

Cumbria SFC - Publication Scheme

Section	Sub-section	Information	Format		Availability			Notes	
			Paper	Electronic	Cumbria SFC	Cumbria CC	Website		
1	Who we are and what we do								
	1.1	Constitution of the Committee	Creation, set-up and Constitution of the Committee – proceedings, powers and environmental responsibilities	Yes	Yes	Yes	Yes		
			History & constitution	Yes	Yes	Yes	Yes	www.cumbriasfc.org.uk 'About Cumbria SFC'	
	1.2	Structure and Membership of the Committee	Names of the Members of the Committee and how they are appointed	Yes	Yes	Yes	Yes	www.cumbriasfc.org.uk 'About Cumbria SFC' also www.cumbria.gov.uk/councilmeetings/committee/committee.asp?committee=2966	
	1.3	Staffing structure of the Committee	Names of Officers of the Committee	Yes	Yes	Yes	Yes	www.cumbriasfc.org.uk 'About Cumbria SFC' 'Officers'	
	1.4	Geographical area covered	Limits of the district	Yes - Byelaws booklet	Yes - Byelaws booklet	Yes	Yes	www.cumbriasfc.org.uk 'Limits of the district' or 'Byelaws' - download a copy of the limits of the district	
1.5	Outline of responsibilities	The Secretary of the Committee and the Chief Fishery Officer are jointly responsible for the management of the scheme. The Secretary is specifically responsible for access to information relating to the proceedings of the CSFC, its Sub-Committees and Working Parties. The Chief Fishery Officer has responsibility for access to information concerning his duties as Chief Officer in relation to the regulation, development and protection of the fisheries within the jurisdiction of the CSFC. The main aims and objectives of the Committee are to regulate, manage and enhance the inshore sea fisheries within the Committee's district, in a manner which will ensure their long term sustainability in balance with the wider marine environment.							

1	1.6	Contact details and location of offices	David Dobson - Chief Fishery Officer	Cumbria SFC - 6 Duncan Square, Whitehaven, Cumbria, CA28 7LN Tele: 01946 693047				If you have an enquiry about a specific information source or have any comments or suggestions, please write to or e-mail one of the tow Officers named on the left
			David Claxton - Secretary	Cumbria County Council, Member Services Unit, The Lonsdale Building, The Courts, Carlisle, Cumbria, CA3 8NA, Tele: 01228 606060				
2	What we spend and how we spend it							
2.1	Annual Accounts	CSFC accounts – Revenue Budget Progress reports presented to Members of the Committee at Quarterly meetings	Yes	Yes	Yes	Yes	Agendas, reports and minutes from 2001 (those not excluded under the Local Government Act 1972 (as amended)) are published on the County Council website at www.cumbria.gov.uk/councilmeetings/committees/committee.asp?committee=2966	Copies available dating from 1984 up to the present time are available from the CSFC office, Whitehaven by prior appointment. An administration charge may be levied to cover photocopying and postage. Any such charge will be specified at the time of the request and will be payable in advance
					Agendas, reports and minutes of meetings not excluded under the Local Government Act 1972			
2.2	Audit of Accounts	Cumbria CC Statement of Accounts and relevant minutes of the annual meeting of the Budget & Staffing Working Party not excluded under the Local Government Act 1972	Yes	Yes	Yes	Yes	Agendas, reports and minutes from 2001 (those not excluded under the Local Government Act 1972 (as amended)) are published on the County Council website at www.cumbria.gov.uk/councilmeetings/committees/committee.asp?committee=2967	Copies available dating from 1984 up to the present time are available from the CSFC office, Whitehaven by prior appointment. An administration charge may be levied to cover photocopying and postage. Any such charge will be specified at the time of the request and will be payable in advance
					Agendas, reports and minutes of meetings not excluded under the Local Government Act 1972			

2	2.3	Revenue and capital spending plans	As discussed at the General Purposes Working Group and subsequent full Committee meeting	Yes	Yes	Yes	Yes	Minutes from November 2006 (those not excluded under the Local Government Act 1972 (as amended)) are published on the County Council website (please refer to the December meetings each year, for the minutes of the GPWG) at www.cumbria.gov.uk/councilmeetings/committees/committee.asp?committee=2966	GPWG replaced all Sub-Committees in 2006. Copes available from the CSFC office, Whitehaven by prior appointment. An administration charge may be levied to cover photocopying and postage. Any such charge will be specified at the time of the request and will be payable in advance
	2.4	Procurement procedures	Cumbria County Councils procurement procedures and standing orders have been adopted by Cumbria Sea Fisheries Committee	Yes	No	No	Yes		
3	What our priorities are and how we are doing								
	3.1	Aims, objectives and plans	<p>The aims, objectives and plans of the Cumbria Sea Fisheries Committee are as follows:</p> <ul style="list-style-type: none"> * To monitor fishing activity within the Committee's district, to ensure compliance with byelaws and other relevant legislation * To make byelaws where appropriate having due regard to the interests of the fisheries, fishermen and the wider marine environment * To encourage fishing communities to work together and with the Committee to achieve sustainable, viable fisheries * To carry out surveys and stock assessments of shellfish in order to balance fishing effort to availability * To promote and encourage shellfish cultivation and aquaculture so as to ease reliance on wild fisheries in sensitive marine areas * To carry out regular consultation with all sectors of the inshore fishing industry, recreational anglers and all other partner organizations, agencies and bodies to achieve common objectives * To continue to improve and develop land and sea based enforcement procedures, and to provide training and motivation to ensure staff are able to carry out their duties efficiently and safely <p>Generally, the Committee plans to regulate, manage and enhance the inshore sea fisheries within the Committee's district, in a manner which will ensure their long term sustainability in balance with the wider marine environment.</p>						

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How we make decisions

4.1	Minutes of the Committee and Sub-Committees	Agendas, reports and minutes of meetings of the Committee not excluded under the Local Government Act 1972	Yes	Yes	Yes	Yes	Agendas, reports and minutes from 2001 (those not excluded under the Local Government Act 1972 (as amended)) are published on the County Council website at www.cumbria.gov.uk/councilmeetings/committees/committee.asp?committee=2966	Copies available dating from 1984 up to the present time are available from the CSFC office, Whitehaven by prior appointment. An administration charge may be levied to cover photocopying and postage. Any such charge will be specified at the time of the request and will be payable in advance
4.2	Reports of the General Purposes Working Group	Agendas, reports and minutes of meetings of the Committee's General Purposes Working Group not excluded under the Local Government Act 1972	Yes	Yes	Yes	Yes	Minutes from November 2006 (those not excluded under the Local Government Act 1972 (as amended)) are published on the County Council website (<i>please refer to the December meetings each year, for the minutes at the GPWG</i>) at www.cumbria.gov.uk/councilmeetings/committees/committee.asp?committee=2966	GPWG replaced all Sub-Committees in 2006. Copies available from the CSFC office, Whitehaven by prior appointment. An administration charge may be levied to cover photocopying and postage. Any such charge will be specified at the time of the request and will be payable in advance
4.3	Other publicly available reports	Health & Safety Policy - detailed statement of duties and responsibilities, risk assessments and arrangements for safety	Yes	No	Yes	No	Not available	An administration charge may be levied to cover photocopying and postage. Any such charge will be specified at the time of the request and will be payable in advance
		Appropriate Assessments - undertaken by Cumbria SFC Officer prior to opening previously closed cockle and mussel beds	Yes	Yes	Yes	No	Agendas, reports and minutes from 2001 (those not excluded under the Local Government Act 1972 (as amended)) are published on the County Council website at www.cumbria.gov.uk/councilmeetings/committees/committee.asp?committee=2966	Appropriate Assessments are undertaken in conjunction with the statutory nature conservation authority, Natural England (formerly English Nature) prior to opening shellfish beds, in order for fishermen to gather shellfish under permit from the Committee.

4	4.3	Other publicly available reports	Annual Cockle Stock Assessment - quantitative survey of the cockle stocks found within the District in order to set a Total Allowable Catch (TAC) for the following year's fishery	Yes	Yes	Yes	No	www.cumbriasfc.org.uk 'Downloads' also www.cumbria.gov.uk/councilmeetings/committee/committee.asp?committee=2966	Cockle Stock Assessments have been undertaken annually since 1995
			Annual Mussel Stock Assessment - quantitative survey of the mussel stocks found within the District in order to set a Total Allowable Catch (TAC) for the following year's fishery	Yes	Yes	Yes	No		Mussel Stock Assessments have been undertaken annually since 1994
			Annual Shore Survey - Annual survey of the shore at 11 representative sites throughout the District	Yes	Yes	Yes	No		Shore Survey has been undertaken annually since 1992
5	Our policies and procedures								
5.1	Policies and procedures for the conduct of the Committee's business	Proceedings	The 1895 Order provides that the Committee shall not be required to report its proceedings to the County Council, nor shall its acts or proceedings be submitted to the Council for approval. The Committee some year's ago agreed to work under the Cumbria County Council's procedural standing orders, internal guidance about the division of responsibilities between Committees and delegated authority, policies on communications between the Committee and Members of staff.						
		Customer service	Further information - If you would like further information on the Freedom of Information or how this scheme was produced, you can contact the person who has the responsibility for the scheme on a day-to-day basis: Administrator/Support Officer - Cumbria Sea Fisheries Committee, 6 Duncan Square, Whitehaven, Cumbria, CA28 7LN. Tele: 01946 693047, Fax: 01946 590430, email: dtd@cumbriasfc.fsnet.co.uk						
5.2	Policies and procedures about the provision of services	Policies and procedures for handling requests for information	Yes	No	Yes	No	Not available		

5	5.3	Policies and procedures about employment matters	Health & Safety Policy - detailed statement of duties and responsibilities, risk assessments and arrangements for safety	Yes	Yes	Yes	No	Not available	
			Staff vacancies - will be advertised in the local press, also on Cumbria SFC website	Yes	Yes	Yes	No	www.cumbriasfc.org.uk 'Latest News & Notices' then 'Vacancies'	
	5.4	Records management and personal data policies	Security policies, record retention, destruction and archive policies, and data protection (including data sharing) policies	Yes	Yes	No	Yes	www.cumbria.gov.uk/elibrary/Content/Internet/536/647/38121152926.pdf	As per Cumbria County Council's Publication Scheme and Standing Orders
	5.5	Customer service - standards for providing services to the Committee's customers	Standards for providing services to the Committee's customers	Yes	Yes	No	Yes		
		Customer service - standards for providing services to the Committee's customers	Feedback and complaints - including requests for information and operating the publication scheme	Your views are important to Cumbria Sea Fisheries Committee and there are a variety of ways you can have your say. We really do want to hear what you think of the services we provide and how we represent you. Please address any feedback or complaints to: Customer Services - Cumbria Sea Fisheries Committee, 6 Duncan Square, Whitehaven, Cumbria, CA28 7LN. Tele: 01946 693047, Fax: 01946 590430, email: dtd@cumbriasfc.fsnet.co.uk					
5.6	Charging regimes and policies	The right to have access to information does not entitle the individual to copies of documents. There may be a fee to cover costs of providing the information. Certain types of information are exempt from release as follows: Cost exemption - cost of providing information which exceeds £600. Public interest exemptions - National security or information on prosecutions; Absolute exemptions - the information is already reasonably accessible,; court proceedings; data protected; disclosure would breach confidentiality; prohibition by Court order; Qualified exemptions - information is soon to be published; disclosure is harmful to the UK economic interests; involves details of criminal investigations or civil proceedings' prejudice and accident investigation; prejudice health and safety of staff; information is legally privileged.							
6	Lists and registers								
	6.1	Any list or register that is legally required to be kept	No public register is held by Cumbria SFC at present	No	No	No	No	Not available	
	6.2	Asset lists	Asset register held by Cumbria SFC	Yes	No	Yes	No	Not available	

6	6.3	Register of Members' interests	Included within the minutes of Cumbria SFC quarterly meetings	Yes	Yes	Yes	Yes	Agendas, reports and minutes from 2001 (those not excluded under the Local Government Act 1972 (as amended)) are published on the County Council website at www.cumbria.gov.uk/councilmeetings/committees/committee.asp?committee=2966	Copies available dating from 1984 up to the present time are available from the CSFC office, Whitehaven by prior appointment. An administration charge may be levied to cover photocopying and postage. Any such charge will be specified at the time of the request and will be payable in advance
	6.4	Register of gifts and hospitality	As per Cumbria County Council's Standing Orders	Yes	No	No	Yes	Not available	
	6.5	FoIA disclosure log	Disclosure log not currently held	No	No	No	No	Not available	
7	The services we offer								
	7.1	Regulatory Role	History, constitution and legislation	Yes	Yes	Yes	Yes	www.cumbriasfc.org.uk 'About Cumbria SFC' or 'Legislation'	
	7.2	Byelaws	Booklet format	Yes	Yes	Yes	Yes	www.cumbriasfc.org.uk 'Byelaws' (either click on booklet or individual byelaw number)	
			Individual byelaws	Yes	Yes	Yes	No		
	7.3	Information for fishermen	Fish sizes - card or leaflet	Yes	No	Yes	No	www.cumbriasfc.org.uk 'Min. fish sizes'	
			Minimum fish and shellfish landing sizes	Yes	No	Yes	No	www.cumbriasfc.org.uk 'Min. shellfish sizes'	
	7.4	Information about shellfish harvesting	Intertidal shellfisheries - Voluntary Code of Conduct	Yes	Yes	Yes	No	Not available	
7.5	Notices, leaflets and guidance	Various MCA, DEFRA, M&FA leaflets	Yes	No	Yes	No	Not available		

7	7.6	Statutory provision	Summary of main statutory provisions relating to minimum landing sizes, mesh sizes and catch compositions	Yes	No	Yes	No	www.cumbriasfc.org.uk ' Byelaws ' (either click on booklet or individual byelaw number) www.cumbriasfc.org.uk ' Min.fish sizes ' and www.cumbriasfc.org.uk ' Min. shellfish sizes '	
	7.7	General legislation	Acts, Statutory Instruments and explanatory notes and guidance	Yes	No	Yes	No	www.cumbriasfc.org.uk ' About Cumbria SFC ' or ' Legislation ' www.cumbriasfc.org.uk ' Byelaws ' (either click on booklet or individual byelaw number) www.cumbriasfc.org.uk ' Min.fish sizes ' and www.cumbriasfc.org.uk ' Min. shellfish sizes '	
	7.8	Notice boards	General information, byelaws, minimum fish and shellfish sizes and closure notices are posted on notice boards located throughout the district						