



The one-hundred-and-fifth meeting of the Joint Nature Conservation Committee to be held at 0900 hours on 26 November 2015, at JNCC, Monkstone House, City Road, Peterborough, PE1 1JY

This paper is provided to the Joint Committee for decision/discussion or information. Please refer to the minutes of the meeting for Committee's position on the paper.

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Joint Nature Conservation Committee

Performance report for Quarter 2 2015/16

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1. Priority performance measures

- 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 2:
 - i. nine PPMs are making good progress and delivery is where it is expected to be (Green). Five of these are forecasting Green to the end of the year, four are forecasting some problems affecting delivery (Amber);
 - ii. five PPMs currently have some issues affecting delivery but these are being managed (Amber). Three 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 2 include:
 - i. publishing updated population trends for breeding terrestrial bird species (in partnership with the British Trust for Ornithology and RSPB);
 - ii. providing formal scientific advice to Defra on a second tranche of Marine Conservation Zones (MCZs);
 - iii. playing a key role in establishing a Defra network Earth Observation Centre of Excellence, including leading the Data Integration Pilot project;
 - iv. leading the environment session at the 2nd Intergovernmental Forum for Offshore Wind (a new European initiative for offshore wind regulators), focussed on the evidence and regulatory challenges of transboundary species.
- 1.4. Three PPMs are reported as Amber in quarter 2 and Amber for the remainder of the year:
 - i. PPM 3.1 (European advice). Most of the work is on track. To enable other corporate priorities to be met, EMB has decided to defer the milestone to develop a list of challenges and implications under the Nature Directives; this work will not be completed in 2015/16. There have been minor delays in developing JNCC's role in coordinating UK bids for EU LIFE funding but significant progress has been made and it is anticipated that the work will be completed satisfactorily during the remainder of the year.
 - ii. PPM 4.1 (identification of marine protected areas). There have been delays to some aspects of work on marine SPAs because of the complexity and volume of the work. There have also been significant challenges in relation to MCZs and harbour porpoise SACs, in many cases due to circumstances outside

JNCC's control. Some milestones will not be fully achieved until 2016. Where appropriate, milestones will be amended following discussion with government.

- iii. PPM 5.1 (offshore industry advice). Because of high levels of staff turnover a small number of milestones have not been fully achieved. EMB has agreed to reprioritise some aspects of the work to ensure continued delivery of the essential components.

1.5. Four PPMs are reported as Green at quarter 2 but Amber at the year-end:

- i. PPM 1.4 (marine evidence products and standards). Staff vacancies have begun to have an impact on the delivery of milestones.
- ii. PPM 2.2 (marine ecosystem assessments). There are considerable challenges i agreeing a plan with government partners for coordinating and delivering the biodiversity aspects of the UK's report under the Marine Strategy Framework Directive, which may not be resolved by the end of the year.
- iii. PPM 4.2 (network of MPAs). Some milestones may be delayed because the country conservation bodies and JNCC may have to prioritise MPA designation and management over the MPA stock take.
- iv. PPM 6.1 (Core services and strategy). Progress over the remainder of the year will be hampered by increased workloads and greater uncertainty arising from the Spending Review and government review of JNCC.

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 £200k SCANS III funds have now been received from Defra and have been paid to the University of St Andrews. As such, these funds have been included in the budget tables against the Marine Monitoring programme.
- 2.3. The unallocated budgets for programme costs have been included in the budget tables, so that the total budget shown equals GIA. There are now no outstanding unallocated funds for salaries.
- 2.4. The £500k held by Defra for work under the Cefas Partnership Agreement and the £500k Defra Marine funding which was confirmed in September 2015 have been included in the tables for this report under GIA receivable, bringing JNCC's total GIA allocation to £10,711k.
- 2.5. The forecast spend at the end of quarter 2 indicates that there will be a total underspend of £111k by the year-end. There are projected underspends of £70k for Reserved GIA, £17k for UK Coordination GIA, £17k for Defra Marine and £7k for Governance and Corporate Services GIA. It is anticipated that any underspend, along with any surplus income (stated in 2.7) could be used to fund the voluntary exit scheme currently underway at JNCC. Provision for £100k GIA to be used towards the voluntary exit scheme has been included in the salaries forecast.

- 2.6. As part of their programme to reduce expenditure in year, Defra are expecting JNCC to achieve a 2% saving, some £80k, in 2015/16 against Reserved and Marine GIA. This was borne in mind when EMB were considering how to deal with the forecast underspend and unallocated budgets.
- 2.7. There is an additional £113k of income for salaries which is not allocated to current posts. The majority of this income comes from income to cover the cost of staff seconded elsewhere (NERC and Defra) but also from overheads charged against European funded projects.
- 2.8. The main risks around programme spend are in the Marine Evidence and Marine Monitoring programmes due to some uncertainties around final costs for offshore survey, associated sample analysis and reporting costs. It is unlikely that the costs will be completely certain until after the surveys have completed during quarter 3.
- 2.9. At the September meeting the Joint Committee noted that the costs shown as Governance and Corporate Services included a wide range of costs which are managed centrally to maximise value for money in addition to true costs of governance and corporate services. The composition of the Governance and Corporate Services budget is shown in Annex 2c. In addition to producing this analysis, action is being taken as follows:
 - i. further efficiency measures continue to be developed and delivered;
 - ii. overhead rates for income-funded work will be reviewed to avoid it being subsidised by GIA;
 - iii. the approach of centralising management of costs is being reviewed because of the false perception of high corporate services costs this creates;
 - iv. costings of functions for the JNCC review will include delivery overheads as these costs would be incurred even if the functions were transferred to another organisation.

3. Risk reporting

- 3.1. The Significant Risks Register for 2015/16, updated for quarter 2, is contained in Annex 3.
- 3.2. Following discussion by the Audit and Risk Assurance Committee in September, Risk 1 has been redefined to cover the risk associated with a potential fundamental change to JNCC's role.

4. HR reporting

- 4.1. A table showing HR statistics for quarter 1 is contained in Annex 4.
- 4.2. Staff turnover remains at over 12%. The overall figure is reasonable, but higher levels of turnover in some teams are causing problems.

5. Other reporting

- 5.1. Reports on other matters are included in Annex 5.

- 5.2. The report on health and safety in section 1 is more substantial than in previous reports.
- 5.3. Reporting on evidence quality assurance (EQA) continues to improve with a 95% return for quarter 2. This reflects the work undertaken to bring EQA reporting into the corporate system.

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 we expect it to be

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 not completed. Publication has been delayed to the end of October.</p> <p>d) Milestone completed in Q1.</p> <p>e) Milestone due in Q4.</p> <p>f) Milestone due in Q3.</p> <p>g) Milestone due in Q3.</p> <p>h) Milestone due in Q3.</p> <p>i) Milestone not completed. Work is ongoing into Q3.</p>	<p>AMBER ↔</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>1.2 Collate and provide access to biodiversity data and products derived from them.</p>	<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) In Q2, JNCC continued to provide the data loading service around the existing NBN Gateway and streamlined the process.</p> <p>d) Milestone due in Q4.</p>	<p>GREEN ↔</p>	<p>GREEN ↔</p>
<p>1.3 Collect data on marine biodiversity, and undertake research and development to improve the quality and efficiency of marine monitoring.</p>	<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</p>	<p>a) Milestone due in Q4.</p> <p>b) Milestone due in Q4.</p> <p>c) Milestone completed in Q2. A Memorandum of Agreement for a reduced SCANS III 'shelf' survey in 2016 has been completed with partners and funding for 2015/16 has been confirmed.</p> <p>d) Milestone due in Q4.</p> <p>e) Milestone not completed. Update of prioritised list of offshore Marine Protected Area (MPA) seabed habitat monitoring surveys for 2016/17 was completed in Q2. Estimated costs have been developed, but will need to be updated in Q3.</p> <p>f) Q2 milestone completed; remainder due in Q4.</p> <p>g) Milestone due in Q4.</p>	<p>AMBER ↓</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>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>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 due in Q3.</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 Q3.</p> <p>j) Milestone due 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 it can be published.</p> <p>l) Milestone not completed. An updated version was submitted to the Healthy and Biologically Diverse Seas Evidence Group (HBDSEG) for endorsement in July. Amendments have been made, and final endorsement is expected early in Q3.</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</p>	<p>a) Milestone due in Q3 and Q4.</p> <p>b) Milestone due in Q3 and 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 due in Q3. Progress towards online data repository has been slow due to lack of resources.</p> <p>f) Milestone due in Q4.</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
	strategic conservation advice on seabirds at different scales and across different steps of the environmental management cycle (Q4).			
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</p>	<p>a) Milestone due in Q3.</p> <p>b) Milestone due in Q4.</p> <p>c) Milestone due in Q3.</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 due in Q3.</p> <p>h) Milestone due in Q4.</p> <p>i) Milestone due in Q4.</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
	ecosystem resilience and explore through case studies the applicability of key concepts in risk and ecosystem resilience to past pest and disease outbreaks (Q4).			
2.2 Provide technical expertise on marine ecosystem assessments.	<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 due in Q3. Discussions are ongoing but there may not be agreement by the end of Q3.</p> <p>b) Milestone due in Q4.</p> <p>c) Milestone due in Q3.</p> <p>d) Milestone due in Q4.</p> <p>e) Milestone due in Q4.</p> <p>f) Milestone due in Q4.</p>	GREEN ↑	AMBER ↓
Theme 3 EU and international advice				
3.1 Provide technical expertise to support UK implementation of the EU Biodiversity Strategy and EU environmental legislation.	<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>e) Advise Defra and devolved administrations on</p>	<p>a) Milestone not completed. This work has been postponed due to other priorities.</p> <p>b) Milestone due in Q3 and Q4.</p> <p>c) Milestone not completed. Significant progress has been made in determining JNCC's possible role as LIFE National Contact Point, but work is ongoing. As an additional piece of work, JNCC are providing support to Wales to improve success in gaining LIFE funding.</p> <p>d) Milestone due in Q3.</p> <p>e) In Q1, JNCC provided advice on the REFIT</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>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>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. Little activity in Q2.</p> <p>f) Milestone due in Q4.</p> <p>g) Milestone due in Q4. Significant work carried out in Q2 to support the National Focal Point.</p> <p>h) Milestone due in Q4. Significant advice provided in Q1 and Q2, through provision of expertise at biodiversity workshops and EU meetings that are revising the Commission Decision.</p> <p>i) Milestone due 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>b) Lead for the UK at 28th Animals Committee of the Convention on International Trade in Endangered Species (Q2) 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</p>	<p>a) Q1 milestone completed. Other milestones due in Q3 and Q4.</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>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>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>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>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</p>	<p>a) Milestone completed in Q2.</p> <p>b) Milestone due in Q3.</p> <p>c) The timetable for completion of this milestone is being discussed with Defra and may be amended.</p> <p>d) Milestone due in 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 will be delayed to Q3 and JNCC may need 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 seems it is now unlikely that a proposal for the Irish Sea Front can be developed until much later in the year.</p> <p>f) Milestone due in Q3. Due to circumstances outside</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>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>JNCC's control, this could be delayed until Q4.</p> <p>g) Milestone completed in Q2.</p> <p>h) Milestone due in Q4.</p> <p>i) Milestone due in Q3. Due to circumstances beyond JNCC's control, this milestone will now not be delivered until 2016.</p> <p>j) Milestone due in Q3.</p> <p>k) Milestone due in Q3.</p>		
<p>4.2 Provide technical advice on the UK contribution to an ecologically coherent network of well-managed MPAs in the north-east Atlantic.</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>c) Compile and publish online a catalogue of UK MPAs and then provide a MPA stock-take report to the UK administrations (Q4).</p>	<p>a) Milestone due in Q4.</p> <p>b) Milestone completed in Q2.</p> <p>c) Milestone due in Q4. The country conservation bodies are struggling to prioritise the MPA stock take work against other MPA designation work.</p>	<p>GREEN ↔</p>	<p>AMBER ↓</p>
<p>Theme 5 Supporting sustainable management of the marine environment</p>				
<p>5.1 Advise on oil and gas, aggregates and marine renewables casework, and provide UK coordination and science leadership.</p>	<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</p>	<p>a) Milestone completed: 99% of responses on time in Q1. 98% of responses on time in Q2.</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.</p> <p>c). Milestone completed in Q2.</p> <p>d) Milestone completed in Q1.</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>Scottish wind farms 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-JCC 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 improve them (Q3).</p>	<p>e) Milestone due in Q4.</p> <p>f) Milestone not completed. Will be completed early in Q3.</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.</p> <p>j) Milestone completed in Q1.</p> <p>k) Milestone due in Q3. This milestone will not be achieved in full due to reprioritisation of staff resource. The seismic guidelines will be reviewed and a scope of work will be agreed for the review of the other guidelines.</p>		
<p>5.2 Provide technical advice to support the management of offshore MPAs.</p>	<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</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 due in Q3.</p> <p>d) 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>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>e) Milestone completed in Q1.</p> <p>f) Milestone due in Q4.</p>		
Theme 6 Organisational management and development				
<p>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>	<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 of the anticipated changes will be made by the year end. However, it is now expected that a more fundamental review will be required following conclusions of the Spending Review and government review of JNCC so the scope of the milestone for this year has been narrowed.</p> <p>b) Milestone due in Q4. Supporting strategies are under development. However, progress during 2015/16 will need to be realigned to take account of the conclusions of 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>	<p>GREEN ↔</p>	<p>AMBER ↓</p>

Annex 2a. Financial summary by programme for quarter 2

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		2	
		Salaries	0	307	0	0	307		69	
	Forecast	Programme	0	1,093	0	0	1,093		2	
		Salaries	0	326	0	0	326		41	
	Variance between Forecast and Original Budget	Programme	0	0	0	0	0	0%	0	G
		Salaries	0	19	0	0	19	6.0%	-28	
Total		0	18	0	0	18	1.3%	-28		
Access to Information	Original Full Year Budget	Programme	0	47	9	226	282		15	
		Salaries	19	355	0	236	610		35	
	Forecast	Programme	0	42	8	234	284		15	
		Salaries	19	366	0	236	621		0	
	Variance between Forecast and Original Budget	Programme	0	-5	-1	8	2	0.7%	0	G
		Salaries	-1	12	0	0	11	1.8%	-35	
Total		-1	7	-1	8	13	1%	-35		
Marine Monitoring	Original Full Year Budget	Programme	0	216	243	0	459		0	
		Salaries	0	435	28	0	463		0	
	Forecast	Programme	0	215	243	0	458		0	
		Salaries	0	467	30	0	497		0	
	Variance between Forecast and Original Budget	Programme	0	-2	1	0	-1	0.2%	0	G
		Salaries	0	31	2	0	34	7%	0	
Total		0	30	3	0	33	4%	0		
Marine Evidence	Original Full Year Budget	Programme	0	72	329	0	401		30	
		Salaries	0	364	325	0	688		35	
	Forecast	Programme	0	71	325	0	396		30	
		Salaries	0	368	347	0	715		35	
	Variance between Forecast and Original Budget	Programme	0	-1	-3	0	-5	1.2%	0	G
		Salaries	0	4	23	0	27	3.9%	0	
Total		0	3	19	0	22	2.0%	0		

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	£'000	
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		54	
	Forecast	Programme	15	111	0	0	126		0	
		Salaries	53	419	0	0	472		58	
	Variance between Forecast and Original Budget	Programme	9	6	-15	0	0	0.0%	0	G
		Salaries	-2	-46	0	0	-47	9.1%	4	
Total		7	-40	-15	0	-47	7.3%	4		
Marine Ecosystem Assessment and Advice	Original Full Year Budget	Programme	33	68	0	0	102		14	
		Salaries	286	138	0	0	424		87	
	Forecast	Programme	30	68	0	0	99		14	
		Salaries	284	152	0	0	436		57	
	Variance between Forecast and Original Budget	Programme	-3	0	0	0	-3	3.0%	0	G
		Salaries	-2	14	0	0	12	2.8%	-30	
Total		-5	14	0	0	9	1.7%	-30		
Theme 3. EU and international advice										
European Intelligence and Advice	Original Full Year Budget	Programme	1	22	3	0	25		44	
		Salaries	19	221	25	0	266		48	
	Forecast	Programme	1	23	1	0	25		44	
		Salaries	19	197	0	0	216		27	
	Variance between Forecast and Original Budget	Programme	0	2	-2	0	0	0.0%	0	G
		Salaries	0	-24	-25	0	-50	18.8%	-21	
Total		0	-23	-27	0	-50	17.1%	-21		
Global Advice and Overseas Territories	Original Full Year Budget	Programme	114	0	0	0	114		9	
		Salaries	203	3	16	0	222		148	
	Forecast	Programme	102	0	0	0	102		9	
		Salaries	180	3	18	0	200		121	
	Variance between Forecast and Original Budget	Programme	-12	0	0	0	-12	10.1%	0	A
		Salaries	-23	0	2	0	-21	9.6%	-27	
Total		-35	0	2	0	-33	9.8%	-27		

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 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	698	0	808		0	
	Forecast	Programme	0	12	62	0	74		0	
		Salaries	7	101	700	0	808		0	
	Variance between Forecast and Original Budget	Programme	0	0	3	0	4	5.0%	0	G
		Salaries	0	-2	2	0	0	0.0%	0	
Total		0	-1	5	0	3	0.4%	0		
Marine Species Advice	Original Full Year Budget	Programme	4	0	105	0	109		0	
		Salaries	50	130	126	0	305		0	
	Forecast	Programme	4	0	107	0	111		0	
		Salaries	48	100	123	0	271		0	
	Variance between Forecast and Original Budget	Programme	0	0	2	0	2	1.8%	0	G
		Salaries	-2	-30	-3	0	-35	11.3%	0	
Total		-2	-30	-1	0	-33	7.9%	0		
Theme 5. Supporting sustainable management of the marine environment										
Offshore Industries Advice	Original Full Year Budget	Programme	0	49	13	0	62		2	
		Salaries	37	148	276	15	476		68	
	Forecast	Programme	0	47	13	0	60		2	
		Salaries	32	157	276	15	480		64	
	Variance between Forecast and Original Budget	Programme	0	-2	0	0	-2	3.3%	0	G
		Salaries	-5	9	0	0	4	0.9%	-4	
Total		-5	7	0	0	2	0.4%	-4		

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	£'000		
Theme 6. Organisational management and development											
Governance and Corporate Services	Original Full Year Budget	Programme	0	0	0	802	802		5		
		Salaries	66	73	127	1,238	1,504		0		
	Forecast	Programme	0	0	0	780	780		5		
		Salaries	36	71	125	1,245	1,477		0		
	Variance between Forecast and Original Budget	Programme	0	0	0	-22	-22	2.7%	0		A
		Salaries	-30	-2	-2	7	-27	1.8%	27		
Total		-30	-2	-2	-15	-49	2.1%	27			

Non-cash budget adjustments	0			
Unallocated budget (programme costs)	-7	13	-31	0
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		121	
	Salaries	742	2,741	1,621	1,488	6,592		544	
	Total	893	4,438	2,364	2,516	10,211			
Forecast	Programme	146	1,694	728	1,014	3,582		121	
	Salaries	678	2,726	1,619	1,495	6,518		431	
	Total	823	4,421	2,348	2,509	10,100			
Variance between Forecast and Full Year Budget	Programme	-6	-2	-15	-14	-37	-1.0%	0	G
	Salaries	-65	-14	-1	7	-74	-1.1%	-113	G
	Total	-70	-17	-17	-7	-111	-1.1%	-113	G
Grant in Aid Receivable		893	4,438	2,864	2,516	10,711			
Total variance as a percentage of Grant in Aid Receivable (%)		-7.9%	-0.4%	-0.6%	-0.3%				

Annex 2c. Composition of Governance and Corporate Services costs

Function	Governance	Corporate functions and services	Delivery overheads	Total
	£'000	£'000	£'000	£'000
Governance	487	-	255	742
Finance and procurement	-	282	33	315
Human resources	-	138	192	330
IT	-	183	134	318
Office services and health and safety	-	69	637	706
Communications	-	39	72	111
Total	487	711	1,323	2,521

Note: Totals vary slightly from budgets as salary costs are calculated as at November 2015.

Governance

This includes costs associated with:

- i. the Joint Committee, the Chief Executive and secretariat (salaries and running costs);
- ii. direction to, and management and delivery of, governance processes, including business planning, performance reporting, audit, and strategy development and support (including relevant components of the salary and support costs for the Director of Corporate Services).

Corporate functions and services

This includes costs associated with leadership for, and delivery of, corporate functions (finance and procurement, HR, IT, office services and communications) including:

- i. leadership for all functions (policy, strategy etc);#
- ii. finance and procurement, including reporting and control, planning and budgeting, and transactional work;
- iii. HR, including policy implementation, advice and casework, recruitment, reward, operational and transactional services, and employee relations;
- iv. IT, including IT and communications infrastructure and associated support, helpdesk support, and development and implementation of new services;
- v. office services and health and safety, including office management, administrative support for reception, meeting rooms and reprographics, and health and safety management and administration;
- vi. communications, including internal communications, press and PR, and external communications planning.

Delivery overheads

This comprises costs associated with the delivery of products and services. It includes: #

- i. costs managed centrally to maximise value for money, such as:
 - specialist support to management and delivery of programmes and projects in science and technical areas, such as resource management decisions, production of communications materials, etc.
 - overheads which can be directly attributed to individual staff or programmes and projects, such as training, desktop and office equipment, consumables such as stationery, and postal costs;
- ii. shared resource and service costs, such as accommodation and associated service costs, telephony/internet, videoconferencing charges, payroll and employee assistance charges;
- iii. salaries and support costs for Directors of Standards and Advice, Evidence and Marine Operations.

Annex 3. Significant risks register for quarter 2

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	Q2 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. Inputs have been made to the Spending Review to show how JNCC would be affected by budget reductions. A Business Development Manager has been appointed and work to explore opportunities for self generated income has progressed Work has been undertaken to clarify the nature of 'GCS' funds. 	<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"> Whilst Spending Review outcomes for all Administrations are still awaited, financial pressures are expected to increase further. A government review of JNCC is planned to identify the most cost-effective delivery model for UK functions.
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 March 2016) Implement changes arising from Defra's Transformation Programme, as appropriate 	<ul style="list-style-type: none"> Ongoing engagement with review team, including commenting on terms of references and project plan. 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	Q2 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. 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"> Notable improvements in salaries management resulting from business partnering. Effectiveness of streamlining and other business partnering provision will be reviewed in late autumn if resource is available to do this. 	Pressures on senior management have again increased as a result of the level of review and change taking place in Government.
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. Analysis of causes of high staff turnover is underway. 	<ul style="list-style-type: none"> Action taken may not have a significant effect because of the uncertainty associated with the JNCC review and future funding. 	<ul style="list-style-type: none"> Recruitment decisions need increasingly to take into account the need to continue delivering existing obligations and 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 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 	<ul style="list-style-type: none"> Action plan is being implemented. 	<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	Q2 Other comments (including any change to planned management action or other factors affecting this risk)
			Residual likelihood	Residual impact	Residual score				
						agencies, NGOs) involved in evidence collection and management, and adapt JNCC's evidence activities according to evolving customer needs			

Annex 4. HR data for quarter 2

	As at 31 December 2014	As at 31 March 2015	As at 30 June 2015	As at 30 September 2015
Complement (full-time equivalents)	173.6	169.7	163.5	165.5
Vacancies (% of complement)	3.7	7.6	9.0	10.0
Turnover over rolling 12 month period	8.2	12.6	12.7	12.5

Annex 5. Other reporting

1. Health and safety

- 1.1 A new Trade Union health and safety representative has been appointed in the Aberdeen office. They will be working with the JNCC health and safety manager to ensure a consistent approach across both offices.
- 1.2 In the first two quarters of 2015/16 there have been 13 first aid incident 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 to take place quarterly.
- 1.3 Lessons were learnt from an incident onboard a survey vessel involving staff from another organisation. This has prompted a new confidential medical questionnaire to be completed before every survey takes place. It covers a previous grey area in current medical conditions that may not have been noted in the annual medical assessment.
- 1.4 A fire drill has taken place in Peterborough without any major issues arising. Aberdeen will be undertaking a fire drill in quarter 3.
- 1.5 All remedial works highlighted from the five year fixed wire test have been completed.
- 1.6 Risk assessments (including DSE, home working DSE, pregnancy and contractual) have been updated and all third party risk assessments were approved before any work commenced. Cross checks are made on overseas travel on a monthly basis to ensure travellers are submitting the appropriate risk assessments.
- 1.7 New starter induction forms have been reviewed to ensure they are consistent across the Peterborough and Aberdeen offices.
- 1.8 Diving now comes under the main health and safety umbrella. A full report on compliance was given at the September health and safety forum meeting.

2. Evidence Quality Assurance (EQA)

- 2.1 The compliance rate for reporting on EQA actions in quarter 2 was 95% of projects. Three projects out of an expected 58 from the EQA actions inventory created by Project Managers had no reports. The projects with no EQA reports were: one with EQA documentation in place, but unreported; one yet to start evidence activities; and one for which EQA was no longer relevant. One improvement to the reporting spreadsheet was made for quarter 2 and this may have helped increase the rate of response. In addition, after quarter 1, follow-up emails reminding project managers of the need to report on EQA at the end of Q2 were sent to project managers who had failed to report at all for a project or had not fully reported for project targets deemed of high risk. The method used for assessing compliance was the same as that used in Q1 and is fully documented.
- 2.2 Risk assessments were reported for all projects where EQA actions were required. Only two of the projects with a high risk assessment had no

documentation reported; one of these has EQA embedded in its practice and documentation does exist, but the other has yet to completely develop its approach to EQA, although some progress has been made. All medium risk projects either had EQA documentation in place or it was too early in the year to have initiated EQA.

- 2.3 The level of corporate risk to JNCC from evidence quality is assessed as low at the end of quarter 2.

3. Environmental performance

- 3.1 There have been no recorded breaches of environmental regulations in quarter 2.

4. Equality and diversity

- 4.1 There have been no recorded breaches of the equality and diversity policy in quarter 2.

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 no fruitless payments in quarter 2.

6. Data security

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