance from MMO Intel Team and MMO Ops Room	2	4	12	Intel Officer liaises with Chief IFCO, monthly TCG and can seek guidance from the MMO.	Chief IFCO	Any further training and guidance to be accessed by IFCOs and staff where necessary and keep under review national consideration of security clearances for IFCOs. Ongoing liaison with the MMO required. Continue with training as necessary regarding Intel Project so IFCOs fully acquainted	Sept 2017	March 2018

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21 ES	Database and Website being hacked or in some other way interfered with maliciously.	Officers and staff with access to the website/ database to have strong and secure passwords to reduce the possibility of a manual hack. All NIFCA Officers and staff to be vigilant of any unusual activity on the website/ database and to report immediately to the CEO. Passwords changed/users removed and updated when there is a change of staff to ensure only present staff have use of database and website.	2	3	10	Daily checking of the website and liaison as appropriate with Urban River.	CEO and Admin Officer	Ongoing monitoring/ liaison with Urban River	Sept 2017	March 2018
22 ES	Risk of reputational damage to NIFCA via social media misuse by staff/ members/public /stakeholders.	Social media checked several times a week/daily and any comments/ likes/ mentions regarding NIFCA are reported to the CEO. The above are responded to appropriately and as quickly as possible. Social media policy introduced to reduce the number of users for Twitter/ Facebook and to keep the tone of any social media presence consistent.	2	3	10	Daily checking of Twitter and Facebook by Admin Officer and report to CEO for response.	Admin Officer/ CEO	Ongoing monitoring and posting to social media sites	Sept 2017	March 2018

DETAILS OF GUIDANCE FOR QUANTIFICATION OF RISKS AND THE SCORING GRID IS AVAILABLE UPON REQUEST FROM AUTHORITY OFFICE