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Joint Committee

Performance report for Quarter 3 2015/16

Cover Note by Marcus Yeo

1. Action required

1.1. The Joint Committee is asked to:

- i. **discuss** JNCC's performance at the end of the third quarter;
- ii. **note** the notable achievements summarised in section 1.3 of the report.

2. Key issues

- 2.1. This report provides performance information for the quarter ending 31 December 2015. The Executive Management Board (EMB) has examined the performance and financial reports, and its conclusions and decisions are reflected in this report.
- 2.2. Circumstances have continued to be challenging during quarter 3. Preparing for the government review of JNCC and planning for significant budget reductions in 2016/17 have added to workloads as well as creating uncertainty about the future. Staff have coped admirably with the pressures, and have worked extremely hard to keep work on track, but stress levels and morale have undoubtedly been affected.
- 2.3. EMB has actively managed the situation, amending work plans where necessary and directing resources to the highest priorities. Although some milestones have been delayed, most priority performance measures will be fully or substantially achieved by the end of the year.
- 2.4. Financial performance is good. We are on track to underspend by 2% against Reserved and Marine GIA (as agreed with Defra) and to achieve more or less full spend elsewhere.
- 2.5. Risks relating to decreasing funding and potential changes to the role of JNCC remain high and are being managed as effectively as possible.

Joint Nature Conservation Committee

Performance report for Quarter 3 2015/16

Paper by Sarah Harrison, Joanne Day and Marcus Yeo

1. Summary of programme performance

- 1.1. JNCC's business plan for 2015/16 contains 14 priority performance measures (PPMs). A detailed summary of performance against PPMs is shown at Annex 1.
- 1.2. In quarter 3:
 - i. eight PPMs are making good progress and delivery is where it is expected to be (Green). Six of these are forecasting Green to the end of the year, two are forecasting some problems affecting delivery (Amber);
 - ii. six PPMs currently have some issues affecting delivery but these are being managed (Amber). Five of these are forecasting to continue experiencing some problems to the end of the year;
 - iii. no PPMs are reporting major issues affecting delivery (Red).
- 1.3. Notable achievements during quarter 3 include:
 - i. completing the preparatory work necessary to take on the role of UK National Contact Point for the EU LIFE programme from 1 January 2016. In this role JNCC will provide support for the LIFE programme within the UK on behalf of Defra and the devolved administrations;
 - ii. coordinating a large suite of projects within the Defra Earth Observation Centre of Excellence, and helping to demonstrate how the immense potential of Earth Observation can be turned into practical applications;
 - iii. completing the 2015 annual update of the UK biodiversity indicators, a set of 24 indicators and 50 measures that illustrate progress towards international targets, for example under the Convention on Biological Diversity;
 - iv. providing scientific advice to support the launch of public consultations in January 2016 on a) Special Areas of Conservation for harbour porpoise within the waters of England, Wales and Northern Ireland, and b) Special Protection Areas in English and Welsh territorial waters and UK offshore waters.
- 1.4. Five PPMs are reported as Amber in quarter 3 and Amber for the remainder of the year:
 - i. PPM 1.3 (Marine biodiversity monitoring). Several milestones are slightly delayed but it is anticipated that most will be completed by the end of the year. Lack of funding has delayed the planned seabird census of Britain and Ireland, and will not be resolved until 2016/17.

- ii. PPM 1.4 (Marine evidence). Work to establish Data Archive Centres has been postponed because of staff changes and competing priorities.
 - iii. PPM 4.1 (Marine protected areas). Work on SPAs and harbour porpoise SACs has been affected by government decisions and has been extended into 2016/17. The timetable for providing advice on a third tranche of MCZs is being discussed with Defra.
 - iv. PPM 5.1 (Offshore industry advice). Loss of key staff has affected this area and a few milestones have been delayed or will not be fully met. However, despite staff shortages, good progress has been made in many areas, for example delivery against targets for oil and gas casework has been excellent.
 - v. PPM 6.1 (Corporate services and strategy). Targets set at the start of the year have been amended to reflect changing circumstances. The Spending Review and the government review of JNCC have required substantial input from JNCC and have altered the context within which the organisation is operating.
- 1.5. Two PPMs are reported as Green at quarter 3 but Amber at the year-end:
- i. PPM 2.2 (Marine ecosystem assessments). Some aspects of the work may fall behind schedule.
 - ii. PPM 4.2 (MPA networks). Some milestones (e.g. the UK MPA stock-take) are unlikely to be achieved because provision of data from the country conservation bodies has been delayed due to other high priority MPA work.

2. Financial reporting

- 2.1. A table showing forecast against budget by programme is given at Annex 2a. A forecast of JNCC's overall position is provided at Annex 2b.
- 2.2. The £500k held by Defra for the Cefas Partnership Agreement work and the £500k Defra Marine funding which was confirmed in September 2015 have been included in the tables for this report. Funds from Defra (£10k) and the Welsh Government (£20k) for the LIFE National Contact Point role have also been included under UK Coordination bringing the total GIA allocation to £10,741k (previously £10,711k).
- 2.3. The forecast spend indicates that there will be a total underspend of £7k. There are projected underspends of £33k for Reserved GIA, and £10k for UK Coordination GIA, and overspends of £26k for Defra Marine GIA and £10k for Governance and Corporate Services GIA.
- 2.4. As part of their programme to cut budgets in year, Defra expect JNCC to achieve a 2% saving, some £75k, in 2015/16 against Reserved and Marine GIA. These amounts are still included in our budgets, and JNCC will need to underspend against these funding streams to deliver the savings required. Action has been taken to ensure we achieve this.
- 2.5. The income currently shown as surplus (£117k) will be transferred to cover the salaries that it relates to, releasing GIA. This will increase the underspend. The underspend will be used to fund the voluntary exit scheme currently under way at

JNCC. The current estimated cost for the voluntary exit scheme is £393k for eight posts. Of the £393k, £300k has been confirmed as funded by Defra, leaving £93k to fund from underspend within JNCC budgets.

- 2.6. The main risks around programme spend relate to contracts yet to be let and a large amount of travel and subsistence spend still be achieved.

3. Risk reporting

- 3.1. The Significant Risks Register for 2015/16, updated for quarter 3, is contained in Annex 3. There have been no significant changes since quarter 2.
- 3.2. The highest risks relate to decreasing funding and potential changes to the role of JNCC. Both are being managed as effectively as possible, for example through input to the Spending Review and subsequent business planning processes and engagement with the JNCC review.

4. HR reporting

- 4.1. A table showing HR statistics for quarter 3 is contained in Annex 4.
- 4.2. Staff turnover is still running at about 12% across JNCC. The overall figure is reasonable, but some teams are being adversely affected by particularly high levels of turnover.

5. Other reporting

- 5.1. Reports on other matters are included in Annex 5.
- 5.2. Reporting on evidence quality assurance (EQA) continues to improve with a 97% return for quarter 3. This reflects the work undertaken to bring EQA reporting into the corporate reporting system. Reports are helping to identify those project managers in need of additional help with the documentation and monitoring processes.

Annex 1. Summary of PPM delivery

Key to RAG assessments

RAG assessment	PPMs
R	Critical issues have materialised that could affect delivery and intervention is necessary
A	Some issues that could affect delivery but they are being managed
G	Good progress - delivery is where expected and milestones are substantially on track

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
Theme 1 Biodiversity evidence				
1.1 Provide updated information on status and trends of terrestrial biodiversity across the UK.	<p>a) Publish UK and site-related trends for wintering wetland birds and make available through a flexible on-line system (Q4).</p> <p>b) Publish UK and country trends for breeding terrestrial bird species and determine how to improve the range of habitats and species covered (Q2).</p> <p>c) Publish UK and country trends for breeding seabird species (Q2).</p> <p>d) Publish UK and country trends for bat species by applying improved analytical techniques and provide interpretation of the trends reported (Q1).</p> <p>e) Publish UK and country trends for butterflies (Q4).</p> <p>f) Produce by November 2015 an indicator for priority species for the UK Biodiversity Indicators suite by applying innovative analytical approaches to general biological recording data developed with CEH through the Biological Records Centre (Q3).</p> <p>g) Partner CEH in the Biological Records Centre to pilot integration of biological recording with research outputs to develop crop or area specific pollinator indicators (Q3).</p> <p>h) Evaluate uptake and volunteer feedback from the first field season of the National Plant Monitoring Scheme, and review analytical uses and development of potential indicators (Q3).</p> <p>i) Identify critical terrestrial surveillance and monitoring evidence, the most cost-effective means for delivery, and how this relates to statutory drivers and current solutions (Q1).</p>	<p>a) Milestone due in Q4.</p> <p>b) Milestone completed in Q2.</p> <p>c) Milestone completed in Q3.</p> <p>d) Milestone completed in Q1.</p> <p>e) Milestone due in Q4.</p> <p>f) Milestone completed in Q3.</p> <p>g) Milestone partially achieved. UK trends for bees and hoverflies (a pollinator indicator) produced in Q3.</p> <p>h) Milestone completed in Q3.</p> <p>i) Milestone completed in Q3.</p>	GREEN ↑	GREEN ↔

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
1.2 Collate and provide access to biodiversity data and products derived from them.	<p>a) Agree with each country how to deploy habitat mapping methods to meet country evidence priorities (Q2).</p> <p>b) Contribute to the Defra network Earth Observation Centre of Excellence, and develop its function as a shared service to support the processing of remote-sensed data for the assessment of habitats and their condition (Q4).</p> <p>c) Support the National Biodiversity Network as the preferred solution for managing species data and making them available for use within the country conservation bodies (ongoing).</p> <p>d) Operationalise earlier pilots towards a more efficient geographic data strategy within JNCC and explore how this can be integrated with existing country strategies (Q4).</p>	<p>a) Milestone completed.</p> <p>b) Milestone due in Q4.</p> <p>c) Milestone on track in Q3 (ongoing).</p> <p>d) Milestone due in Q4.</p>	GREEN ↔	GREEN ↔
1.3 Collect data on marine biodiversity, and undertake research and development to improve the quality and efficiency of marine monitoring.	<p>a) Conduct three integrated monitoring surveys of offshore marine protected areas focussing on seabed habitats and produce cruise reports (Q4).</p> <p>b) Continue coordinating collection of seabird colony monitoring data for 2015 and lead the Seabird Monitoring Programme partnership in starting the next seabird census of Britain and Ireland (Q4).</p> <p>c) With partners, develop funded proposals for 2016 surveys of small cetaceans in European Atlantic waters (SCANS III) (Q2).</p> <p>d) Develop the Marine Monitoring Tools Portal online resource, including publication of high priority monitoring protocol updates (e.g. National Marine Biological Analytical Quality Control epibiota guidelines) (Q4).</p> <p>e) Update plan for operational monitoring surveys of offshore marine protected areas, including estimation of costs, taking account of monitoring options produced through the JNCC-led R & D programme (Q2).</p> <p>f) Complete reporting on 2014-15 marine protected area case study surveys (Fladen Ground by end of Q2 and Dogger Bank by end of Q4) to in order to enable the development of seabed habitat monitoring protocols.</p> <p>g) Enhance capability in deep water survey and make further efficiency gains in vessel use by forming a new partnership with Marine Scotland Science and building relationships with British Antarctic Survey, with a view to implementing offshore surveys in 2016/17 (Q4).</p>	<p>a) Milestone due in Q4.</p> <p>b) Milestone due in Q4. Seabird colony monitoring completed on target, but seabird census delayed due to lack of sufficient funding. Negotiations are continuing with partners.</p> <p>c) Milestone completed in Q2.</p> <p>d) Milestone due in Q4.</p> <p>e) Milestone partially completed. Update of the prioritised list of offshore Marine Protected Area seabed habitat monitoring surveys for 2016/17 was completed in Q2. Estimated costs will be updated in Q4.</p> <p>f) Q2 milestone completed; remainder due in Q4.</p> <p>g) Milestone due in Q4.</p>	AMBER ↔	AMBER ↓

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
	<p>h) Hold workshops with governments and agencies to consider options for monitoring cetaceans and seabirds/marine birds (Q3).</p> <p>i) Complete review of monitoring options for deep seabed habitats and present to Governments and UK Marine Monitoring and Assessment Strategy partners (Q2).</p> <p>j) Establish conceptual ecological models for two broadscale marine habitats (shallow sublittoral mud and sublittoral rock) (Q3).</p> <p>k) With the country conservation bodies, develop revised advice on monitoring and assessment of habitats within marine protected areas (Q2).</p> <p>l) Publish an updated version of the high level Marine Biodiversity Monitoring Strategy (Q2).</p>	<p>h) Milestone partially completed in Q3. Chief Scientists' Group postponed workshops with governments until early Q4.</p> <p>i) Milestone not completed. Monitoring options for deep sea habitats completed and circulated to partners, due to be submitted to governments and UK Marine Monitoring and Assessment Strategy (UKMMAS) partners in early Q4.</p> <p>j) Milestone completed in Q3.</p> <p>k) Milestone not completed. The inter-agency senior monitoring review group established under the Chief Scientists Group has reviewed the report and agreed the recommendations on habitat monitoring for inshore MPAs. Final approval from the Chief Scientists Group is required before the report is published in Q4.</p> <p>l) Milestone not completed. An updated version of the Strategy was submitted to the Healthy and Biologically Diverse Seas Evidence Group (HBDSEG) for endorsement in Q2. Amendments have been made, and final endorsement is now expected early in Q4.</p>		
<p>1.4 Publish marine evidence products, including standards, and undertake strategic work to support continued efficient delivery of these products.</p>	<p>a) Publish updated benthic habitat maps, including EUSeaMap (Q3), and contribute to the development of UK standards for marine habitat mapping (Q4).</p> <p>b) Publish abrasion and extraction pressure datasets and their associated standards (Q3), and develop efficient routines for creating new pressure layers (Q4).</p> <p>c) Launch a fully functional and tested noise register for the UK populated with historical data (Q4).</p> <p>d) Process offshore survey data and deliver to relevant Data Archive Centres, and develop proposals for establishing Data Archive Centres for other derived data products (e.g. habitat maps and pressure datasets) (Q4).</p> <p>e) Specify for implementation in 2016/17, a cross agency/JNCC project to identify improvements in the supply and use of marine data (Q3).</p> <p>f) Produce a report identifying evidence needs for strategic conservation advice on seabirds at different scales and across different steps of the environmental management cycle (Q4).</p>	<p>a) Milestone partially completed in Q3. Remaining work due in Q4.</p> <p>b) Milestone delayed due to staff vacancies, and carried forward to Q4.</p> <p>c) Milestone due in Q4.</p> <p>d) Milestone due in Q4. Work is progressing as planned to process and archive offshore survey data. However, proposals for establishing Data Archive Centres have stalled due to lack of staff resource and competing priorities.</p> <p>e) Milestone not completed. Progress towards online data repository has been slow due to lack of resources.</p> <p>f) Milestone due in Q4.</p>	<p>AMBER ↓</p>	<p>AMBER ↔</p>

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
1.5 Work with partners to identify strategic UK evidence priorities.	a) Contribute to the development of Defra's Network Evidence Action Plans, maintaining good links with the devolved administrations to identify UK priorities and ensure these are adequately represented (Q2)	a) Milestone completed in Q2.	GREEN ↔	GREEN ↔
Theme 2 Shared UK approaches to nature conservation				
2.1 Work with the country conservation bodies to develop and apply UK-wide principles, standards and approaches for nature conservation.	<p>a) Publish annual update of UK biodiversity indicators (Q3).</p> <p>b) Publish revised chapters of the guidelines for the selection of biological Sites of Special Scientific Interest (including chapters for birds, lowland heathland, freshwater habitats and freshwater fish) (Q4).</p> <p>c) Submit recommendations to government for revisions of Schedule 9 (non-native species) of the Wildlife and Countryside Act (Q3).</p> <p>d) Following external peer review, publish a decision framework for using national and site-based evidence to account for, and attribute, atmospheric nitrogen deposition as a threat to or cause of unfavourable habitat condition or protected sites (Q1).</p> <p>e) Submit proposals to Government on species protection measures (follow up to the 6th Quinquennial Review of Schedule 5 and 8 of the Wildlife and Countryside Act) (Q4).</p> <p>f) Complete the review of terrestrial Special Protection Areas (Q4).</p> <p>g) Working with the country nature conservation bodies, provide advice on the interpretation and development of Common Standards Monitoring for protected areas in light of emerging new approaches and strategies for the natural environment in different parts of the UK (Q3).</p> <p>h) Develop and pilot approaches to the valuation and assessment of natural capital and ecosystem services, including standards, tools, advice and models for the use of species data and habitat mapping at a variety of scales (Q4).</p> <p>i) Working with partners, build a knowledge hub on ecosystem resilience and explore through case studies the applicability of key concepts in risk and ecosystem resilience to past pest and disease outbreaks (Q4).</p>	<p>a) Milestone substantially completed in Q3. Defra has delayed publication of the annual update until Q4.</p> <p>b) Milestone due in Q4.</p> <p>c) Milestone partially completed in Q3. Significant progress has been made in completing advice; recommendations will be delivered in Q4.</p> <p>d) Milestone completed in Q2.</p> <p>e) Milestone due in Q4.</p> <p>f) Milestone due in Q4.</p> <p>g) Milestone partially completed in Q3. An inter-agency group has been established, and the scope of the review has been sent to Chief Scientists' Group for approval. Timetable for collation of information agreed.</p> <p>h) Milestone due in Q4.</p> <p>i) Milestone due in Q4.</p>	AMBER ↓	GREEN ↔

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
<p>2.2 Provide technical expertise on marine ecosystem assessments.</p>	<p>a) Agree with Defra and other government partners a plan for coordinating and delivering the biodiversity aspects of the UK's Article 8, 9 and 10 report under the Marine Strategy Framework Directive (due in 2018) (Q3).</p> <p>b) Undertake research to develop benthic habitat indicators for OSPAR and UK waters (Q4).</p> <p>c) Submit specifications and assessment sheets for common biodiversity indicators being used for OSPAR's 2017 Intermediate Assessment to the 2016 Biological Diversity Committee (Q3).</p> <p>d) Agree a plan with the country nature conservation bodies for delivering marine assessments under the Marine Strategy Framework Directive, OSPAR, Nature Directives and the Marine Acts between 2016 and 2019 (Q4)</p> <p>e) Publish outputs from phase 1 and 2 of the offshore marine protected area assessment pilot (Q4).</p> <p>f) Lead delivery of the marine components of the European Topic Centre on Inland, Coastal and Marine waters Action Plan for 2015 and development of the 2016 Action Plan (Q4).</p>	<p>a) Milestone not yet fully completed. Agreement has been reached with Defra that JNCC will coordinate the delivery of the UK's Marine Strategy Framework Directive biodiversity reporting through the Healthy and Biologically Diverse Seas Evidence Group, but details have yet to be agreed.</p> <p>b) Milestone due in Q4.</p> <p>c) Milestone completed in Q3.</p> <p>d) Milestone due in Q4.</p> <p>e) Milestone due in Q4.</p> <p>f) Milestone due in Q4.</p>	<p>GREEN ↔</p>	<p>AMBER ↔</p>
<p>Theme 3 EU and international advice</p>				
<p>3.1 Provide technical expertise to support UK implementation of the EU Biodiversity Strategy and EU environmental legislation.</p>	<p>a) Develop a list of challenges and implications for governments and country nature conservation bodies in relation to areas of risk and opportunity under the Nature Directives (Q1).</p> <p>b) Coordinate the update of the UK Prioritised Action Framework (Q4) and lead on finalising the offshore section (Q3)</p> <p>c) Develop JNCC's role in assisting Defra, devolved administrations and country conservation bodies in coordinating UK bids for EU LIFE funding (Q2).</p> <p>d) Coordinate delivery of the updated Natura Standard Data Forms (Q3).</p>	<p>a) Milestone not completed. This work has been postponed due to other priorities.</p> <p>b) Good progress made in Q3, on track to complete in Q4.</p> <p>c) Milestone completed in Q3.</p>	<p>GREEN ↑</p>	<p>GREEN ↑</p>

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
	<p>e) Advise Defra and devolved administrations on important EU biodiversity issues, including the REFIT process, Habitats and Birds Directive reporting, the mid-term review of the EU Biodiversity Strategy, and the Mapping and Assessment of Ecosystem Services initiative (ongoing)</p> <p>f) Define Favourable Conservation Status, and identify next steps in improving application of the concept, ensuring links are made with the definition of Good Environmental Status under the Marine Strategy Framework Directive (Q4).</p> <p>g) As the UK National Reference Centre for biodiversity, support the UK National Focal Point to engage effectively with European Environment Agency biodiversity initiatives (Q4).</p> <p>h) Provide scientific advice to Governments on biodiversity aspects of the proposed revision of the MSFD Commission Decision (Q4).</p> <p>i) Provide scientific advice to Governments to support submission of the MSFD Programme of Measures (Article 13) to the European Commission (Q3).</p>	<p>d) Milestone completed in Q3.</p> <p>e) In Q1, JNCC provided advice on the REFIT questionnaire and the consultation on the EU State of Nature report, and attended EU meetings for the UK covering implementation of and reporting on the Nature Directives. Limited activity was undertaken in Q2. Meetings on Favourable Reference Values, EU reporting and Mapping and Assessment of Ecosystems and their Services were attended in Q3.</p> <p>f) Milestone due in Q4.</p> <p>g) Milestone due in Q4.</p> <p>h) Milestone due in Q4. Significant advice provided in Q1, Q2 and Q3, through provision of expertise at biodiversity workshops and EU meetings that are revising the Commission Decision.</p> <p>i) Milestone completed in Q3.</p>		
<p>3.2 Provide technical advice on international biodiversity and ecosystems (including Overseas Territories).</p>	<p>a) Contribute to UK delegations to the 12th Conference of the Parties to the Ramsar Convention (Q1), the 19th meeting of the Convention on Biological Diversity's scientific advisory group (Q3), the 3rd Meeting of the Parties to the African-Eurasian Migratory Waterbird Agreement MoP6 (Q3) and the 4th plenary of the Intergovernmental Platform on Biodiversity and Ecosystem Services (Q4).</p>	<p>a) Q1 and Q3 milestones completed. Remaining milestone due in Q4.</p>	<p>GREEN ↔</p>	<p>GREEN ↔</p>

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
	<p>b) Lead for the UK at 28th Animals Committee of the Convention on International Trade in Endangered Species (Q1) and related working groups.</p> <p>c) Provide advice, through the Darwin Expert Committee, to the 22nd round of the Darwin Initiative (and Darwin Plus) (Q4).</p> <p>d) Contribute to the delivery of the 2009 UK Overseas Territories Biodiversity Strategy by coordinating a regional technical event to share knowledge and build capacity to deal with biosecurity issues in the South Atlantic Overseas Territories (Q2).</p> <p>e) Contribute to the delivery of the 2009 UK Overseas Territories Biodiversity Strategy by delivering a regional Overseas Territories training programme to build capacity in the use of biodiversity data, data management systems and economic techniques to assess, conserve and manage natural capital in a small island context (Q4).</p> <p>f) Support implementation of the Agreement on the Conservation of Albatrosses and Petrels in the South Atlantic Overseas Territories (ongoing)</p> <p>g) Contribute to the delivery of the UK position at the OSPAR Commission meeting (Q1) and the Biodiversity Committee (Q4) and its intersessional working groups on marine protected areas and biodiversity assessment and monitoring.</p>	<p>b) Milestone completed in Q2.</p> <p>c) Milestone due in Q4.</p> <p>d) Milestone completed in Q2.</p> <p>e) Milestone due in Q4.</p> <p>f) Support is ongoing.</p> <p>g) Q1 milestone completed. JNCC-led work is progressing as expected within the intersessional working groups that are delivering the work of the Biodiversity Committee in Q4.</p>		
Theme 4 Identification and provision of information on marine protected areas				
<p>4.1 Provide technical advice on Marine Protected Area identification, designation and conservation objectives.</p>	<p>a) Provide formal scientific advice to Defra on a second tranche of Marine Conservation Zones (MCZs) by July 2015, taking into account the results of the public consultation (Q2).</p> <p>b) Subject to the outcome of milestone a, publish site information centres to support the designation of new offshore MCZs and assist public authorities (Q3).</p> <p>c) Provide formal scientific advice to Defra on a third tranche of MCZs by [date to be agreed], to support preparations for a public consultation (Q3).</p> <p>d) Subject to Scottish Government approval, lead on the public consultation of potential offshore Special Protected Areas (SPAs) and provide final advice to Scottish Government on areas suitable to classify as SPAs in offshore waters around Scotland (Q3).</p>	<p>a) Milestone completed in Q2.</p> <p>b) Milestone not completed in Q3. Milestone will be delivered in Q4.</p> <p>c) The timetable for completion of this milestone is being discussed with Defra.</p> <p>d) Milestone not completed in Q3. Due to circumstances beyond JNCC's control, this milestone will now not be delivered before Q1 of 2016/17.</p>	<p>AMBER ↔</p>	<p>AMBER ↔</p>

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
	<p>e) Provide formal scientific advice packages (site brief and draft Conservation Objectives) to Defra to seek approval to consult on potential SPAs in UK offshore waters around Wales, England and Northern Ireland (Q1).</p> <p>f) Subject to Government approval, lead on the consultation of potential offshore SPAs and provide final advice to Defra on areas suitable to classify as SPAs in UK offshore waters around Wales, England and Northern Ireland (Q3).</p> <p>g) Publish non-technical summaries of seabird and waterbird survey and analyses to support country marine SPA consultations (Q2).</p> <p>h) Complete technical support for country marine SPA consultation processes that reach their post-consultation report and final advice to government stages (Q4).</p> <p>i) Deliver to Defra and devolved administrations an assessment of the sufficiency of the UK marine SPA suite (Q3).</p> <p>j) Prepare draft site boundaries, site descriptions, conservation objectives and impact assessment to support Governments in the consultation for designation of, and submission to the European Commission of SACs for harbour porpoises (Q3).</p> <p>k) Provide a UK conservation strategy and implementation plan for harbour porpoise. (Q3)</p>	<p>e) Milestone not completed. Working jointly with NRW, JNCC's formal advice on Skomer, Skokholm and the Seas off Pembrokeshire dSPA was submitted to Defra on time. In parallel an advice package has been developed for the Irish Sea Front pSPA. In Q1, in discussion with the MPA Sub-Group, it was decided that this proposal needs further work. As a consequence the Irish Sea Front advice to Defra was delayed to Q3 and JNCC was required to run a public consultation in Q3/Q4. This work is additional to the work plan agreed at the start of the year. Due to high workloads and staff moving to other teams it is likely that a proposal will be provided to Defra in Q4.</p> <p>f) Milestone not completed in Q3. Due to circumstances outside JNCC's control, this has been delayed and the work may not be completed in the current financial year.</p> <p>g) Milestone completed in Q2.</p> <p>h) Milestone due in Q4. Due to circumstances outside JNCC's control, this milestone will now carry forward into 2016/17.</p> <p>i) Milestone not completed. Due to circumstances beyond JNCC's control, this milestone will now not be delivered until 2016/17.</p> <p>j) Milestone completed in Q3.</p> <p>k) Milestone not completed. The UK Governments proposed that the new strategy be converted to a conservation literature review, and the strategy and its implementation plan were put on hold. In Q3, SNH volunteered to lead further development.</p>		
<p>4.2 Provide technical advice on the UK contribution to an ecologically coherent network of well-managed MPAs in the north-east</p>	<p>a) With Natural Resources Wales, jointly provide scientific advice to Welsh Government on progress towards a MPA network in Welsh waters by end of January 2016 (Q4)</p> <p>b) On behalf of UK administrations, report to OSPAR on UK's progress towards meeting OSPAR network obligation, including progress with managing marine protected areas (Q2).</p>	<p>a) Milestone due in Q4. JNCC will be able to deliver some advice on schedule but the remainder depends on the provision of material from the country conservation bodies.</p> <p>b) Milestone completed in Q2.</p>	<p>GREEN ↔</p>	<p>AMBER ↔</p>

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
Atlantic.	c) Compile and publish online a catalogue of UK MPAs and then provide a MPA stock-take report to the UK administrations (Q4).	c) Milestone due in Q4. Delays in data submission from the country conservation bodies have meant that it is unlikely that JNCC will be able to deliver any output from the stock take in Q4.		
Theme 5 Supporting sustainable management of the marine environment				
5.1 Advise on oil and gas, aggregates and marine renewables casework, and provide UK coordination and science leadership.	<p>a) Respond fully to 95% of requests for advice on oil and gas operations within the consultation period (ongoing).</p> <p>b) Meet all agreed deadlines for advice on aggregate licence applications and monitoring reports (ongoing).</p> <p>c) Advise Marine Scotland on the Hywind offshore wind farm (Q2).</p> <p>d) Advise on post consent monitoring work for consented Scottish windfarms within the consultation period (ongoing).</p> <p>e) Complete a JNCC/SNH review of Scottish marine renewable energy casework roles (including consultation with stakeholders) and present options/recommendations to Joint Committee (Q4).</p> <p>f) Complete a review of Natural England-JNCC post-delegation working arrangements for marine renewable energy casework (Q2).</p> <p>g) Respond to the consultation on the English South Inshore and Offshore Marine Plans (Q2).</p> <p>h) Subject to the consultation schedule, respond to the consultation on the draft Welsh National Marine Plan (Q4).</p> <p>i) In consultation with the country nature conservation bodies, develop a suite of collaborative research projects that address high priority offshore industries issues (Q1).</p> <p>j) Deliver a stakeholder workshop on impacts of displacement from offshore wind farms on seabird populations (Q1).</p> <p>k) Review the JNCC seismic, explosive and pile-driving guidelines and identify changes required to update and</p>	<p>a) Milestone completed: 99% of responses on time in Q1. 98% of responses on time in Q2. 100% of responses on time in Q3.</p> <p>b) Milestone completed in Q1: 100% of responses on time. Milestone near-miss in Q2: one response was late due to a delay receiving key information. 100% of responses on time in Q3.</p> <p>c) Milestone completed in Q2.</p> <p>d) Milestone completed in Q1, Q2 and Q3.</p> <p>e) Milestone due in Q4.</p> <p>f) Milestone near miss for Q3 but was completed seven days into Q4.</p> <p>g) Milestone not completed. Responded to the draft Habitats Regulation Assessment screening consultation but curtailed further work on this milestone due to reprioritisation of staff resources. The consultation is now closed.</p> <p>h) Milestone due in Q4.</p> <p>i) Milestone near miss. The conservation bodies were consulted in Q2 and a suite of projects developed. Four out of five projects now underway. One contract is being re-specified with intent to deliver in Q4.</p> <p>j) Milestone completed in Q1.</p> <p>k) Milestone not completed. This milestone will not be achieved in full due to reprioritisation of staff resource. The</p>	<p>AMBER ↔</p>	<p>AMBER ↔</p>

PPM description	Milestones by quarter	Cumulative summary of progress against milestones	PPM RAG status for current quarter	PPM outlook for remainder of the year
	improve them (Q3).	seismic guidelines will be reviewed and a scope of work will be agreed for the review of the other guidelines. In Q3 a stakeholder consultation on the seismic guidelines was completed. Changes required to update and improve the guidelines will be completed in Q4.		
5.2 Provide technical advice to support the management of offshore MPAs.	<p>a) Provide Fisheries Options Papers to Defra and Marine Scotland for SACs and designated national marine protected areas in offshore waters (Q2).</p> <p>b) Complete technical evaluation of draft fisheries management proposals and provide advice to Defra and Marine Scotland on the risks to achievement of the sites' Conservation Objectives (Q4).</p> <p>c) Provide site information to enable Defra and Marine Scotland to draft formal applications to the European Commission for fisheries management measures for offshore SACs (Q3).</p> <p>d) Provide site information to enable Defra and Marine Scotland to draft formal applications to the European Commission for fisheries management measures for designated national marine protected areas in offshore waters (Q4).</p> <p>e) Publish generic advice on the JNCC website to fulfil our legal obligation towards public authorities for offshore MPAs (Q1).</p> <p>f) Publish site-specific conservation advice through site information centres for priority sites in offshore waters (Q4).</p>	<p>a) Milestone near miss. Fisheries options papers provided for all sites except English Channel, which is due to a change in timetable by Defra.</p> <p>b) Milestone due in Q4.</p> <p>c) Milestone completed in Q3.</p> <p>d) Milestone due in Q4.</p> <p>e) Milestone completed in Q1.</p> <p>f) Milestone due in Q4.</p>	GREEN ↔	GREEN ↔
Theme 6 Organisational management and development				
6.1 Provide and continue to improve the cost-effectiveness of core services to UK and devolved governments and manage an evolutionary change in strategy.	<p>a) Complete restructuring to align senior management and staff capacity with upcoming challenges and opportunities and increase integration of marine and terrestrial work (Q4).</p> <p>b) Develop strategies necessary to deliver functions and business objectives set out in JNCC's new corporate strategy, including stakeholder engagement, business development and funding, and HR development (Q4).</p> <p>c) Deliver a revised version of the JNCC website to reflect and promote the refreshed strategy of the organisation (Q4).</p>	<p>a) Milestone due in Q4. Some anticipated changes, and further changes arising from the voluntary exit scheme, will be made by the year end. As a more fundamental review will be required following conclusions of the Spending Review and government review of JNCC, the scope of the milestone for this year has been narrowed.</p> <p>b) Milestone due in Q4. Good progress is being made in relation to diversifying income streams and some progress in other areas. The scope of the milestone has been narrowed as a result of additional work, and uncertainties, arising from the Spending Review and the government review of JNCC.</p> <p>c) Milestone due in Q4. Preparatory work is progressing but because of the Spending Review and government review of JNCC a revised version of the website will not be completed until 2016/17.</p>	AMBER ↓	AMBER ↔

Annex 2a. Financial summary by programme

Programme			Reserved	UK coordination	Defra Marine	Governance & Corporate Services	Total Grant in Aid	Percentage variance between GIA forecast and original budget	Income	RAG for each programme based on variance of GIA forecast compared to original GIA budget (Programme costs only)
			£'000	£'000	£'000	£'000	£'000		£'000	
Theme 1. Biodiversity evidence										
Surveillance and Monitoring	Original Full Year Budget	Programme	0	1,093	0	0	1,093		105	
		Salaries	0	307	0	0	307		69	
	Forecast	Programme	0	1,127	0	0	1,127		105	
		Salaries	0	311	0	0	311		41	
	Variance between Forecast and Original Budget	Programme	0	34	0	0	34	3.0%	0	R
		Salaries	0	4	0	0	4	1.1%	-28	
Total		0	37	0	0	37	2.7%	-28		
Access to Information	Original Full Year Budget	Programme	0	47	9	226	282		20	
		Salaries	19	355	0	235	609		30	
	Forecast	Programme	0	45	9	232	286		20	
		Salaries	14	377	0	237	627		0	
	Variance between Forecast and Original Budget	Programme	0	-2	0	6	5	1.7%	0	G
		Salaries	-6	22	0	2	18	3.0%	-30	
Total		-6	20	0	8	23	3.0%	-30		
Marine Monitoring	Original Full Year Budget	Programme	0	226	233	0	459		0	
		Salaries	0	435	28	0	463		0	
	Forecast	Programme	0	209	242	0	451		0	
		Salaries	0	469	33	0	502		0	
	Variance between Forecast and Original Budget	Programme	0	-18	9	0	-8	1.8%	0	G
		Salaries	0	34	5	0	39	8.0%	0	
Total		0	16	14	0	31	3.0%	0		
Marine Evidence	Original Full Year Budget	Programme	0	71	328	0	399		30	
		Salaries	0	364	364	0	727		35	
	Forecast	Programme	0	81	339	0	421		30	
		Salaries	0	382	353	0	735		35	
	Variance between Forecast and Original Budget	Programme	0	11	11	0	21	5.3%	0	A
		Salaries	0	19	-11	0	8	1.0%	0	
Total		0	29	0	0	29	2.5%	0		

Theme 2. Shared UK approaches to nature conservation										
Biodiversity Information and Advice	Original Full Year Budget	Programme	6	105	15	0	126		0	
		Salaries	54	465	0	0	519		59	
	Forecast	Programme	15	112	0	0	127		0	
		Salaries	53	414	0	0	466		66	
	Variance between Forecast and Original Budget	Programme	9	7	-15	0	1	1.1%	0	G
		Salaries	-2	-51	0	0	-53	10.2%	7	
		Total	7	-44	-15	0	-51	8.0%	7	
Marine Ecosystem Assessment and Advice	Original Full Year Budget	Programme	33	68	0	0	102		30	
		Salaries	286	138	0	0	424		87	
	Forecast	Programme	36	66	0	0	102		30	
		Salaries	291	151	0	0	442		61	
	Variance between Forecast and Original Budget	Programme	2	-2	0	0	0	0.0%	0	G
		Salaries	5	13	0	0	18	4.3%	-26	
		Total	7	11	0	0	18	3.5%	-26	
Theme 3. EU and international advice										
European Intelligence and Advice	Original Full Year Budget	Programme	1	22	3	0	25		56	
		Salaries	19	233	25	0	278		30	
	Forecast	Programme	1	30	3	0	34		56	
		Salaries	19	183	0	0	202		31	
	Variance between Forecast and Original Budget	Programme	0	8	1	0	9	37.0%	0	A
		Salaries	-1	-51	-25	0	-77	27.5%	1	
		Total	-1	-42	-25	0	-67	22.2%	1	
Global Advice and Overseas Territories	Original Full Year Budget	Programme	97	0	0	0	97		9	
		Salaries	203	3	16	0	222		190	
	Forecast	Programme	102	0	0	0	102		9	
		Salaries	185	3	19	0	208		129	
	Variance between Forecast and Original Budget	Programme	5	0	0	0	5	5.2%	0	A
		Salaries	-18	0	3	0	-14	6.4%	-61	
		Total	-13	0	3	0	-9	2.9%	-61	
Theme 4. Identification and provision of information on marine protected areas										
Marine Protected Areas	Original Full Year Budget	Programme	0	12	59	0	71		0	
		Salaries	7	102	676	0	785		0	
	Forecast	Programme	0	12	60	0	72		0	
		Salaries	7	100	706	0	814		0	
	Variance between Forecast and Original Budget	Programme	0	0	1	0	1	1.8%	0	G
		Salaries	0	-2	31	0	29	3.6%	0	

		Total	0	-2	32	0	30	3.5%	0	
Marine Species Advice	Original Full Year Budget	Programme	4	0	107	0	111		25	
		Salaries	51	130	126	0	306		0	
	Forecast	Programme	4	0	107	0	111		25	
		Salaries	51	101	120	0	271		0	
	Variance between Forecast and Original Budget	Programme	0	0	0	0	0	0.0%	0	G
		Salaries	0	-29	-6	0	-34	11.2%	0	
Total		0	-29	-6	0	-34	8.3%	0		
Theme 5. Supporting sustainable management of the marine environment										
Offshore Industries Advice	Original Full Year Budget	Programme	0	47	13	0	60		2	
		Salaries	36	166	260	13	475		68	
	Forecast	Programme	0	47	13	0	60		2	
		Salaries	31	159	282	15	487		67	
	Variance between Forecast and Original Budget	Programme	0	0	1	0	1	-1.1%	0	G
		Salaries	-5	-7	23	2	13	2.7%	-1	
Total		-5	-7	23	2	13	2.5%	-1		
Theme 6. Organisational management and development										
Governance and Corporate Services	Original Full Year Budget	Programme	0	0	0	780	780		5	
		Salaries	66	73	127	1,241	1,507		0	
	Forecast	Programme	0	0	0	780	780		5	
		Salaries	37	72	126	1,241	1,476		21	
	Variance between Forecast and Original Budget	Programme	0	0	0	0	0	0.0%	0	G
		Salaries	-29	-1	-1	0	-31	2.1%	21	
Total		-29	-1	-1	0	-31	1.4%	21		

Non-cash budget adjustments	0			
Unallocated budget (programme costs)	9	7	-23	22
Unallocated budget (salaries)	0	0	0	0

Annex 2b. Forecast of JNCC's overall position

		Reserved	UK coordination	Defra Marine	Governance & Corporate Services	Total Grant in Aid	Percentage variance GIA forecast compared to budget	Income	RAG based on variance of forecast GIA compared to GIA budget (%)
		£'000	£'000	£'000	£'000	£'000		£'000	
Original Full Year Budget	Programme	151	1,697	743	1,028	3,619		282	
	Salaries	742	2,771	1,621	1,488	6,622		568	
	Total	893	4,468	2,364	2,516	10,241			
Forecast	Programme	167	1,736	751	1,034	3,688		282	
	Salaries	693	2,722	1,639	1,492	6,546		451	
	Total	860	4,458	2,390	2,527	10,234			
Variance between Forecast and Full Year Budget	Programme	16	39	8	6	69	1.9%	0	G
	Salaries	-49	-49	18	4	-76	-1.1%	-117	G
	Total	-33	-10	26	10	-7	-0.1%	-117	G
Grant in Aid Receivable		893	4,468	2,864	2,516	10,741			
Total variance as a percentage of Grant in Aid Receivable (%)		-3.7%	-0.2%	0.9%	0.4%				

Annex 3. Significant risks register for Q3

Risk no	Risk owner	Significant risks	Risk score			Action planned by management	Progress against planned management action	Effect of management action and other factors on this risk	Q3 Other comments (including any change to planned management action or other factors affecting this risk)
			Residual likelihood	Residual impact	Residual score				
2	Marcus Yeo	Insufficient funding to maintain and extend the utility of JNCC as a cost-effective mechanism for collaborative delivery	5	5	25	<ul style="list-style-type: none"> Raise awareness within government of the cost-effectiveness of JNCC in delivering their priorities Undertake dialogue with government sponsors, country conservation bodies and other public bodies to identify priorities and associated funding, e.g. as part of the Spending Review discussions. Pursue selected non-GIA funding opportunities, building on the strategy review More strongly integrate marine and non-marine elements of JNCC in order to share best practice and improve value for money Clarify the nature of funds 'bundled' under Governance and Corporate Services to more accurately reflect the cost of corporate and other functions. 	<ul style="list-style-type: none"> There has been ongoing dialogue with sponsors and country conservation bodies about the value for money of JNCC's work and its operating model. This will continue as part of the government review of JNCC. Following the Spending Review announcement, JNCC has been discussing future financial allocations with sponsors. A Business Development Manager started work in JNCC in December and is exploring opportunities for non-GIA income. Work has been undertaken to clarify the nature of Governance and Corporate Services funds, and to distinguish delivery overheads from true corporate services. 	<ul style="list-style-type: none"> The effectiveness of management action has been severely limited by the broader financial context. 	<ul style="list-style-type: none"> No decisions have yet been made about JNCC's financial allocations for 2016/17 onwards.
1	Marcus Yeo	Fundamental change to JNCC's role resulting from changing government priorities and institutional arrangements (UK and devolved administrations)	5	5	25	<ul style="list-style-type: none"> Proactively engage with the government review of JNCC (scheduled for completion by June 2016) Implement changes arising from Defra's Transformation Programme, as appropriate 	<ul style="list-style-type: none"> Ongoing engagement with the review team, including full participation in relevant groups. JNCC staff member seconded to review team 3 days/week. Ongoing programme of stakeholder engagement, prioritising government administrations and country conservation bodies. JNCC are keeping tabs on the Defra Transformation Programme. 	<ul style="list-style-type: none"> Too early to assess effect of management action. 	
4	Marcus Yeo	Multiple changes to JNCC's stakeholders (budget pressures, changes in role)	5	4	20	<ul style="list-style-type: none"> Engage with a wider range of stakeholders to manage relationships, and identify opportunities and risks 	<ul style="list-style-type: none"> Ongoing programme of stakeholder engagement, prioritising government administrations and country conservation bodies. 	<ul style="list-style-type: none"> Risk is being managed effectively at present. 	

Risk no	Risk owner	Significant risks	Risk score			Action planned by management	Progress against planned management action	Effect of management action and other factors on this risk	Q3 Other comments (including any change to planned management action or other factors affecting this risk)
			Residual likelihood	Residual impact	Residual score				
5	Sue McQueen	Insufficient capacity and/or expertise at middle and senior management levels to deal with the challenges of an increasingly complex operating environment	4	4	16	<ul style="list-style-type: none"> Provide training and development to equip managers for future challenges (including strategy implementation), and develop junior managers Implement a second phase of structural reorganisation to align structures with JNCC's developing strategy Put in place streamlined management and administrative processes to increase efficiency Implement business partnering to provide managers with better information and advice 	<ul style="list-style-type: none"> Delivery of management training for relevant staff is ongoing. Some structural change completed but the scope of this work has been affected by the Spending review and JNCC review. Further restructuring is now underway as a result of JNCC's voluntary exit scheme and secondments of two senior staff to Defra. Most proposed streamlining changes have been made. The focus is now on embedding these new ways of working. Business partnering has been rolled out by all corporate services teams. A Business Development Manager has been appointed to increase JNCC's skills and capacity in this field. 	<ul style="list-style-type: none"> Management action is mitigating the most serious risks, but senior staff remain very stretched. 	<ul style="list-style-type: none"> Pressures on senior management are high as a result of the JNCC review, internal strategic changes, and the need to respond to external changes.
6	Sue McQueen	A high rate of staff turnover	4	4	16	<ul style="list-style-type: none"> Improve recruitment procedures to prevent excessive internal staff movements Undertake a staff satisfaction survey to identify possible actions to improve staff morale Analyse the causes in teams with high staff turnover. 	<ul style="list-style-type: none"> New recruitment procedures are now in place. The staff survey will now not take place until 2016/17. This will enable JNCC to use a shared Government contract and reduce the resource needed. 	<ul style="list-style-type: none"> Turnover in quarter 3 has been low 	<ul style="list-style-type: none"> Analysis of the causes of high staff turnover has been undertaken. This did not indicate any systemic problem but directors will continue to keep under review those areas where turnover has been high. Eight staff will leave JNCC at the end of March under a voluntary exit scheme. No posts are being recruited on a permanent

Risk no	Risk owner	Significant risks	Risk score			Action planned by management	Progress against planned management action	Effect of management action and other factors on this risk	Q3 Other comments (including any change to planned management action or other factors affecting this risk)
			Residual likelihood	Residual impact	Residual score				
									basis because of future funding uncertainties.
3	Marcus Yeo	Ineffective strategic positioning	3	5	15	<ul style="list-style-type: none"> Complete the strategy review and start to implement Engage with JNCC's main funders and stakeholders to secure active support for the new strategic direction 	<ul style="list-style-type: none"> Draft strategy discussion document finalised and sent to government administrations and country conservation bodies. 	<ul style="list-style-type: none"> Too early to assess effect of management action. 	<ul style="list-style-type: none"> Future strategic priorities for JNCC will be considered as part of the government review of JNCC.
7	Paul Rose	Inadequate use of evidence to underpin JNCC's advice to government	3	4	12	<ul style="list-style-type: none"> Implement an action plan to address the recommendations from the internal audit of scientific evidence, and make other improvements to JNCC's evidence quality assurance policy. Continue to engage with key partners (government, statutory agencies, NGOs) involved in evidence collection and management, and adapt JNCC's evidence activities according to evolving customer needs 	<ul style="list-style-type: none"> Action plan is being implemented. 	<ul style="list-style-type: none"> Risk is being managed effectively at present. 	

Annex 4. HR data for quarter 3

	As at 31 December 2014	As at 31 March 2015	As at 30 June 2015	As at 30 September 2015	As at 31 December 2015
Complement (full-time equivalents)	180.1	182.7	178.3	182.0	178.3
Vacancies (% of complement)	3.6	7.1	8.3	9.1	3.1
Turnover over rolling 12 month period	8.2	12.7	12.8	12.5	11.6

Please note headcount figures for previous quarters were mislabelled as 'complement'. This has now been corrected and complement figures added

Annex 5. Other reporting

1. Health and safety

- 1.1. The H&S Manager and the newly appointed H&S Union Representative are working jointly to produce a bespoke stress audit within JNCC in accordance with HSE guidelines. Results and recommendations will also be dealt with jointly.
- 1.2. In the first two quarters of the financial year there have been 13 first aid reports, nine of which were near misses. First aid information is regularly circulated by the First Aid coordinator. Checks of first aid kits and a review of training needs take place quarterly. **No accidents have been recorded in Q3.**
- 1.3. The Eye Test policy and Stress policy are currently being reviewed.
- 1.4. Fire Training has been completed for Peterborough with certificates lasting up to December 2017.
- 1.5. A new system has been implemented to ensure all staff complete overseas travel risk assessments.
- 1.6. Health and safety induction forms and DSE form are now included with the new starter induction pack.

2. Evidence Quality Assurance (EQA)

- 2.1. The compliance rate for reporting on EQA actions in Q3 was 97% of projects, which compares with 89.5% in Q1 and 95% in Q2. Two projects out of an expected 58 from the EQA actions inventory created by Project Managers had no reports in Q3. One of these projects will fund two commissioned studies in Q4; EQA requirements have been included in the specifications for both. EQA is no longer relevant for the other project.
- 2.2. Risk assessments were reported for 86% of projects where EQA actions were required, but were reported as 'not yet assessed' for six projects. Of these six projects, four are within the marine advice area, including offshore industries and MPA fisheries advice. As previously reported, the Offshore Industries Advice programme has yet to completely develop its approach to EQA, although progress has been made and some new practices have been introduced. One project with a high risk assessment, and five medium risk projects, had no EQA documentation in place.
- 2.3. The level of corporate risk to JNCC from evidence quality is assessed as low at the end of Q3.

3. Environmental performance

- 3.1. There have been no recorded breaches of environmental regulations in Q3.

4. Equality and diversity

- 4.1. There have been no recorded breaches of the equality and diversity policy in Q3.

5. Fraud, presumptive fraud, significant losses, fruitless payments and special payments

5.1. No instances of fraud or presumptive fraud have been detected during the quarter. There were four instances of fruitless payments in Q3 totalling £1,488. All were because of meetings being cancelled and were outside the individual's control.

	Number of fruitless payments	Total value of fruitless payments
Quarter 1	3	£670
Quarter 2	0	0
Quarter 3	4	£1,488

6. Data security

6.1. There have been no recorded breaches of data security during quarter 3.