



Marine Management Organisation

**Appointment of inshore
fisheries and
conservation authority
members by the Marine
Management Organisation**

Information for candidates

Updated January 2016



1. Introduction to the inshore fisheries and conservation authorities

Thank you for showing interest in contributing to the management of inshore fisheries and conservation in your local area.

The aim of the Marine and Coastal Access Act 2009 is to modernise the management of the entire marine environment. One of the important changes under the act is that 10 inshore fisheries and conservation authorities (IFCAs) replaced the 12 previously existing sea fisheries committees in April 2011.

The IFCAs are responsible for managing inshore fisheries resources in English waters out to six nautical miles. Their aim is to "lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry". The duties and powers of the IFCAs are set out in sections 153 to 158 of the Marine and Coastal Access Act 2009.

In addition, the Department for Environment, Food and Rural Affairs (Defra) has developed best practice guidance to help IFCAs to understand and fulfil their role (www.defra.gov.uk/environment/marine/wwo/ifca/).

There are ten IFCAs:

1. Devon and Severn
2. Cornwall
3. Eastern
4. Isles of Scilly
5. Kent and Essex
6. North Western
7. Northumberland
8. North Eastern
9. Southern
10. Sussex

We are currently looking to appoint members to the North Western, North Eastern, and Southern IFCAs.

Each IFCA is governed by an authority that is a committee or joint committee of the local authorities that fall within their district and has the following membership.

Around a third of the members are representatives of county and unitary local authorities.

There is one representative each from the Environment Agency, Natural England and the MMO.

We appoint the remainder of the membership and this is made up of people from the local community who are familiar with the needs and opinions of their local marine and fishing community, and those with knowledge or expertise in marine environmental matters.

The IFCAs are supported by a team of officers who carry out the work of the IFCA.

The Marine Management Organisation (MMO) is a non-departmental public body (NDPB) created under the Marine and Coastal Access Act 2009 and launched in April 2010 to be the UK Government's principal delivery body in the marine area. The MMO takes forward the policy interests of a number of government departments and has an overarching responsibility for the planning, licensing and enforcement of activities in the English marine area (including fisheries). The MMO and the IFCAs work together to achieve sustainable fisheries management and marine conservation and to ensure effective delivery and a joined-up approach.

You can find further information on the MMO's work with the IFCAs at <https://www.gov.uk/government/organisations/marine-management-organisation/about/recruitment>

2. The role of IFCA members

The members of the IFCA contribute their knowledge and experience to provide sustainable management of the inshore marine area of their IFCA district. They guide the IFCA to deliver its mandate under the Marine and Coastal Access Act 2009 and in line with Defra guidance.

We seek to achieve a balanced membership across various interest groups, including those with commercial, recreational and environmental interests. We are also keen to appoint people who represent the economic, social and environmental needs of their IFCA district and who, collectively, bring a variety of relevant interests such as fishing groups (commercial and non-commercial), conservation groups and other parties interested in the work of IFCAs.

3. What will you do as an IFCA member?

As a member of an IFCA committee you will work in a team with others, helping to ensure that:

- the exploitation of sea fisheries resources is carried out in a sustainable way
- the social and economic benefits of exploiting the sea fisheries resources is balanced with the need to protect the marine environment from, or promote its recovery from, the effects of exploitation
- other steps are taken which, in the IFCA's opinion, are necessary to achieve sustainable development
- the different needs of those engaged in the exploitation of sea fisheries and marine resources are balanced
- the conservation objectives of marine conservation zones are achieved

You will do this by:

- giving up the time required to attend committee meetings (these will usually be held quarterly) with the overall commitment being one day a month
- volunteering to take part in sub-committee meetings to advise on specific issues as and when necessary
- reading papers and preparing for meetings and consulting with others in the community
- attending training briefings to help you in your role
- representing your committee at other meetings or events where the need arises

4. The skills and abilities you will need

We are looking for enthusiastic people who, ideally, live or work in the region and have local or regional knowledge. We are looking for people who have:

a) An active interest and involvement in your local community

Ideally, you will have current interest or involvement in one or more of the following areas:

- sustainable development – the use of resources that aims to meet our needs while preserving the environment now and for future generations
- marine environmental matters
- fishing in the broadest sense, including both the recreational and commercial sectors, together with their suppliers and merchants
- commercial, leisure activities and industries related to marine, coastal and environmental activities
- conservation or improvement of the natural beauty or access to marine or coastal areas, and a commitment to the conservation of ecosystems and species that depend on marine coastal or estuarine environments

Ideally you will have several years experience in one or more of the above areas. However, applicants with less experience, but with a willingness to learn, could well add value and are certainly encouraged to apply.

b) A passion for making a positive difference in your local area, both now and in the future

You will be able to demonstrate that you:

- are committed to working on behalf of your local community and have a strong sense of public service
- are able to spend the time necessary to make a useful contribution by attending meetings, reading relevant documents, and attending training sessions
- are able to give objective and honest advice and show that you broadly support the role of IFCA's in the Marine and Coastal Access Act 2009
- are able to openly discuss your views and be challenged
- can come up with new ideas to make policies more effective: including the ability to identify potential issues and develop different alternatives

- understand the need for decisions and actions to be based on sound facts and to be brave about making difficult decisions that might be unpopular in the short-term but that will make significant contributions to securing sustainable management over the longer term

c) Excellent communication, influencing and participation skills

You will also be able to:

- explain decisions to others and gather views of your local community
- be successful as a team member by listening to others and respecting their views
- express your own views so that those from other backgrounds can fully understand your position
- understand the importance of good communication
- act as a responsible representative for your IFCA

5. Terms of appointment

Being an IFCA member requires commitment and active participation. We have a responsibility to ensure that the members we appoint to the IFCA's perform their duties effectively. We have set out the current terms and conditions appointees are required to adhere to (see Annex 1) but please note that the terms and conditions are currently being reviewed. You will be provided with an updated copy of the terms and conditions that apply if your application is successful. Appointees will also be required to comply with IFCA governance statutes such as standing orders and codes of conduct.

Members will be appointed for varied periods between three to five years and can be appointed again for a second or third term or have their appointment extended. However, they can only serve up to a maximum of ten years.

These appointments are unpaid, but members can claim reasonable expenses. Full details of the expenses arrangements will be agreed by the new committees.

6. Application process

The recruitment process will be open, transparent, objective and fair for all candidates. It will be carried out in line with the Nolan Principles, which underpin the Commissioner for Public Appointments Code of Practice. These principles ensure that fair, open and transparent processes are in place to ensure the correct people are appointed to IFCA's, to guarantee public confidence in the procedure. Further information can be found at:

<http://publicappointmentscommissioner.independent.gov.uk/the-code-of-practice/>

In order to apply you will need to fill in the application form which can be downloaded from <https://www.gov.uk/government/organisations/marine-management-organisation/about/recruitment>

Alternatively, if you do not have access to the internet then please phone the IFCA Recruitment Administrator on 0191 376 2643 who will send you an application pack.

Submit the completed application form to the MMO through:

Email: ifcarecruitment@marinemanagement.org.uk

Post: IFCA Recruitment Administrator
Marine Management Organisation
Lancaster House
Hampshire Court
Newcastle upon Tyne
NE4 7YH

Please contact us on phone number 0191 376 2643 or email ifcarecruitment@marinemanagement.org.uk if you have any queries regarding the appointments, if you require any further information on the application process, or if you want to check if we have received your application.

You can also find information at <https://www.gov.uk/government/organisations/marine-management-organisation/about/recruitment>

The closing date for receiving applications is **15 February 2016 – 12:00 noon**. .
We cannot guarantee that late applications will be accepted.

7. Selection process

Once the closing date has passed, short-listing for informal interviews will take place. These interviews will be held within the IFCA area. Applications will be assessed against the role profile and considering the balance of sectors and expertise on the IFCA.

Final decisions on appointments will be made upon a combination of the information contained in the application form and our discussions with you.

A person is not eligible for appointment or re-appointment as a member of an IFCA if they have been convicted of a criminal offence and the conviction is not spent for the purposes of the Rehabilitation of Offenders Act 1974.

As such all successful IFCA members are required to have a basic disclosure check through Disclosure Scotland. Successful applicants are asked to complete the basic disclosure online or request a hard copy from the MMO IFCA Administrator. The fee for a basic disclosure is £25 and this will be reimbursed by the MMO.

Appointments to the IFCA will not be confirmed until the certificate is received and checks are satisfactorily completed.

Offers of appointment will be made in writing following the interviews. Appointments will be conditional on successful candidates accepting, signing and returning the terms and conditions for appointees to the IFCA (see Annex 1).

Successful or not, we promise to let you know the outcome of your application.
Feedback will be available on request.

8. Important dates

Closing date for submitting applications	15 February 2016
Invitation to interview for shortlisted candidates and notification to non-shortlisted candidates	week commencing: 15 February 2016
Interviews	between 22 – 26 February 2016
Invitation to take up appointment to successful candidates	week commencing: 29 February 2016
Confirmation of appointments by successful candidates	week commencing: 29 February 2016
Notification to unsuccessful candidates	week commencing: 29 February 2016

9. Equal opportunities

The MMO is committed to providing real equality of opportunity irrespective of race, nationality, colour, ethnic or national origin, religion, sex, marital status, sexual orientation, age, gender assignment, work pattern, or membership or non-membership of a trade union.

You are asked to complete the equal opportunities questionnaire but can reassure you that it will be removed before your application is assessed. It is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted.

10. Guaranteed Interview Scheme

The MMO operates a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995), who meet the minimum essential criteria for this appointment as published in this leaflet.



Annex 1: Terms and conditions for appointment to the committee of the [name of IFCA] Inshore Fisheries and Conservation Authority Section 151(6)(c) Marine and Coastal Access Act 2009

Introduction

You have confirmed that you are willing to serve as one of the Marine Management Organisation (MMO) appointees (an Appointee) to the [name of IFCA] Inshore Fisheries and Conservation Authority (IFCA). Your knowledge and experience will be important in helping to provide sustainable management of the inshore marine area of the IFCA district. This important role will require commitment and active participation from you. The MMO has a responsibility under the Marine and Coastal Access Act 2009 (the Act) to ensure that IFCA committees perform their duties effectively and has set out the terms and conditions appointees are required to adhere to.

In agreeing to take on the role as an appointee, you are required to agree to be bound by the terms and conditions set out below. Please sign and date the acceptance form on the attached letter and return it to us to confirm that you agree to your appointment on the basis of these conditions.

Terms and conditions

1. Appointments of an appointee will be for a period of 4 years initially, with the possibility of reappointment up to a maximum of 10 years, subject to annual written confirmation from the IFCA chair or appointed officer, or MMO officer, in the case of the chair of satisfactory performance.
2. Officers employed by IFCAs will not be permitted to serve on the committee. Officers employed by organisations with a seat on the committee are permitted to serve on the committee with the consent of their employer.
3. Appointees to IFCAs are legally required to represent all the local fishing and marine environmental interests in the waters of the IFCA district, in a balanced way, taking full account of all the economic, social and environmental needs of that district. Appointees should recognise that they are part of a committee and should not regard themselves as representing solely one particular interest within the IFCA district.
4. Details of how the IFCA will operate, the election of chair and vice chair, together with the roles and responsibilities of the committee and its members will be set out in the IFCA standing orders or code of conduct for members. All appointees will be required to follow the procedures as set out under these orders. Appointees will be responsible and answerable to the chairman.
5. The committee ordinarily meet each quarter and, in addition it is envisaged that appointees will be expected to serve on a number of sub-committees. The attendance of appointees at all meetings of the committee, unless prevented by illness or other serious matter, is regarded as a condition of your appointment.

Appointees with a poor attendance record, as identified by the IFCA chair or appropriate officer will be required to stand down from the authority.

6. Appointees are required to declare any outside interests that may impact in any way on their duties as IFCA authority members. If an appointee is unable to decide whether or not he or she has an interest that should be declared, guidance should be sought from the chair of the committee or the IFCA Chief Officer.
7. Appointees must declare any such interests prior to participation in any discussion of a relevant matter by the committee in order to allow for open and transparent discussions to take place. Where interests are such that a decision to be made by the committee would directly or indirectly affect a personal interest of you as an appointee or that of a business or other body in which you have an interest or that you represent, you may speak (for example, to explain issues and provide information) and may vote but only if you have obtained a dispensation from the committee, in line with local authority codes of conduct (made under the Local Government Act 2000). It is recommended that you refer to the IFCA Code of Conduct for further guidance.
8. Appointees must not undermine the credibility of the IFCA. Any appointee found to have been convicted for an offence under fisheries or environmental legislation, or any other matter relevant to their appointment to an IFCA, will have their appointment terminated, and will not be eligible for re-appointment. Appointees must not, in their official capacity or any other circumstances, conduct themselves in a manner which could reasonably be regarded as bringing their office, the IFCA committee or IFCAs in general into disrepute.
9. Where an appointee is made aware of any conduct by another appointee or other IFCA committee member whom they reasonably believe is not compatible with the duties and responsibilities of such a committee member, they are required to make a written statement to that effect to the IFCA
10. Where issues relating to the conduct of an appointee cannot be resolved by the committee itself, the matter should be referred to the MMO who will decide in liaison with the IFCA chair (or the MMO representative, if it relates to the chair), if the appointee concerned should be asked to stand down.
11. Appointments to IFCAs are on a voluntary basis and it will be for IFCAs to decide whether allowances are payable to members for travel and other costs or for any loss of earnings for appointees. IFCAs will set procedures and guidelines in relation to expenses and other claims at the beginning of each financial year, in accordance with relevant local authority or any other rules relevant to their IFCA.
12. **Notification of a resignation.** When an appointee wishes to resign from an IFCA committee, a resignation should be submitted in writing to the Chief Officer or other relevant head of service, who will then notify the MMO. The MMO will then be responsible for seeking an appropriate replacement, in co-ordination with the chair of the relevant IFCA committee.
13. All appointees are required to undertake training, as required by the IFCA or MMO, including induction.