



Hoveton Great Broad Restoration Project Fisheries Advisory Group



Introduction

The Hoveton Fisheries Advisory Group (**HFAG**), is proposed by Natural England (NE) as part of the ongoing monitoring after the installation of water permeable barriers to be able to carry out biomanipulation on Hoveton Great Broad.

As the project is 100% funded by EU LIFE and National Heritage Lottery Funds, with Natural England as the legally named beneficiary of their funding, NE is legally bound under the terms of the funding agreements to maintain overall control of the project and maintains the responsibility for meeting its primary objectives.

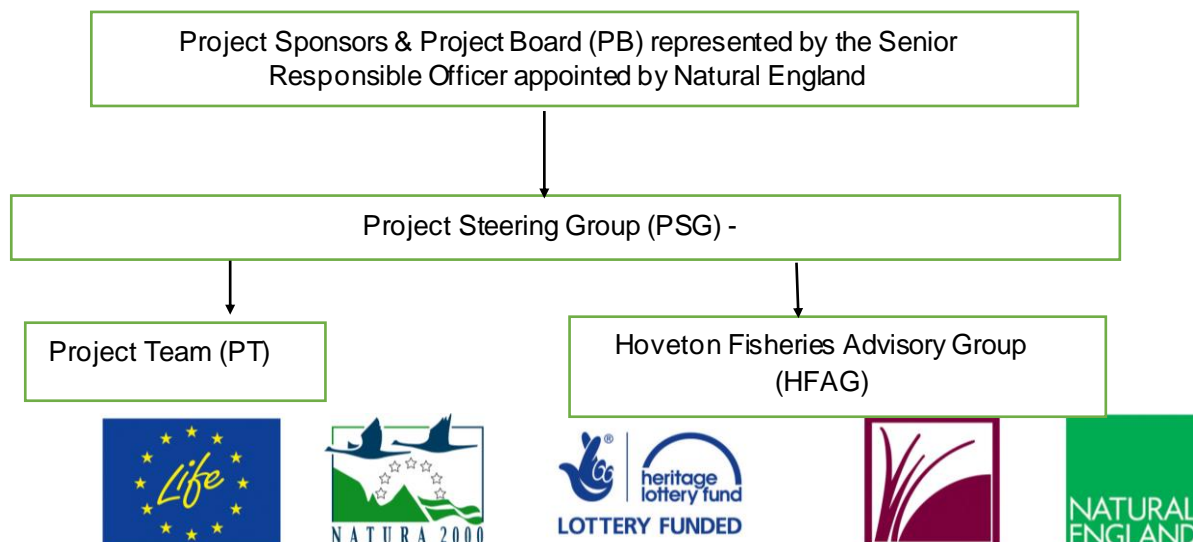
The HFAG will be a multi-agency group sitting as a sub-committee of, and reporting to, the Project's Steering Group. Under the terms of the Project's funding agreement the Project Steering Group will become the afterLIFE Steering Group for 2 years after the project closes. It is proposed that the HFAG will continue as an advisory sub-committee of this group.

HFAG that will look at scientific data and research collected as part of the project's ongoing monitoring of the fish communities as part of the Fisheries Improvement Programme related to the installation of the water permeable barriers on Hoveton Great Broad for biomanipulation purposes.

HFAG will advise the Project Steering Group on the findings of data collection and give support to its decision making. This is so that the project can embrace, on a more formal relationship, the needs and interests of its main stakeholders and ensure that collectively all interested parties are working together to ensure that we achieve a healthy fishery as part of a balanced ecosystem for the broad and the Upper Bure.

As part of its remit, the group will also act as the 'PhD Steering Group' for the PhD studies which will be commissioned by the Project and will commence post barrier-installation. The 'PhD Steering Group' will report to the PSG and be responsible for tracking the student's work in relation to the research questions posed by the PSG who will set the research parameters, in discussion with the PhD Steering Group, as the funders of the study.

How will the HWRP Hoveton Fisheries Advisory Group fit into the Project Structure?



The Environment Agency (EA) will be a member of the HFAG in their role as an associated beneficiary in the Project. NE would like to offer the EA the role of 'chair' of the HFAG.

Objectives & Responsibilities of the HFAG

- To give local stakeholders the opportunity to express views and, by informing the PSG, contribute towards shaping proposals and decisions.
- To allow the PSG to share knowledge and inform HFG about relevant areas to their remit and interests.
- To ensure that fisheries management is informed through (a) engaging with published academic research, (b) commissioning new academic research and using this to inform improvements to fisheries management.
- To work with the PSG to actively seek further sources of funding to commission surveys and works related to its interests and core objectives
- To act as the 'Steering Group' for the Project Funded PhD studies following barrier installation.
- To work with PSG to address areas for improvement or concerns.
- To ensure members will assist in communicating information about works to community and interested groups
- To provide strategic and accurate feedback from community organisations and groups' concerns and interests.
- To develop, promote and scrutinise plans, projects and surveys that would benefit the biomanipulation works and monitoring of impact
- To develop mechanisms to communicate feedback and achievements to the wider community and all stakeholders.
- To ensure all interested parties are kept informed about the work of the Group and how it influences the Hoveton Restoration Project

Areas of advice

The remit of this group is to offer advice to the Project Steering Group on actions and plans relating to:

- contracted survey work, (data collection, analysis and future recommendations) related to fisheries issues in the Upper Bure
- additional fish monitoring undertaken to better understand the workings of the fisheries.



- advise on actions for fisheries improvement – spending ring-fenced money for this spawning / surveying / improvement works ensuring value for money with responsibility for public money expenditure and EU LIFE / NHLF guidelines

Specific work to also include:

- Spawning Habitat Surveys - habitat improvements in the wider river system may be appropriate in places that could be identified by monitoring
- Post Barrier Installation, to commission spring spawning observational work
- Barrier monitoring – to consider the best methodology to use in commissioning work.
- eDNA monitoring – in partnership with the PSG, augmenting the Project’s planned e DNA surveying as deemed necessary or useful by the group

Membership of the PSG

The PSG is already in operation and consists of:

- Landowner
- Hoveton Estate Manager
- Natural England’s Senior Responsible Officer - Hoveton Project
- Science Officer Hoveton Project
- Project Manager
- Senior NNR Manager
- Catchment Delivery Manager – Environment Agency
- Lakes Specialist – Environment Agency

Membership of the HFAG

This should be agreed by the Area Managers of NE & EA. It is proposed that this group has membership from:

Environment Agency (Local & National Specialist Colleagues)
 Natural England – (Local & National Specialist Colleagues)
 Broads Authority
 BASG
 Norfolk Wildlife Trust
 NE Area Manager or designated representative
 EA Area Manager or designated representative
 Broads Biodiversity Group

This is a membership of 10 people, and there will be a **quorum of 6 for a meeting** which must include the EA as chair of the group at least one member of Natural England Staff as the co-ordinating organisation.



HFAG Code of Conduct

All members of the group will:

- Strive for excellence at all times
- Remain accountable for their actions
- Disclose any personal interest which may affect decisions
- Safeguard confidential information and not seek personal advantage from it
- Act only within their level of competence and in accordance with the highest standards of professional behaviour and performance
- Continue to develop professionally, and seek support if asked to act beyond my current level of capability
- Act reasonably and justifiably in identifying and resolving conflicts of values, including those of an ethical nature
- Foster a culture of openness and transparency in communications, where issues may be addressed in a frank, timely and effective manner
- Have regard for the physical and mental health, safety and well-being of colleagues, recognising their specific needs and the pressures and problems they face
- Seek to reconcile personal and HMAG / Hoveton Project aims, objectives and values
- Safeguarding the reputation and assets of the organisation
- Act in a manner which supports the Project's overall objectives and contributes to the achievement of these objectives
- Be honest, open and truthful in all external communications

Meeting Cycle

It is envisaged that this group will meet on a quarterly basis starting once the barriers have been installed

Confidentiality

Documents and the notes from the meetings, can't be shared externally unless expressly agreed by the Project Steering Group.

Members are required to respect confidentiality of specific topics discussed at the meeting by other members



Spending Protocols

The HFAG will be given a ring-fenced budget of £25,000 for works / surveys etc. All spending will need to be approved by the PSG and NE staff will process the purchase / contracts for works. If the HFAG require more funding they will need to present a business case to the PSG for them to consider and approve. The HFAG is also able to seek its own sources of additional funding to support its work.

The HFAG will need to adhere to NE spending controls as follows:

·
Up to £5,000 incl VAT

Self-service procurement by staff obtaining **one** quotation (must be written or electronic above £2,500) For purchases up to £2,500 all staff have authority to make purchases using Government Procurement Card (GPC) or through a self-approval requisition on Oracle Buy4NE.

£5,000.01 to £24,999 inc VAT

Self-service procurement by staff requesting **three** written or electronic quotations based on a clear written specification and subject to FSoD budget holder approval. You must create a written Request for Quotation (RFQ) consisting of a RFQ template including a written specification. Place your order with the provider of the most economic quotation (Value for Money) which will in most cases be the lowest cost, or the top scoring supplier following evaluation on cost and quality.

For all purchases over £25,000 inc VAT

Contact Defra Group Commercial. A procurement specialist will be assigned to meet your requirements.

Single Tender Authorisation (STA) over £5,000

Single Tender Authorisations (STAs) are allowed only for very specific exceptional circumstances e.g. threat to staff or safety.

