



Section 2:

Strategic

Environmental

Assessment

CONTENTS

Strategic Environmental Assessment (SEA)

	Page
	iii
How to Use this Guidance & FAQs	1
2.1 Introduction	1
What is SEA?	1
What is a Plan or Programme (P/P)?	2
Why Undertake SEA?	4
What Plans and Programmes does SEA apply to?	4
Exemptions from SEA	5
Screening - When is SEA Required?	8
Screening - Managing Uncertainties	8
Who is responsible for screening for the requirement for SEA and undertaking the process?	11
2.2 SEA Methods and Approach Within MOD	13
Overview of the SEA process	13
Plan and Programme Modifications	14
SEA and the P/P process	14
SEA and the BMS Project Process 1.3	14
Timescales and Indicative Resource Requirements	16
Quality Assurance	17
2.3 Stage A - Setting the Context and Objectives, Establishing the Baseline and Deciding on the Scope	19
2.4 Stage B - Developing and Refining Alternatives and Assessing Effects	33
2.5 Stage C - Preparing the Environmental Report	43
2.6 Stage D - Consulting on the Environmental Report and the Draft Plan or Programme	45
2.7 Stage E - Monitoring Implementation of the Plan or Programme	47

FIGURES

2.1	Key Stages of SEA	1
2.2	The hierarchy of MOD activities with potential estate effects, and their relevance to SEA	3
2.3	MOD SEA Screening Process	9
2.4	The P/P Process in Relation to SEA	15
2.5	Indicative SEA Programme	17
2.6	Stage A Tasks	19
2.7	Stage B Tasks	33
2.8	Assessment example for the determination of options for complex plans and programmes.	35
2.9	Stage D Tasks	45

TABLES

2.1	Relationship between MOD SEA Objectives and the SEA Directive	7 & 26
2.2	Indicative Resource Requirements for SEA	16

BOXES

2.1	What is a Plan or Programme for MOD?	2
2.2	Definition of SEA and its Benefits with MOD	4
2.3	Applicability of the Defence Exemption to Partnering Contracts	6

2.4	Parts 1 and 2 of the Screening Decision Form	10
2.5	Responsibility and Ownership of the SEA screening and process	12
2.6	Further Advice and Guidance	12
2.7	General Tips for Undertaking an SEA	14
2.8	Summary of consultation requirements under the SEA Directive	17
2.9	Tips for Undertaking the Plans and Programmes Review	20
2.10	Task A1 – Illustrative Examples	20
2.11	MOD Intranet Sources of Baseline Information	22
2.12	Tips for Collating Baseline Information and Identifying Environmental Issues	23
2.13	Task A2 and A3 – Illustrative Example for Task A2 and A3 (Collecting Baseline Information and Identifying Environmental Issues)	24
2.14	Definition of SEA Objectives	25
2.15	MOD SEA/SSA Themes and Objectives	25
2.16	SEA and Habitats Regulations Assessment	27
2.17	Case Study – Seaport Investments Ltd, Re Application for Judicial Review	28
2.18	Illustrative Examples for Task A5 (Consulting on the scope of SEA)	30
2.19	SEA Scoping Consultation Tips	31
2.20	SEA Consultation Bodies in the UK	32
2.21	Task B2 – Illustrative Examples for Task B2 (Developing Alternatives)	36
2.22	Task B3 and B4 – Predicting Effects	37
2.23	Task B3 and B4 – Evaluating Effects	38
2.24	Cumulative Effects – Further Information	39
2.25	Assessment Methods – Further Information	40
2.26	Task B3 and B4 – Illustrative Example for Task B3 and B4 (Predicting and evaluating the effects of the plan or programme, including alternatives)	40
2.27	Example of an Assessment Matrix	41
2.28	Mitigation Measures	41
2.29	Suggested List of Contents for the Environmental Report	43
2.30	Illustrative Example for Task C1 (Preparing the Environmental Report)	44
2.31	Public Consultation and Commercial-in-Confidence	46
2.32	SEA Monitoring Tips	47

APPENDICES

Appendix 2A	Screening Decision Form and Screening Decision Tree
Appendix 2B	Explanation of Terms
Appendix 2C	Provisional Review of Plans and Programmes
Appendix 2D	Sources of Information
Appendix 2E	Collecting and Presenting Baseline Information
Appendix 2F	Potential SEA Indicators
Appendix 2G	Illustrative Assessment Matrix
Appendix 2H	Appraisal of the Plan/Programme Objectives
Appendix 2I	Detailed Questions
Appendix 2J	Quality Assurance Checklist
Appendix 2K	Key Contacts and Support Arrangements
Appendix 2L	Legal Requirements
Appendix 2M	MOD SEA Focal Points in the Consultation Bodies

HOW TO USE THIS GUIDANCE

This guidance provides practical advice for undertaking Strategic Environmental Assessment (SEA) in support of requirements laid down by MOD policy¹ and legislation. The structure of this guidance is summarised below.

Chapter 2.1:

Explains what an SEA is, the legal drivers, when it should be undertaken and by whom.

Chapter 2.2:

Introduces a staged approach to completing an SEA and provides an indication of timescales and resource requirements.

Chapters 2.3 - 2.7:

Sets out methods, tips and illustrative examples for undertaking stages A to E of an SEA.

Who is the guidance aimed at?

This guidance provides a basic level of guidance to meet the requirements for legal compliance within the MOD and is targeted at Plan/Programme (P/P) leaders, Project Team Leaders (PTL) or Strategy and Planning Directorate staff. If you need to undertake an SEA on your P/P, or are managing consultants and want to know more detail about the process, this information is contained within Chapters 2.3 to 2.7.

Frequently asked questions

A summary of where to find information in this guidance booklet (based on frequently asked questions) is provided below. This summary is intended as a tool to direct the reader to the relevant chapter of the guidance booklet based on specific questions they may have.

Frequently Asked Question	Relevant Chapter of Guidance Booklet
What is SEA?	Chapter 2.1, page 1
What is a Plan or Programme?	Chapter 2.1 (Box 2.1), page 2, Figure 2.2 and Appendix 2B
Who is responsible for undertaking SEA?	Chapter 2.1, page 12, Box 2.5
What are the likely timescales and resource requirements for SEA?	Chapter 2.2, page 16
How does the SEA process relate to plan and programme, project cycles?	Chapter 2.2, page 14
How does SEA relate to the BMS Project Process 1.3?	Chapter 2.2, page 14
When is a plan or programme defence exempt?	Chapter 2.1, page 5
What assistance is available to help understand the requirements of SEA and to actually undertake SEA?	Chapter 2.1, Box 2.6, page 12 and Appendix 2K
What are the implications of public consultations where commercial-in-confidence details cannot be released?	Chapter 2.6 (Box 2.31), page 46

This SEA Guidance for the MOD will be updated as good practice and MOD case studies emerge. To assist with the development of this guidance booklet please email any suggestions/feedback to sustainable.development@de.mod.uk.

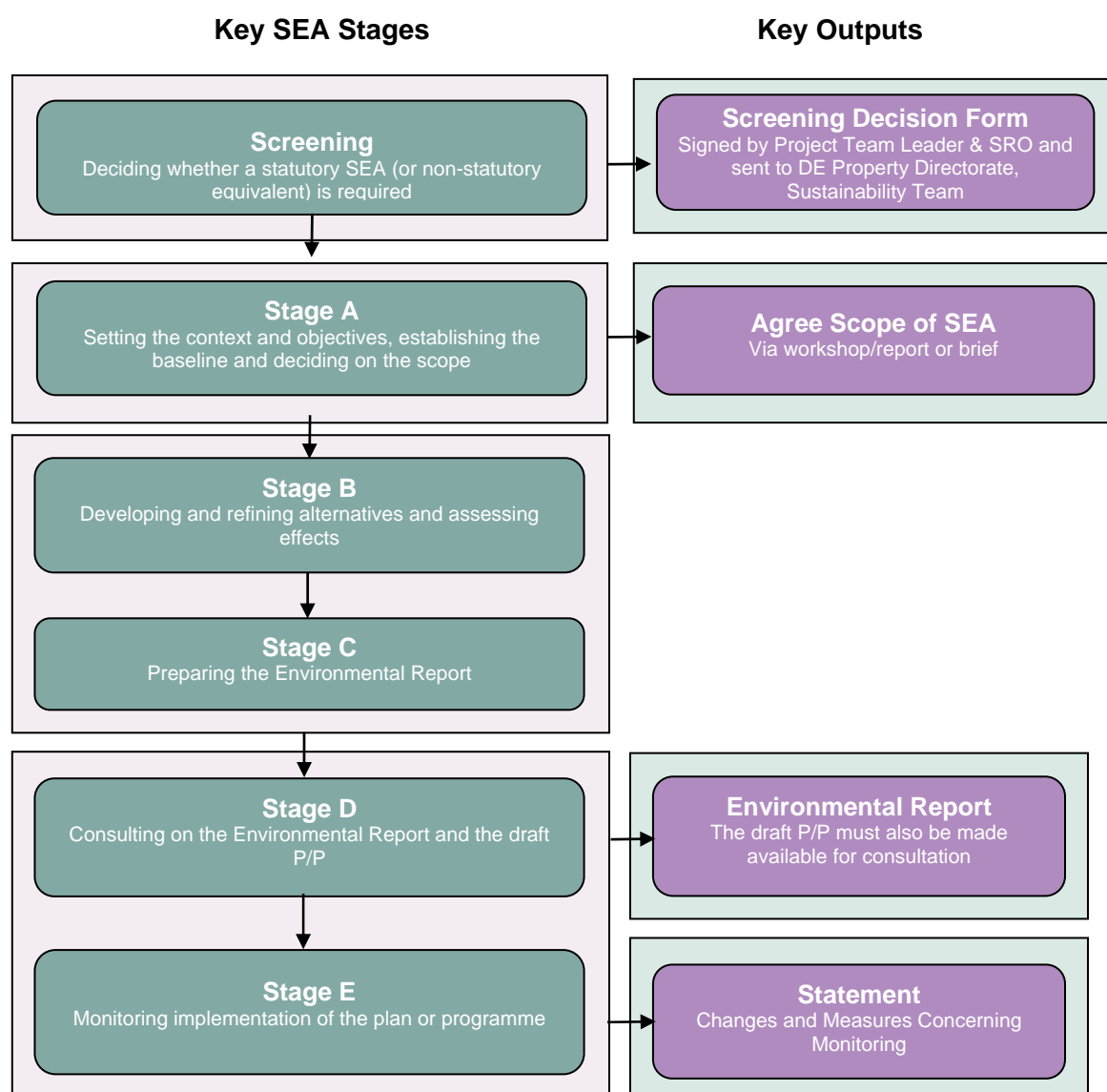
¹ Joint Service Publication 418, Volume 1, Chapter 14, Sustainability and Environmental Appraisal

2.1 INTRODUCTION

What is SEA?

- 2.2.1 The requirement for Strategic Environmental Assessment (SEA) stems from the SEA Directive² and UK Regulations³ that look “to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development”. In this context, SEA provides a systematic method for early consideration of significant environmental effects of public sector plans and programmes (P/Ps) which communicates these effects to decision-makers, allows for the opportunity for public consultation and ensures these effects are avoided, mitigated or monitored.
- 2.2.2 The SEA process consists of several stages and has a number of key outputs. These stages are represented in Figure 2.1 and detailed in chapters 2.3 – 2.7.

Figure 2.1: Key Stages of SEA



² European Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the environment'. Full text of the Directive can be accessed at http://www.unece.org/env/eia/documents/EC_SEA_Directive/ec_0142_sea_directive_en.pdf

³ The Environmental Assessment of Plans and Programmes Regulations 2004 (Statutory Instrument 2004 No 1633)

What is a Plan or Programme (P/P)?

- 2.2.3 SEA only applies to P/Ps and the definition of a P/P is not clearly identified within the SEA Directive or Regulations. The name of an MOD initiative alone is not a reliable guide; initiatives having all the characteristics of a plan or programme may be found under a variety of names, including the terms 'review' and 'project'. For example, the following initiatives would fall within the legal definition of a P/P:
- Submarine Dismantling Project (formerly ISOLUS);
 - Defence Airfield Review; and
 - A Rationalisation Study or Basing Review (such as the Defence Training Review).

Box 2.1: What is a Plan or Programme for MOD?

MOD Plan – Formal review document, strategy or proposal describing options (including those for a capability requirement) and a proposed approach or recommendations. For example, the Army 'Super Garrison' Concept Plan.

MOD Programme – Co-ordinated series of options, activities or projects that fall out from high level Policy or Strategic Plan and/or lead to the fulfilment of Policy. For example, the Defence Training Review.

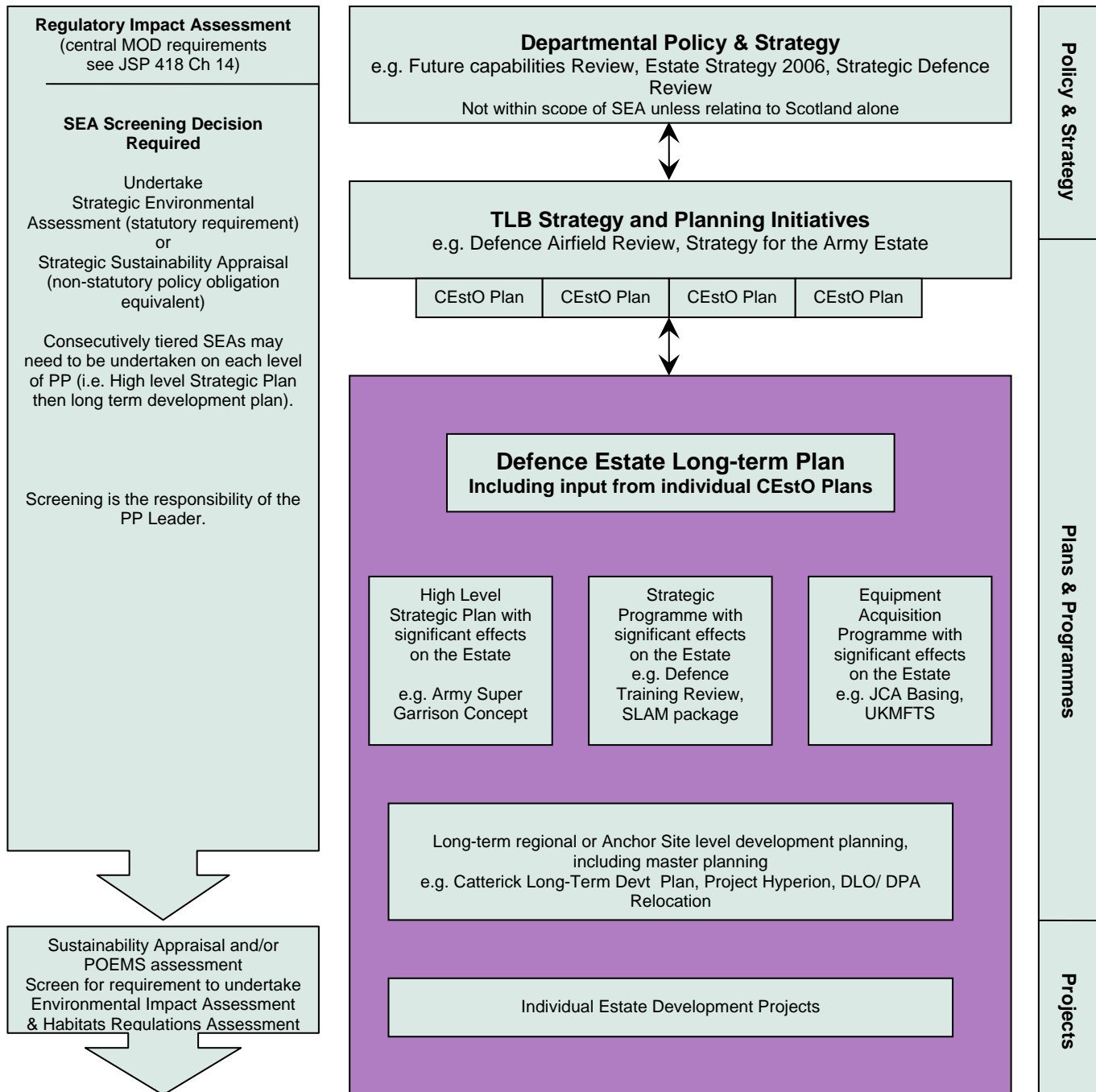
See Fig. 2.2 for an illustrated overview of the range and levels of MOD P/Ps.

Note: In Scotland, the legislative requirement for SEA extends to strategies prepared by Public Bodies.



- 2.2.4 An '*explanation of the terms*' used within the SEA Directive and Regulations has been developed specifically for MOD in consultation with Central government and industry, and can be found in Appendix 2B. Further advice on what constitutes a P/P for the MOD is provided in Box 2.1 above. An example of the range and levels of MOD P/Ps is illustrated in Fig. 2.2.
- 2.2.5 In Scotland, the Environmental Assessment Act⁴ commits the Scottish Executive to go further than obliged by the Directive and include all new and amended strategies as well as plans and programmes (Plans, Programmes and Strategies (P/P/S)). This requirement should be considered where an initiative relates to Scotland only.

⁴ Environmental Assessment (Scotland) Act 2005 (asp 15)

Figure 2.2 The hierarchy of MOD activities with potential estate effects, and their relevance to SEA

NOTE: THE MOD PLANNING PROCESS IS CONTINUOUS AND HAS FEEDBACK LOOPS BETWEEN LEVELS THAT ARE NOT REPRESENTED IN THIS FIGURE.

Why Undertake SEA?

Box 2.2: Definition of SEA and its Benefits within MOD

SEA is an important tool to help integrate sustainable development principles into public planning and decision-making at a strategic level. The benefits of the application of SEA within the MOD include:

- To manage the risk from non-compliance with UK legislation and the associated risks to MOD projects and business initiatives;
- To facilitate MOD's commitment to the implementation of sustainable development principles and performance targets;
- To improve transparency for strategic decisions within the Department;
- To facilitate and respond to consultation with stakeholders; and
- To streamline other processes such as Environmental Impact Assessments of individual development projects.



The Statutory Requirement for SEA

- 2.2.6 Carrying out SEA on certain MOD Plans and Programmes (P/Ps) is a legal obligation under the SEA Directive. This obligation has been transposed into Statutory Instruments within the UK including individual regulations for England, Scotland, Wales and Northern Ireland⁵.
- 2.2.7 Where P/Ps relate to England (or England plus any other part of the UK) the UK regulations apply. Where they relate to Scotland, Wales or Northern Ireland only, under devolved powers, SEA legislation adopted by the devolved administrations will apply. The regulations are closely modelled on the European SEA Directive, and are therefore largely similar to those for the UK. However, the Environmental Assessment (Scotland) Act 2005 sets out further requirements for Scotland that goes beyond the Directive.

What P/Ps does SEA apply to?

- 2.2.8 The statutory requirement within the SEA Directive and Regulations applies to P/Ps formally prepared and/ or adopted within MOD and other government bodies. The need for a formal requirement (known as 'administrative provision' in the Regulations) is key – P/Ps which is required by 'business as usual' operations may not be within scope. To this end, the origins and drivers of the P/P must be fully explored and documented during SEA screening, which is the first stage of the assessment process (see Appendix A&B for further information).
- 2.2.9 SEA is required if the following conditions for the formally-required P/P are met:

The P/P is being prepared for defence AND one or more of the following purposes:

- | | | | |
|---|--------------|---|--------------------------------|
| a | agriculture; | g | waste management; |
| b | forestry; | h | water management; |
| c | fisheries; | i | telecommunications; |
| d | energy; | j | tourism; |
| e | industry; | k | town and country planning; and |
| f | transport; | l | land use. |

AND the P/P sets the Framework for Development Consent of subsequent projects requiring Statutory Environmental Impact Assessment (EIA)⁶

³ Environmental Assessment of Plans and Programmes Regulations 2004 (SI 2004, No 1633; Welsh SI 2004 No.1656 (W.170) and Northern Ireland SR 2004 No.280) and the Environmental Assessment (Scotland) Act 2005.

⁶ As defined by Annex I and II of the Environmental Impact Assessment Regulations (1999, as amended. No.293)

- 2.2.10 SEA is also required if the P/P is likely to have an effect on EU-Designated wildlife sites⁷ such that it requires a Habitats Regulations Assessment. If the above types of P/P only determine the use of small areas at local level, SEA is required only if it is likely to have significant environmental effects.
- 2.2.11 SEA may also be required for other types of P/P which set the framework for development consent of projects where they too are deemed to be likely to have significant environmental effects.
- 2.2.12 Appendix B (the supporting guidance for the SEA screening form) provides further information on all the above definitions.
- 2.2.13 The statutory requirement also only applies to P/Ps whose formal preparation (for example, initial gate, initial committee approval or equivalent) began after 21 July 2004, or to those already in formal preparation before this date but which were not formally adopted (i.e. main gate or equivalent) by 21 July 2006.
- 2.2.14 The SEA Directive and Regulations are extant in the waters of European Community Member States and UK waters (to the Continental Shelf at 200 nautical miles) but not in the areas covered by United Nations Law of the Seas (i.e. the high seas). The methodology set out in this guidance can also be applied to MOD P/Ps with potential effects on these waters and on coastal areas.

UNITED STATES VISITING FORCES (USVF)

- 2.2.15 USVF have an obligation to comply with substantive UK legislation and work in partnership with DE to support MOD's objectives. Where a plan or programme of work is to be implemented on the MOD Estate, USVF will need to work with DE USF to determine the requirements of the respective parties.

EXEMPTIONS FROM SEA

- 2.2.16 A Defence Exemption exists within the SEA Directive and SEA Regulations. The exemption covers P/Ps whose 'sole purpose is to serve national defence'. After several years of tried and tested application in the MOD, in the most part there is **limited likelihood that defence-related P/Ps will require Statutory SEA, due to the defence exemption**.
- 2.2.17 However, the scope of the exemption is limited, and careful case-by-case consideration must be given to whether the MOD P/P is in fact for the 'sole purpose' of defence. The key to understanding this is to focus on the purpose of the P/P and not its knock-on effects. For example, a military co-location programme prepared to improve operational effectiveness may impact on employment and transport patterns and bring about improvements in energy and water use, but these are secondary effects, not the primary purpose. By contrast, a basing programme may fall within scope of SEA if part of its purpose is to rationalise the estate rather than just to improve defence capability, as it could be interpreted as being prepared for land use planning as well as national defence.
- 2.2.18 The limited scope of the defence exemption is a particular issue for PFI, PPP or other private-sector partnering arrangements. The exemption may not apply where the P/P contains elements of commercial interest or gain which are clearly part of the purpose and viability of the P/P; therefore careful consideration must be given in these circumstances. Further information is given in Box 2.3.
- 2.2.19 The defence exemption covers P/Ps for military training and operations (e.g. Op Herrick). Further exemption exists within the Directive for P/Ps prepared for civil emergency (e.g. Search and Rescue) and finance/budgetary planning.
- 2.2.20 If found to be applicable, Statutory SEA does have to be undertaken; failure to comply will render the MOD vulnerable to legal challenge and jeopardise subsequent planning applications and other types of formal project approval.

⁷ Special Protection Area (SPA) designated under the EU Birds Directive 79/409/EEC and Special Area of Conservation (SAC) designated under the Habitats Directive 92/43/EEC.

Box 2.3: Applicability of the Defence Exemption to Partnering Contracts

Generally speaking, commercial contracts to build or run facilities solely for defence use would fall within scope of the exemption. This would include Regional and Functional Prime Contracts (as they are currently constructed). Stand-Alone, Hybrid Prime and other individual contracts are at risk of not being covered if the P/P they are implementing contains elements of commercial interest, such as purpose-built non-military or shared military/commercial facilities, or the P/Ps purpose and viability is tied into commercial gain for the bidders. For example, is 'selling' spare capacity to third parties part of the purpose or viability of the P/P?



- 2.2.21 Where circumstances, such as information being commercial-in-confidence or classified, do not make it “*reasonably practicable*” to adhere to this approach, the justification must be recorded and authorised by the Senior Responsible Officer for the work. If the P/P is of a sensitive nature or there are likely to be significant environmental impacts from the implementation of the P/P, then justification of why this is not possible must have SRO clearance.

Requirement for Defence–Exempt Plans and Programmes

- 2.2.22 MOD policy⁸ directs that where exemptions apply, the MOD will “introduce standards ... that are, so far as reasonably practicable, at least as good as those required by legislation”. Where a P/P has been screened (using the screening form at Appendix A) and only falls out of scope of SEA on the defence exemption clause, a non-statutory equivalent of the SEA process should be undertaken. This is known as a Strategic Sustainability Appraisal (‘SSA’). **With the defence exemption applying to the majority of MOD PPs, this is most often the assessment that is required.** The requirements of SSA are the same as those for SEA, except that greater flexibility exists within the process to exclude any elements with the MOD considers not ‘reasonably practicable’ to complete (e.g. undertaking consultation where national security may be jeopardised) More information can be found in 2.1.34.
- 2.2.23 As the majority of MOD P/Ps require an SSA the SEA consultation requirements should be mirrored so far as reasonably practicable. Separate MOD policy states the MOD will:
- “Carry out sustainability appraisals and environmental assessments, as appropriate, for new or revised policies, programmes (including acquisition programmes), office relocations, new projects and training activities”.
- 2.2.24 Due to SEA/SSA and SA similarities, SA requirements have been integrated within the MOD SEA/SSA tool, meaning that in the event of SEA/SAA completion, a separate SA is not required. As a result the combined requirements of SEA and MOD SA, produces an MOD SEA/SSA, which exceeds the assessment requirements of the SEA Directive. Therefore during any consultation it is *only necessary to consult on the themes within the SEA Directive*. However, the SRO may consult on additional themes where a commitment to do so has been made, or where it is felt that doing so would be advantageous to the decision making and implementation process. The similarities and differences between SEA requirements and MOD SEA/SSA requirements can be seen in Table 2.1

Table 2.1 Relationship between MOD SEA/SSA and the SEA Directive Themes

MOD SEA/SSA Theme	SEA Directive Theme
A – Travel and Transport	Population
B - Water	Water
C – Energy and Climate Change	Climatic Factors
D - Noise and Vibration	Population, Human Health

⁸ Secretary of State for Defence Policy Statement for Defence. Safety. Health, Environmental Protection and Sustainable Development in the Ministry of Defence, July 2009.

MOD SEA/SSA Theme	SEA Directive Theme
E - Air Quality	Air
F – Waste	
G – Construction and the Built Environment	Material Assets *
H – Procurement	
I - Geology and Soils	Soil
J - Biodiversity and Nature Conservation	Biodiversity, Fauna, Flora
K - Historic Environment	Cultural Heritage including architectural and archaeological
L - Landscape and Townscape	Landscape
M- Health, Safety and Wellbeing	Population, Human Health
N - Communities and Social Values	Population, Human Health
O - Infrastructure and Amenities	Population
P - Economy and Employment	Population *
* These aspects are not defined by the Directive	

Screening for SEA

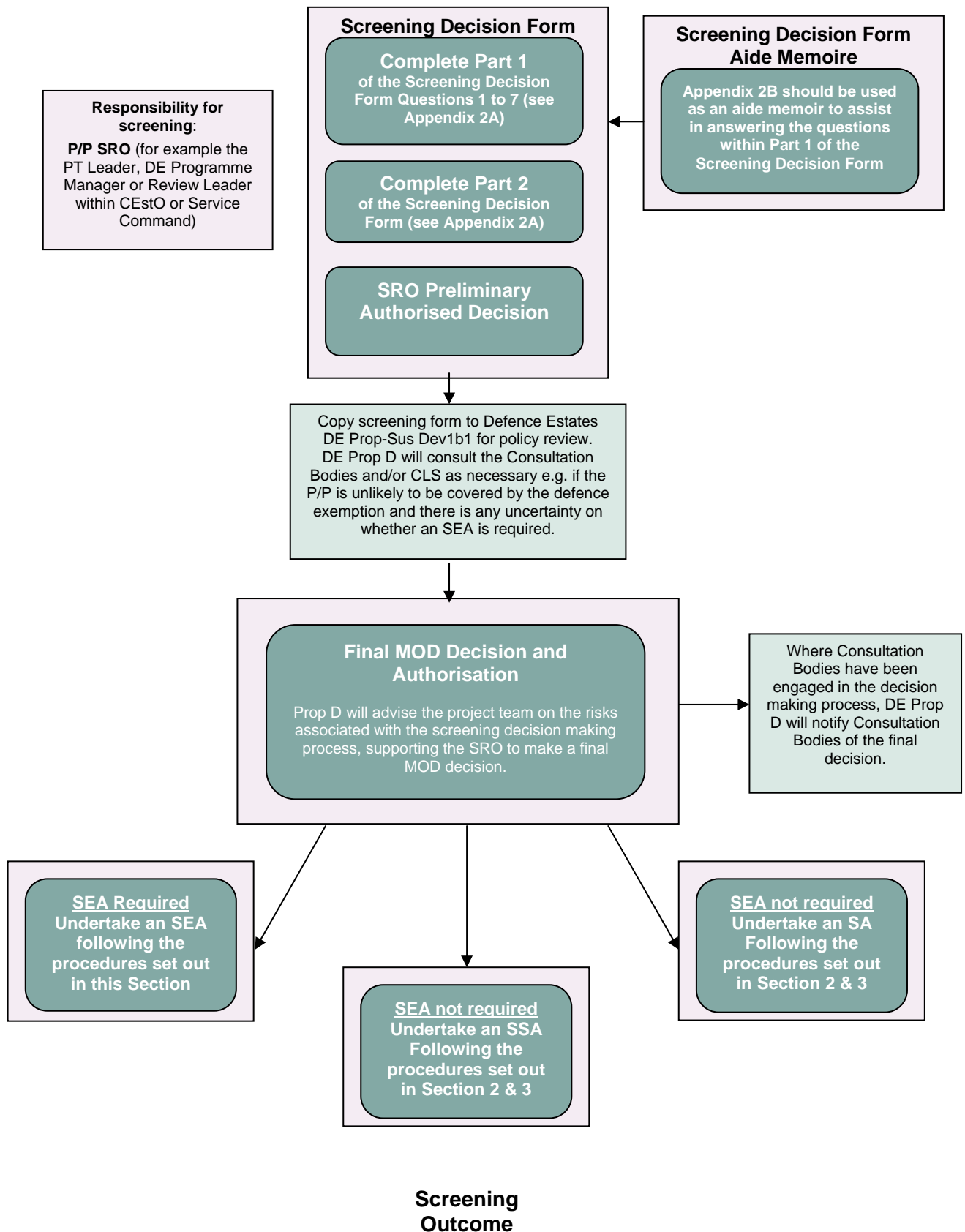
- 2.2.25 If the initiative being considered is determined to be a plan or programme (P/P), as defined above, the next step is to establish whether the provisions of the SEA Directive and Regulations apply to the P/P. This process is commonly referred to as screening.
- 2.2.26 The screening process can be complex and the legislation is challenging to interpret as it is still relatively new and untested. This has led to uncertainty both within MOD and externally as to which P/Ps require SEA. Until there is further legal interpretation, i.e. case law and several more years of SEA implementation across industry and the public sector, this uncertainty is likely to remain. Therefore, advice in this guidance is based on the best available knowledge gathered via extensive liaison with other Government Departments, industry, MOD legal advisors and using parallels to other best practice appraisal methods. Please see Box 2.15 & 2.16 for some recent developments.
- 2.2.27 The screening process should take place at the early stages of P/P definition i.e. before the P/P objectives and options are finalised. This will allow the SEA to be completed in parallel with the P/P process and influence the thinking and direction of the P/P.
- 2.2.28 The screening process represents the requirements for legal compliance. It is an MOD mandatory requirement for all strategic planning and programme work. **Completing the screening is the responsibility of the P/P Senior Responsible Officer (SRO)** (see para 2.1.38 - 2.1.40 for further details).
- 2.2.29 The MOD screening process is illustrated in the decision tree provided in Appendix 2A (this model is based on Figure 2 of the *Practical Guide to the Strategic Environmental Assessment Directive* (ODPM, September 2005)). All P/Ps formally prepared within the MOD must be subject to SEA screening. This will help to manage the risk created by the complexity surrounding the scope of the SEA Directive and Regulations. The MOD screening decision process is summarised in Figure 2.2.

Managing Uncertainties

- 2.2.30 During the screening process, the information available may prevent users from confidently completing the screening. In these circumstances it will typically be necessary to take a precautionary view. These are detailed on the screening decision tree (Appendix A) as 'Uncertain'.

However, users should use all currently available information to obtain a 'Yes' or 'No' answer for each question. Where doubt still remains this should be detailed within the screening process, and the screening should be revisited as and when further relevant information becomes available.

Figure 2.3 MOD SEA Screening Process



- 2.2.31 The MOD SEA screening process should be undertaken by completing both parts of the Screening Decision Form (MOD Official Form 1923) that is provided in Appendix 2A. An electronic version of this form is available within the library section of the MOD intranet.
- 2.2.32 For P/Ps that relate to Scotland only, the screening template developed by the Scottish Executive should be completed using the information from the MOD Official Form 1923. This is available from the Scottish Executive SEA gateway – (sea.gateway@scotland.gov.uk).
- 2.2.33 It is the P/P SRO's responsibility to complete the Screening Decision Form, which, once completed, should be attached to the P/P risk register. The Screening Decision Form is divided into two parts which are summarised in Box 2.5.

Box 2.4: Parts 1 and 2 of the Screening Decision Form

Part 1 - Information gathering: Involves the completion of questions 1 to 7. This is the information gathering stage which aims to provide all the information that will be used in Part 2 to assist in determining whether an SEA is a statutory requirement for your P/P.

Part 2 - Determination of screening decision and authorisation: This part uses the information gathered in Part 1 and the screening decision tree to determine whether a statutory SEA is required for your P/P. This part of the process includes authorisation of the screening process by the PTL and SRO.



The Screening Decision Form fulfils the following roles:

- Provides a transparent mechanism for applying the SEA screening criteria to your P/P;
- Provides an audit trail of both the information used to inform the screening decision and the screening decision itself; and
- Documents the authorisation (by the SRO) of both the audit trail and screening decision.

Screening Outcome

- 2.2.34 All SEA Screening Decision Forms must be submitted to DE Prop-Sus Dev1b1, Property Directorate, Sustainable Development Team, Room 14 K Block, Foxhill, Bath, BA1 5AB or emailed to sustainable.development@de.mod.uk. DE Prop D will determine the need for consultation with Consultation Bodies and/or CLS and will advise the project team (PT) prior to the SRO making the final decision regarding the statutory requirement for SEA. This should be recorded by DE Prop D using the final table of the Screening Decision Form
- 2.2.35 It is a legal requirement that where MOD P/Ps are outside the scope of the defence exemption, consultation bodies must be made aware of the MOD's decision to undertake an SEA. Relevant consultation bodies (see Box 2.18) for example, English Heritage and Natural England, should also be consulted for their views where there is any uncertainty on whether the P/P will have significant effects. The Defence Estates – Property Directorate SEA Focal Point will fulfil this consultation requirement on receipt of the MOD Screening Decision Form (see Figure 2.2 above).
- 2.2.36 If a significant risk to the Estate or Department from non-compliance is identified during the policy review process, legal and higher level authority must be sought by the P/P SRO to advise on the management of the risk to the Department. The seniority of the authority sought should be commensurate with the scale and significance of the risk.
- 2.2.37 Once screening is complete one of following approaches to implementation will apply to the P/P:
- i. **Statutory SEA required (SEA)**
A full SEA should be undertaken at the earliest opportunity. Guidance provided within this Chapter should enable the completion of this task. This outcome will only apply when a

P/P navigates to question 7 of the screening tree (Appendix 2A) and a Defence Exemption does not apply.

ii. *Non-Statutory Strategic Sustainability Appraisal (SSA) required*

In accordance with the Secretary of State for Defence's policy statement, in instances where only a Defence Exemption prevents a P/P from requiring a statutory SEA, a non-statutory Strategic Sustainability Appraisal should be completed. SSA requires the SEA process to be mirrored as far as reasonably practicable, with recognition that external consultation is not mandatory if it is not reasonably practicable to do so. However, advice and guidance should be sought from DE specialists prior to making any decisions on limiting the scope or nature of the assessment and/or consultation.

The SSA process is an internal tool which amalgamates the statutory requirements of SEA and the policy requirements of the MOD Sustainability Appraisal (SA), effectively negating the need for a separate SA to be undertaken. Table 2.1 compares the scope of SEA and SSA.

SSA effectively goes beyond the statutory requirements of SEA by including a wider range of socio-economic issues. Should external consultation on the SSA be required, it will only be strictly necessary to consult on the themes contained within the SEA Directive to achieve legal compliance. However, the SRO may wish to consult on the additional themes where a commitment to do so has been made, or where it would be advantageous to decision-making and implementation.

iii. *SEA or SSA not required - undertake Sustainability Appraisal (SA)* (includes legacy plans and programmes⁹)

Where P/Ps are found not to require a statutory or non-statutory equivalent SEA, a Sustainability Appraisal should be completed to assess the associated estates issues. Details are given in Section 3 of this Handbook. For equipment acquisition programmes, a MOD POEMS assessment should be completed to assess whole-life environmental impacts.

Who is responsible for SEA screening and undertaking the process?

- 2.2.38 Responsibility for the entire SEA process, including screening and completion of stages A to E, sits with the P/P's Senior Responsible Officer (SRO).
- 2.2.39 MOD P/Ps can be prepared by a project, the Directorate of Equipment Capability, within a Strategic Planning Directorate in MOD Centre or a single service command or by one of the Agencies. As a result, there are many examples of where the responsibility will sit. These examples could include the project team Leader, Head of Strategic Planning, ACOS Plans or SO1 Plans but these examples should not be taken as exhaustive or too literally due to the diversity of the organisation. Common sense should be applied to identify the SRO.
- 2.2.40 The SRO may choose to delegate the management of the SEA process (Stages A to E) to the Environmental Manager within their team or perhaps a MOD internal specialist team such as the Defence Estates Environmental Advisory Services (EAS). External specialist consultants under the management of the MOD Team may also need to be commissioned to undertake the SEA process. However, the ultimate responsibility for legal compliance remains with the SRO and the requirement should be added to the P/P's risk register for monitoring.

⁹ Legacy P/Ps can be defined as those P/Ps that had been through Main Gate or equivalent by 21 Jun 04 or those P/Ps already in formal preparation before this date and which have been formally adopted (i.e. main gate or equivalent) by 21 July 2006

Box 2.5: Responsibility and Ownership of the SEA Screening and Process

Senior Responsible Officer (SRO) – The SRO is responsible for carrying out an SEA screening and supplying a preliminary screening decision to Defence Estates, Property Directorate. Once the SRO has received advice and guidance from the Property Directorate (who will consult MOD Central Legal Services [CLS] and/or Statutory Consultation bodies as required) the SRO must re-evaluate the screening and decide whether to complete either a statutory SEA, a non-statutory SEA equivalent (SSA) or whether SEA does not apply, resulting in the need to complete a Sustainability Appraisal (SA).

**Further advice and guidance**

- 2.2.41 To obtain further advice and guidance on the SEA screening process, refer to the contact points provided in Appendix K. This has the details of the Key Contacts and Support Arrangements available within MOD to support teams undertaking SEA. It provides contacts to advise on the screening process, application of SEA stages A to E and the legal requirements. It also contains advice on the levels of in-house support that is available and the commissioning of consultants.
- 2.2.42 On large scale P/Ps specialist environmental consultants, and therefore funding, are likely to be required to assist with the process. The appropriate level of experience within the consultancy is essential as this area of work is relatively new and novel. Details of the Office of Government Commerce (OGC) contracts and the process that is used to commission consultancy support are also provided in Appendix K.

Box 2.6: Further SEA Screening Advice and Guidance**SEA Policy:**

DE Property Directorate
Sustainable Development Team
Room 14, K Block
Foxhill
Bath
BA1 5AB
Contact: Sus Dev1b1
Mil. 9355 84132
Civ. 01225 884132
espsustainability@de.mod.uk

SEA Implementation:

DE Operations Directorate
Environmental Advisory Services
Westdown Camp
Tilshead
SP3 4RS
Mil. 94325 4869
Civ. 01980 674869
estsustainability@de.mod.uk

TLB CESO Focal Points (See Appendix K)



2.2 SEA METHODS AND APPROACH WITHIN MOD

- 2.2.1 Non-specialists will be unable to undertake this work and this information is primarily made available to assist project teams and projects managers assess whether their consultants are completing their SEA/SSA work satisfactorily. Similarly, project teams and project managers may want to make this guidance available to their consultants to highlight the work that is required.

Overview of the SEA Process

- 2.2.2 This chapter provides a description of the SEA process and the methods and approach that should be used to undertake SEA. In the majority of cases, the defence exemption will apply, requiring the P/P to undertake a non-statutory SSA. Consequently this means every action required by SEA has the capacity to also be required under SSA (except in instances where it is not “reasonably practicable” to mirror the SEA process; for example where national security could be impacted). Subsequently, the descriptions of the SEA process in this section will also apply to the SSA process, unless specifically stated otherwise.
- 2.2.3 The SEA process is divided into the preliminary screening, followed by stages A to E. 2.3 through to 2.7 describe these stages in more detail and explains the approach that should be used to undertake them. . The description of each stage is divided into a number of tasks which include:
- Relevant definitions;
 - The relationship with the legal requirements of the SEA Directive;
 - Key outputs;
 - Appropriate methods and approaches;
 - Problems and difficulties encountered;
 - Tips and suitable tools and techniques;
 - Indicative resource requirements; and
 - Illustrative examples.
- 2.2.4 All stages and tasks of the SEA process should be led by the SEA author (in close co-operation with the P/P author) unless otherwise stated.
- 2.2.5 No single SEA methodology can be successfully applied to all P/Ps, due to their varying nature. The assessment has to be adapted to suit the specific needs of the P/P. The approach used will depend on a number of factors, including:
- The nature and scale of the plan or programme to be assessed;
 - The timescales for the development of the P/P; and
 - The views of stakeholders and customer needs.
- 2.2.6 However, although the approach to undertaking an SEA can vary, it must always ensure that the requirements of the SEA Directive are fully satisfied.
- 2.2.7 Some general tips for completing an SEA are provided in Box 2.8. These should be applied throughout the SEA process.

Box 2.7: General Tips for Undertaking an SEA

- Involve a wide range of people.
- Prepare a detailed work programme.
- Seek advice from colleagues.
- Use existing information as much as possible to avoid duplicating work.
- Focus on the significant issues.
- Reflect and feedback on what worked well and what didn't throughout the process.
- Be aware of evolving advice and best practice.

**SEA AND THE P/P PROCESS**

- 2.2.8 The process of SEA should start as early as possible in the preparation of the P/P and continue throughout its evolution. This should ensure that environmental issues are considered throughout the development of the P/P. Ideally, the SEA should be initiated at the same time as the development of the P/P begins. At the very minimum (and to be compliant with the Directive and to be of any value to P/P authors) the **SEA must be completed to the end of Stage D (public consultation) prior to a final and preferred P/P option being selected.**
- 2.2.9 Mapping the process of SEA to the development of the relevant MOD P/P is essential to ensure that the two processes are adequately integrated. Figure 2.3 overleaf illustrates the indicative relationship between the main stages in MOD P/P development and the five stages of the SEA process. Specific P/Ps will have their own planning life-cycle and this should be reviewed to ensure adequate provision has been made for the requirements of the SEA process. Therefore, the timing of the SEA stages in relation to any particular P/P life-cycle should be discussed on a case-by-case basis with the P/P author at the earliest opportunity to ensure that it can contribute effectively to the development of the P/P.
- 2.2.10 SEA is likely to be carried out between initial and main gate, although in some circumstances it may precede initial gate or be undertaken on a P/P not requiring IAB scrutiny. It is important that a summary of compliance with the SEA Directive and Regulations is included in any submission to the authorising body or board¹⁰ to ensure that Estate scrutineers are aware that this risk to the P/P and MOD has been managed.

P/P Modifications

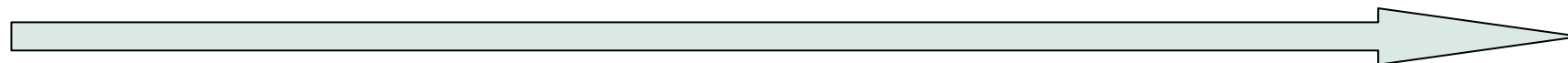
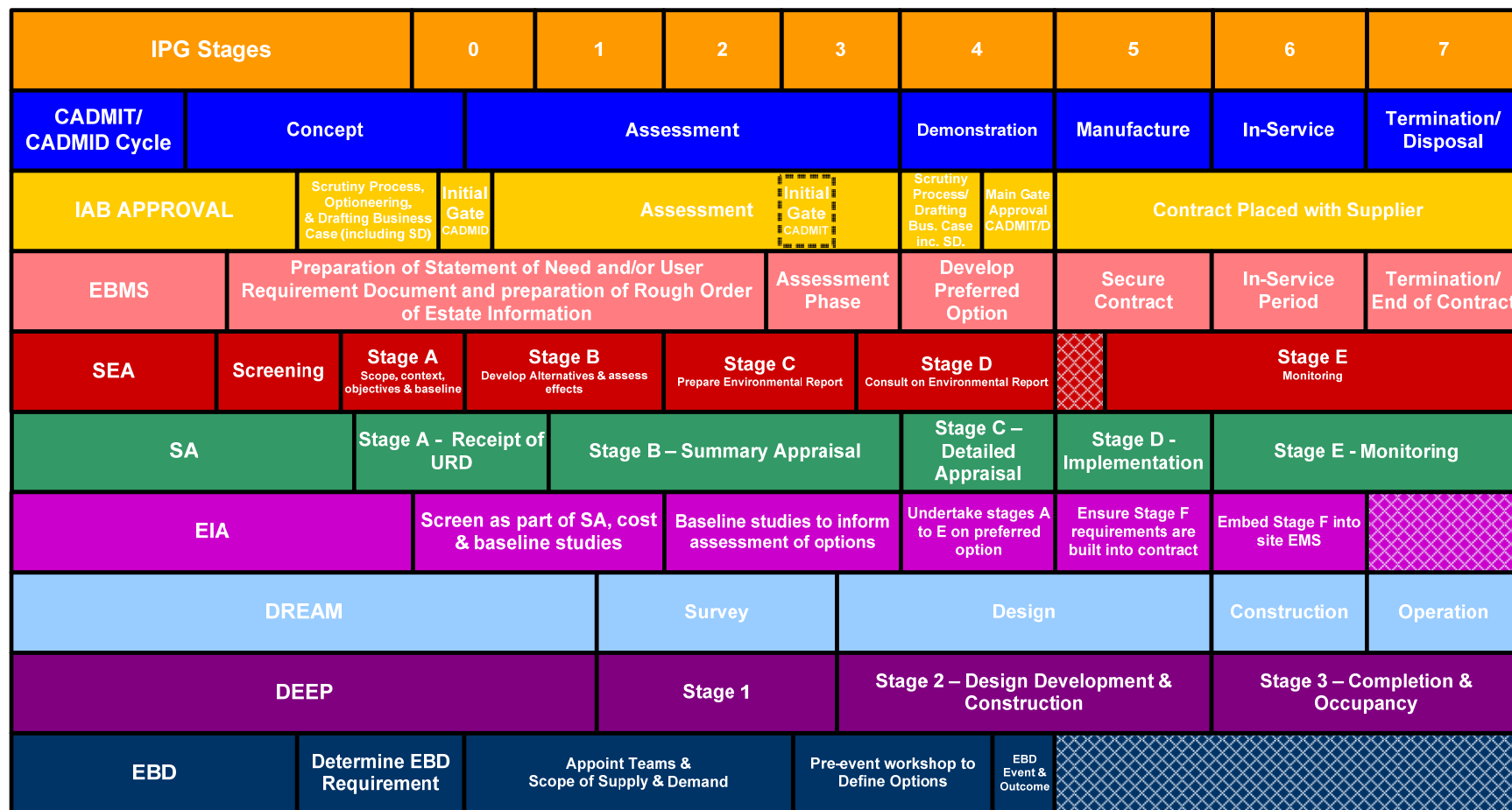
- 2.2.11 Often military plans, especially relating to land management, are updated and modified rather than replaced or designed from scratch. If these changes are likely to lead to a significant change in the effect of the P/P, these modifications must be treated in the same way as new P/Ps and if they fall under the SEA Directive they will require environmental assessment. However, it is important that a distinction is made between the modification of P/Ps and modifications to individual projects that are envisaged under a P/P, since projects do not require SEA. If the modifications relate to the P/P then SEA may apply, whereas in the case of project-level changes, an EIA alone may be required. In order to avoid duplication of work, if an SEA was completed for the original P/P it should, where appropriate, be used in the completion of the SEA for the updated/modified P/P.

SEA and the BMS Project Process 1.3

- 2.2.12 Operating procedures documents have been prepared to overlay all the methods within the Appraisal Tool Hierarchy on the BMS Project Process 1.3. These are published on the EBMS on the DE Intranet.

¹⁰ The authorising body or board may include (amongst others): the IAB, the Executive Committee of the Army Board and the Army Resources and Plans Committee.

Figure 2.4: Relative relationships between Strategic Environmental Assessment (SEA), the CADMIT/D cycle, Defence Estate's Estate Business Management System (EBMS), the Investment Approvals Board (IAB) process, Integrated Project Guide (IPG) stages, Sustainability Appraisal (SA), Environmental Impact Assessment (EIA), Defence Related Environmental Assessment Methodology (DREAM), Defence Excellence Evaluation Process (DEEP) and Enquiry by Design (EBD)




Timeline of events in relative terms

TIMESCALES & INDICATIVE RESOURCE REQUIREMENTS

- 2.2.13 The amount of time it takes to complete an SEA is dependant on a number of factors (e.g. the nature and scale of P/P, the likely effects on the environment and the extent to which information is already available). However, broad estimates for the amount of time each Stage/Task will take to complete are provided in Table 2.1.

Table 2.2 Indicative Resource Requirements for SEA

Indicative Resource Requirements	Estimated number of working days (one person FTE)	
Screening: deciding whether a statutory SEA is required	1 – 3 days	
Stage A: Setting the context and objectives, establishing the baseline and deciding on the scope	20 – 30 days	
Consulting on Scoping Report	5-10 days	
Stage B: Developing and refining alternatives and assessing effects	10 – 15 days	
Stage C: Preparing the Environmental Report	20 – 30 days	
Internal review/agreement of report	5-10 days	
Stage D: Consultation and decision-making	5 – 10 days	
Response to public consultation	5-10 days	
Stage E: Monitoring implementation of the plan or programme	5 - 10 days	
TOTAL	76-118 days	

- 2.2.14 Figure 2.4 provides an indicative programme for a non-complex SEA once the screening decision has confirmed that a P/P is subject to SEA. As described above, the programme for any particular SEA will be influenced by a number of factors and should be determined on a case-by-case basis. More complex assessments may take longer and changes to the assessment may be required by Statutory Bodies, adding further time requirements.

Figure 2.5 Indicative SEA Programme

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29 to 43	Week 44 onwards			
Stage A: Setting the context and objectives, establishing the baseline and deciding on the scope					Internal circulation and agreement			5 week formal consultation on scope					Stage B: Developing and reining alternatives and assessing effects				Internal circulation and agreement				Stage C: Preparing the Environmental Report					Internal circulation and agreement			Stage D: Consultation and decision-making		Stage E: Monitoring implementation of the plan or programme	

QUALITY ASSURANCE

2.2.43 A Quality Assurance checklist for SEA is provided in Appendix J. This checklist can be used at any stage of the SEA process to:

- Help ensure that the requirements of the SEA Directive are met;
- Highlight any problems with the Environmental Report; and
- Show how effectively the SEA has integrated environmental considerations into the decision-making process.

2.2.44 The checklist covers both the technical elements of the SEA and the procedural steps of the SEA process under the Directive.

2.2.45 Although not a formal requirement, it may be advantageous to commission an SEA audit from a professional body such as the Institute of Environmental Management and Assessment (IEMA) or from an Environmental Consultancy at any point, to provide external peer-review and informal assurance.

Consultation

2.2.15 The SEA process requires that consultation is undertaken at various stages and a summary of these requirements is as follows:

Box 2.8: Summary of consultation requirements under the SEA Directive		
Steps in the SEA	Consultation requirements in Domestic situations	Additional requirements in Transboundary situations
Determination if a plan or programme requires SEA	If necessary, consult Consultation Bodies (Consultation Authorities in Scotland) during screening process. Information made available to the public	
Decision on scope and level of detail of the assessment	Consult Consultation Bodies	
Environmental report and draft plan or programme	Information made available to the public. Consult Consultation Bodies. Consult the public.	Consultation of 'environmental authorities' in the Member State likely to be affected. Consultation of the public concerned in the Member State likely to be affected.

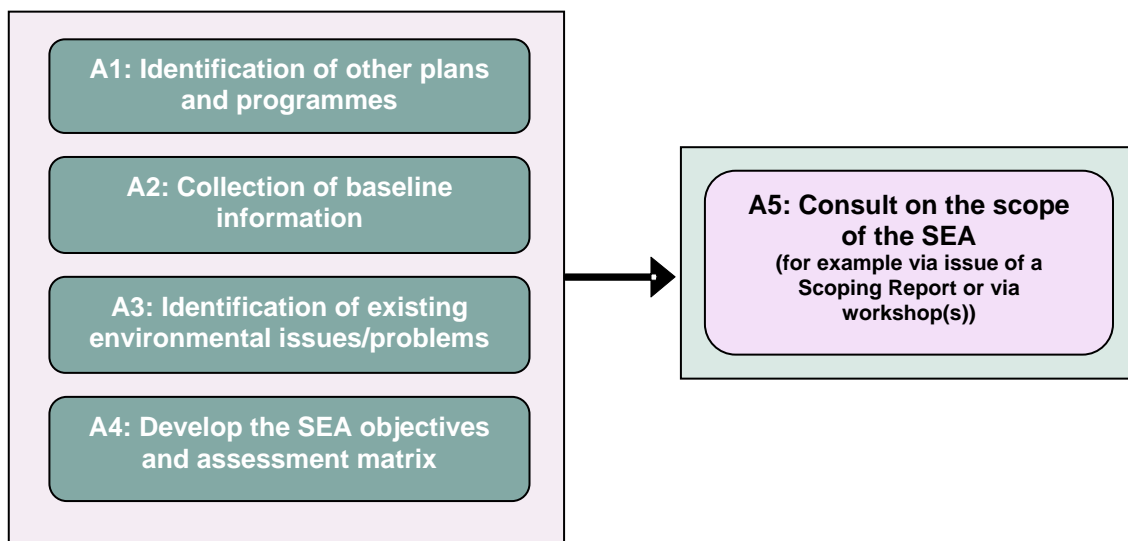
During preparation of plan or programme	Take account of Environmental Report and opinions expressed (and produce statement)	Take account of results of transboundary consultation
Adoption plan or programme; statement and measures concerning monitoring	Information made available to Consultation Bodies. Information made available to the public.	Information made available to the consulted Member State.
(Adapted from European Commission guidance, paragraph 7.2)		

2.3 STAGE A - SETTING THE CONTEXT AND OBJECTIVES, ESTABLISHING THE BASELINE AND DECIDING ON THE SCOPE

INTRODUCTION

- 2.3.1 Stage A involves compiling background information, and consulting on the scope of the SEA. The tasks of Stage A are shown in Figure 2.5. The relationship between these tasks and the legal requirements of the SEA Directive is provided in Appendix L.

Figure 2.6: Stage A Tasks



- 2.3.2 Tasks A1 to A4 are interrelated and should be undertaken concurrently as far as possible. For example, the review of plans and programmes could help to identify relevant objectives, baseline information and environmental problems. The collation and analysis of baseline information should be informed by (as well as support the development of) the SEA objectives.
- 2.3.3 Statutory consultation bodies must be involved in defining the scope of the assessment (see Task A5). There is also potential to involve internal and external stakeholders during the completion of Tasks A1 to A4, and prior to formal scoping consultation. This involvement extends beyond the formal requirements of the SEA Directive for consultation and seeks to involve relevant stakeholders to improve the quality of each stage of the process. For example, external stakeholders such as the Environment Agency, Natural England or English Heritage may be able to assist in the completion and analysis of the environmental baseline (Tasks A2 and A3). All stakeholders can assist in providing views on the proposed SEA objectives (Task A4).
- 2.3.4 Consideration should be given to the most effective time to involve stakeholders. For example, consider whether there is sufficient information available on which to base discussions, or whether discussions are required with a smaller group of key consultees before going out to a wider group. The sensitivity of the P/P is also likely to have a major influence on the method and timing of stakeholder involvement. Further details regarding consultation at Stage A are provided under Task A2/A3 and Task A5.

A1: IDENTIFYING OTHER PLANS AND PROGRAMMES

- 2.3.5 This task involves reviewing other relevant plans and programmes to identify how the P/P is affected by outside factors. The review should include MOD, government and other national/international plans and programmes, and their environmental objectives. The review should also identify potential synergies and conflicts with the P/P and suggest ideas for how any constraints can be addressed.
- 2.3.6 The objectives and/or environmental requirements of the other relevant plans and programmes should be identified and consideration should be given to the implications these may have for the P/P. For example, it may be appropriate to consider how the requirements of the relevant development planning framework will affect the P/P
- 2.3.7 The review should also identify how other MOD and government objectives/requirements have been addressed as part of the SEA and P/P preparation. This should link the relevant SEA Objective (see Task A4) to an external plan or programme objective/requirement. For example, SEA objective 'J – Biodiversity and Nature Conservation' meets the requirements of the Habitats Directive (92/43/EC). This ensures that the environmental effects identified in the SEA Directive are adequately addressed and that the SEA objectives appropriately reflect other international, national or regional requirements/objectives.
- 2.3.8 A provisional review of international and national plans and programmes is provided in Appendix 2C. This review is not exhaustive and consideration should be given to what other plans and programmes may be relevant to the P/P and its geographical extent. The provisional review includes information on and sources of regional and local plans and programmes that may be reviewed.
- 2.3.9 The completed review of P/Ps may be presented using the table provided in Appendix 2C. Some general tips for undertaking Task A1 are provided in Box 2.7 and some illustrative examples in Box 2.8.

Box 2.9: Tips for Undertaking the Plans and Programmes Review

- Don't list everything - Keep it relevant to the detail in your P/P.
- Be Efficient - See what others have done and use their information.



Box 2.10: Task A1 – Illustrative Examples

The examples provided below illustrate the different focus of the plans and programmes review for two different levels of P/P.

1. The Defence Estate Strategy 2006

The Defence Estate Strategy 2006 – 'In Trust & On Trust' reinforces the importance of providing a good quality estate of the right size that is well looked after and meets the needs of the Armed Forces. The Defence Estate Strategy 2006 builds on the robust foundations and achievements of 'In Trust & On Trust' published in June 2000.

This strategy is an example of a high level strategic plan with a nationwide remit which applies to all Defence Estate sites and activities. A defence-exempt SEA of this P/P (namely an SSA) should focus on documents that set out policies and objectives at a similarly high level of decision-making. These may include:

- Relevant Planning Policy Statements, including: PPS1: Delivering Sustainable Development; PPS 9 Biodiversity and Geological Conservation; PPS 10: Planning for Sustainable Waste Management and PPG25



Development and Flood Risk.

- The UK Sustainable Development Strategy: Securing the Future (HMSO, 2005).
- Relevant Government White Papers.
- National Biodiversity Strategies (e.g. Working with the Grain of Nature: A Biodiversity Strategy For England).
- Environment Agency Plans and Programmes (e.g. Water Resource Strategies).
- English Heritage Annual Statements of the Historic Environment (for relevant regions).
- The Air Quality Strategy for England, Scotland, Wales and Northern Ireland. Working Together for Clean Air.

It may also be helpful to gain an overview of key regional issues by undertaking a review of key Regional Spatial Strategies (RSS) and Regional Economic Strategies (RES).

2. Joint Combat Aircraft Basing Strategic Development Plan

This Strategic Development Plan (SDP) seeks to choose the preferred locations for basing for the new Joint Combat Aircraft (JCA). The SDP considered five potential sites (options) for basing the JCA. The five site basing options are:

- Site 1 (Yorkshire and Humber Region)
- Site 2 (South West Region)
- Site 3 (East Midlands Region)
- Site 4 (East of England Region)
- Site 5 (Scotland)

A defence-exempt SEA of this SDP should focus on the regional and local documents associated with those areas where the plan is likely to have significant effects – in this case where the JCA bases would be located. . For example the North Yorkshire element of the review may include the following:

- The Regional Sustainable Development Framework for Yorkshire and the Humber
- The Yorkshire and Humber Plan (The Regional Spatial Strategy)
- The Regional Economic Strategy (Yorkshire Forward)
- The Northern Way
- The Yorkshire and Humber Regional Housing Strategy
- Regional Waste Strategy for Yorkshire and the Humber 'Lets Take it from the Tip'
- Regional Environmental Enhancement Strategy
- Regional Framework for Health
- Regional Forestry Framework
- Relevant Catchment Flood Management Plans
- Sub-regional Investment Strategies
- Flood Risk Management Plan

Local planning documents that comprise Local Development Frameworks should also be considered to gain an understanding of local land-use priorities. Other local plans and programmes of relevance may include management plans for designated sites of nature conservation interest.

TASK A2: COLLECTING BASELINE INFORMATION AND A3: IDENTIFYING ENVIRONMENTAL PROBLEMS

- 2.3.10 These tasks involve collecting information on the current and likely future state of the environment in the areas affected by the P/P, and from that, identifying any key issues of concern.
- 2.3.11 The purpose of collecting baseline information and identifying key issues is to **provide an evidence base** that:
- Identifies the environmental issues and trends that characterise the areas affected by the P/P
 - Supports the development of the SEA objectives (Task A4);
 - Supports the assessment process (Task B3 and B4); and
 - Supports the development of a subsequent monitoring programme against which the future environmental effects of the P/P will be measured and assessed.
- 2.3.12 Typical sources of baseline information are presented in Appendix 2D. All efforts should be made to ensure that the environmental effects listed in Annex I (f) of the SEA Directive are adequately covered, these are: "Biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage including architectural and archaeological heritage, landscape and the interrelationship between the above factors".
- 2.3.13 An array of spatial information is available via the MOD intranet (see Box 2.11). The list of information sources provided in Appendix D is not exhaustive and consideration may need to be given to additional sources of information depending on the nature of the P/P being assessed.

Box 2.11: MOD Intranet Sources of Baseline Information

Details of environmental features and designations can be found via the DE Information Portal (<http://eip.cis.r.mil.uk/EIP/>). The following links provide access to relevant information:

- **MOD GEODE (Geographical Online Data for Estates)**
Provides information on nature conservation, landscape, historic environment and public access. This link can be found on the DE intranet under the Utilities section.
- **MAGIC (Multi-Agency Geographic Information for the Countryside)**
MAGIC is a web-based interactive map that brings together information on key environmental schemes and designations. It has been designed to meet the needs of government organisations, and is freely available via www.magic.gov.uk

The information resources described above are continually evolving. Frequently used datasets not currently available on the MOD intranet can be requested to be placed there via DCSA.



- 2.3.14 The baseline information should not be just a 'snap shot' of the current state of the environment but should also seek to present predicted future changes in baseline conditions in the absence of the P/P being implemented. However, predicting future baseline conditions is inherently difficult and consultation with key stakeholders is recommended to assist with this task. Gaps in baseline information and any uncertainties and assumptions should be noted.
- 2.3.15 Baseline information should include information regarding European Designated Wildlife sites¹¹ within the boundary of the P/P and any sites beyond the P/P boundary that may be affected by the P/P (see Box 2.15 for further details).

¹¹ Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Ramsar sites. Details of these sites can be found at www.incc.gov.uk.

- 2.3.16 The collated current and predicted baseline information should then be analysed to identify key environmental issues. For example, the predicted baseline conditions may show the likelihood of ongoing deterioration in local air quality due to increasing traffic levels, or a decline in surface and ground-water quality due to increasing urbanisation.
- 2.3.17 Where a P/P forms part of a hierarchy within the MOD, duplication of baseline information within the hierarchy should be avoided and the level of detail of baseline information should be appropriate to the level of decision making. For example, if Plan A sets the framework for a number of Programmes (where both the plans and programmes are determined to require SEA) then information collected in the SEA of the Plan may be useful to inform the SEAs of the individual programmes.
- 2.3.18 Internal staff with knowledge of environmental baseline conditions and issues for a given site/area are likely to include:
- Station/Site Commanders;
 - Facilities Managers;
 - Environmental Protection Officers; and
 - MOD Environmental specialists (e.g. DE PTS).
- 2.3.19 Key external stakeholders may include the statutory consultation bodies (see Task A5), and other groups or individuals with a key interest in the P/P. A discussion with stakeholders regarding baseline conditions, key issues and the scope of the SEA may be undertaken as part of a more general scoping consultation workshop (see Task A5).
- 2.3.20 Other general tips to consider when collating baseline information and identifying key issues are presented in Box 2.12. Examples are presented in Box 2.13.
- 2.3.21 A template for presenting baseline information and key environmental problems/issues is provided in Appendix 2E. Baseline information may also be presented using maps, diagrams or charts.

Box 2.12: Tips for Collating Baseline Information and Identifying Environmental Issues

- Focus on the significant issues and don't go into any more detail than is useful.
- There should be no need to go out and collect information – use what is readily available and accessible.
- The baseline information may consist of people's judgement/opinions (it does not have to be quantifiable data).
- Maps, plans, diagrams, charts and other illustrations may help to present the baseline information effectively, in addition to the text.
- Record the reasons for any gaps and uncertainties in the data.



Box 2.13: Illustrative Example for Task A2 and A3**(Collecting Baseline Information and Identifying Environmental Issues & Problems)****1. The Defence Estate Strategy 2006 (see box 2.8 for P/P background)**

Examples of baseline information which may help identify key environmental issues affecting the Strategy may include broad indications (on a regional basis) of::

- Designated sites of conservation/biological importance (e.g. RAMSAR, National Nature Reserves etc.)
- Landscape character areas
- UK land values
- Levels of employment/unemployment
- Indices of Deprivation
- Skill levels
- Transport infrastructure

This generic information may be presented spatially on a series of maps.

2. Project Allenby Strategic Development Plan (SDP)

Project Allenby is an example of a Public Private Partnership (PPP) to rationalise Estate management across ten sites around Salisbury Plain. If an SEA were to be undertaken for this Strategic Development Plan (SDP), baseline information would focus on that which will provide information about the 10 sites being considered and the wider area of Salisbury Plain within which they are located. For example, baseline information might include:

- Features of archaeological and historic interest (but it is not necessary to provide a detailed account of each);
- Information to indicate the likely ecological value of each site, such as designation maps and records of protected species;
- Access and transport issues;
- Noise sources and receptors;
- Flood risk; and
- Community facilities and any other links with the civilian community.

Baseline data collection should focus on gathering key existing information about areas which may be significantly affected rather than be an exercise of undertaking new investigations to obtain new data.

For example, Salisbury Plain has preserved a substantial archaeological landscape dating back some 6,000 years, including about 2,300 monuments. The most important of these are protected by Archaeological management plans. The relative importance of this archaeological interest should be reflected in the assessment of existing issues/ problems.

TASK A4: DEVELOPING THE SEA OBJECTIVES AND ASSESSMENT MATRIX

- 2.3.22 The SEA objectives provide a means to assess the environmental effects of the plan. The assessment matrix provides a means to record the assessment.

SEA Objectives

- 2.3.23 SEA objectives state the desired direction of environmental change within the area relevant to the P/P. Further information on objectives is provided in Box 2.14.

Box 2.14: Definition of SEA Objectives

'Objectives specify a desired direction for change and they should focus on outcomes, not how the outcomes will be achieved ("inputs"); they should focus on ends rather than means; on the state of the environment rather than on responses to pressures on it. For instance, they should focus on "improving biodiversity" or "improving access", rather than say establishing wildlife areas or protecting rail corridors (different ways of getting to what is really wanted).'

Source: Therivel, R. (2005). *SEA in Action*.



- 2.3.24 The role of SEA objectives in the assessment process (at Stage B) is provide a set of 'guiding principles' to help show whether the objectives of the P/P (and its' reasonable alternatives) are beneficial to the environment, thus helping define any improvements that could be made. Objectives are usually expressed as targets, the achievement of which is easily measurable using standard indicators. This is in contrast to the often misunderstood perception that the P/P should enable delivery of each SEA objective. The SEA objectives are distinct from the objectives of the P/P and other external objectives, although they will often overlap.
- 2.3.25 A set of generic assessment themes and environmental objectives for assessing MOD P/Ps has been established in consultation with the Statutory Consultation Bodies. These are shown in Table 2.2. This covers both the statutory SEA themes (as far as they are defined) and the additional SA categories of waste and sustainable procurement.

Box 2.15: MOD SEA/SSA Suggested Themes and Objectives**A - Travel and Transport**

Minimise amount of travelling required, particularly via roads and private cars.

B - Water

Reduce total water consumption, maximise efficiency of use and encourage reuse whilst minimising the risks of water pollution and flooding.

C - Energy and Climate Change

Minimise total energy consumption and support the use of renewable energy rather than fossil fuel sources, and improve resilience to climate change.

D - Noise and Vibration

Minimise disturbance and annoyance to people and wildlife and stress to historic buildings caused by uncontrolled noise and vibration.

E - Air Quality

Minimise greenhouse gas emissions and pollution of air with gases and particulates.

F - Waste

Minimise resource usage, reduce waste arisings and promote reuse, recycling and recovery.

G - Sustainable Construction and the Built Environment

Minimise development on green sites, and explore refurbishment before choosing construction. Integrate sustainability features at design stage of new buildings and promote the recovery of materials to divert waste from landfill.

H - Sustainable Procurement

Ensure that all Departmental procurement (new estate projects e.g. buildings, refurbishments, estate management/facility management contracts etc.) takes full account of Sustainable Development principles and helps meet Sustainable Development targets and objectives.

I - Geology and Soils

Identify, reduce, manage and mitigate the introduction of threats to soil which can reduce soil extent, diversity or quality.

J - Biodiversity and Nature Conservation

Conserve and, where appropriate, enhance biodiversity as part of estate stewardship, to contribute to the UK commitment to halt the loss of biodiversity by 2010 and afterwards, whilst ensuring the provision of defence capabilities.

K - Historic Environment

To protect and where possible enhance the MOD historic environment in recognition that it is an integral part of cultural heritage and the role it plays in supporting defence capability.

L - Landscape and Townscape

Box 2.15: MOD SEA/SSA Suggested Themes and Objectives

To protect and enhance the character of landscapes and townscapes.

M - Health, Safety and Wellbeing

Maximise opportunities to promote healthy, safe and secure environments in which to live and work.

N - Communities and Social Values

Promote MOD as a good neighbour which works with local communities to minimise disturbance and maximise positive social impacts.

O - Infrastructure and Amenities

To support the welfare, cultural, recreational and infrastructure needs of military and civilian communities.

P - Economy and Employment

Maintain and encourage a strong, diverse and stable economy with rewarding employment opportunities open to all.

- 2.3.26 It must be noted that these themes and objectives are designed as a recommendation rather than a hard-and-fast approach. It is only strictly necessary to undertake any public consultation on the themes contained within the SEA Directive and listed in the UK Regulations. However, it may be advantageous to consult on the additional themes where a commitment to do so has been made, or where it would be advantageous to decision-making and implementation.
- 2.3.27 The MOD SEA themes and objectives are accompanied by a set of detailed assessment criteria (Appendix 2I). These help define the issues in each category that need to be considered during assessment.
- 2.3.28 The objectives and detailed criteria should be used as the basis for all MOD-related SEAs. However, the detailed criteria are not exhaustive, and may need to be adapted to take account of local circumstances, concerns and/or priorities. In particular, when consulting on the scope of the appraisal (see Task A5) the detailed criteria may be amended to reflect specific concerns of the statutory consultees.
- 2.3.29 Table 2.2 shows how the MOD SEA objectives align with the issues identified by the SEA Directive. It may be helpful to include this table within any information that is presented to stakeholders as part of the scoping consultation exercise.

Table 2.1 Relationship between MOD SEA/SSA Objectives and the SEA Directive

MOD SEA/SSA Theme	SEA Directive Topic
A – Travel and Transport	Population (Material Assets)
B - Water	Water
C – Energy and Climate Change	Climatic Factors
D - Noise and Vibration	Population, Human Health (Human Health – noise)
E - Air Quality	Air
F – Waste	(Material Assets)
G – Construction and the Built Environment	Material Assets *
H – Procurement	<i>Not assessed in its' own right, but procurement practices often have indirect impacts on the other environmental factors (e.g. health, biodiversity, energy & climate change)</i>
I - Geology and Soils	Soil

MOD SEA/SSA Theme	SEA Directive Topic
J - Biodiversity and Nature Conservation	Biodiversity, Fauna, Flora
K - Historic Environment	Cultural Heritage including architectural and archaeological
L - Landscape and Townscape	Landscape
M- Health, Safety and Wellbeing	Population, Human Health (Human Health)
N - Communities and Social Values	Population, Human Health
O - Infrastructure and Amenities	Population
P - Economy and Employment	Population *
* These aspects are not defined by the Directive	

2.3.30 Consideration should also be given to the links between SEA objectives, baseline information, environmental issues and indicators that are likely to be used for monitoring (see Chapter 2.7, Stage E). For example, gaps in baseline information may highlight opportunities to fill these which coincide with monitoring requirements, and/or sources of baseline information may help identify appropriate indicators.

TASK A5: CONSULTING ON THE SCOPE OF THE SEA

2.3.31 Consultation with the designated statutory consultees (see Box 2.20) on the “*scope and level of detail of the information which must be included in the environmental report*” is a specific requirement of the SEA Directive. Consultation at this stage provides an opportunity to ensure consensus on the proposed scope and approach and to ensure that future stages of the SEA, including the Environmental Report, will be robust enough to support the P/P.

2.3.32 The following information (collated as part of stage A) should be consulted upon:

- the P/P purpose, scope and objectives;
- the review of other plans and programmes;
- a description of baseline conditions, including future trends;
- key environmental problems/issues;
- the SEA framework, including the SEA objectives and any other proposed methodologies;
- the next stages of the appraisal and P/P development including how alternatives will be treated; and
- information on the requirement for Habitats Regulations Assessment (see Box 2.15).

Box 2.16: SEA and Habitats Regulations Assessment

Habitats Regulations Assessment (HRA) is the process to assess the impacts of a plan or project against the conservation objectives of a Special Area of Conservation (SAC) or Special Protection Area (SPA). SACs and SPAs are referred to as European Sites; collectively, these sites form a European Union-wide network known as Natura 2000. The HRA determines whether the impacts would adversely affect the integrity of a European Site. Specific requirements include:

- Information about the location and condition of European Sites in the affected area(s). However, in order to consider the impacts on these Sites it is also necessary to obtain details of the conservation objectives for individual sites.



- In addition to considering sites within the boundaries of the P/P, European Sites outside the region that could be affected may also need to be identified and considered.
- A provisional opinion is required about whether any such protected sites could be affected, necessitating an HRA screening to be carried out.

Further guidance on HRA and SEA is evolving and this SEA guidance will be updated in light of any such further advice.

Box 2.17: Case Study - Seaport Investments Ltd, Re Application for Judicial Review (2007)

In Northern Ireland a judicial review was undertaken regarding the environmental assessments carried out under the Environmental Assessment of Plans and Programmes Regulations 2004 which transposed the SEA Directive (2001/42EC). The review addressed several issues relating to SEA Directive transposition and compliance, which also highlighted important issues for all UK plans and programmes.

The key criticisms and issues were as follows:

1. **Consultation, Independence & Expertise** – Unlike the rest of the UK, Northern Ireland has no equivalent statutory consultation body similar to Natural England, The Environment Agency etc. Therefore when the N.I. Department of Environment prepared plans/programmes (P/P) it took on the role of the Responsible Authority and the statutory consulting body. This absence in separation of powers was considered to be inadequate independent scrutiny for all plans and programmes and to rectify this N.I. Environment Agency was created. **MOD Relevance:** This highlights the importance of consultation in supporting a transparent and compliant decision making process.
2. **Scoping Consultation** – During the scoping phase a time limit of 5 weeks was set for consultation, but it was contended that this did not offer sufficient time to provide effective time for consultation. However, it was successfully argued that a deadline of 5 weeks ensured the scoping phase was not protracted. It was also noted that 5 weeks should not be mandatory due to the high variability of P/P. An extended consultation period may also be possible through a formal request, or alternatively, by supplying all relevant material in advance of consultation invitations. **MOD Relevance:** Correct P/P planning for statutory consultation will not hinder P/P progress and will enrich the decision making process.
3. **Environmental Report (ER)** – The Directive requires 9 areas to be addressed within the ER followed by a 10th area which should summarise these areas to produce a non-technical summary. In this case, a non-technical summary was not provided resulting in non-compliance with the Directive. The ER should make the report accessible to any member of society, what ever their technical knowledge. This ensures Directive compliance through promoting the understating of the relevant P/P which will in turn support productive public consultation. **MOD Relevance:** The ER and the non-technical summary should be diligently completed using plain English, as they are integral elements of the consultation and the planning application process. HM Government Code of Practice on public consultation should be followed.
4. **Evolution of Baseline conditions** – Baseline data trends, targets and current state environmental conditions were successfully recorded; however



no attempt was made to predict the likely evolution of the baseline conditions in the absence of the P/P. Although highly subjective, with the aid of consultation, predicted changes in current state environmental conditions must be undertaken. **MOD Relevance:** Although this exercise may highlight unfavourable environment impacts, this will inform decision makers and will highlight the changes that should be made to the P/P to mitigate against these impacts.

5. **Significant Impacts?** – The ER also failed to indicate what the likely significant impacts of the P/P were. This is a common hurdle experienced with all SEA's as, what constitutes significant? **MOD Relevance:** Similar to MOD SEA screening, what is considered significant should be determined through consultation with MOD experts and statutory bodies.
6. **Protected Sites**– No reference was made to Special Protection Areas, RAMSAR sites or Special Areas of Conservation, covered by the Wild Birds and Habitats Directives. It was argued that not every environmental impact can be detailed and thus these were not included. However, this argument was rejected as the Directive makes specific reference to these areas indicating their consideration is mandatory. **MOD Relevance:** Wherever applicable, these sites must be documented and analysed. Further guidance can be sought from MOD experts – please contact DE PTS for further information (Appendix K).
7. **Parallel Life Cycle** – In one case the draft plan had reached an advanced stage before an environmental assessment commenced. While in the other case the ER was issued for consultation some time after the draft was undergoing consultation. Although simultaneous publication is not mandated, it should nevertheless be the objective. **MOD Relevance:** In all cases the SEA should inform the P/P and as such they should be produced in parallel. Failure to achieve this will constitute non compliance with the SEA Directive.
8. **, Early and Effective Consultation** – In conjunction with point 7, it was discussed what constituted “providing consultees with early and effective opportunity within appropriate timeframes to express their opinion on draft proposals”. It was determined that to be considered “early”, consultation should take place before an outcome had been in any way settled upon. Whilst “effective” can be achieved by ensuring the environmental assessment influenced the final form of the P/P. This issue has potentially far reaching consequences as although all P/P must be screened for SEA, there is currently no mandatory requirement for SEA outputs to steer the decision making process. SEA merely informs the decision making process. Decision makers may, with adequate justification which must be detailed within the SEA, chose to pursue options that do not provide the least environmental impacts (often referred to as “cost-engineering”). It is highly probable therefore that in the coming years Member States and/or the EC may look to address this issue by ensuring the environmental impacts highlighted within SEA obtain significantly more consideration during the decision making process. **MOD Relevance:** The policy statement made by the Secretary of State for Defence indicates “All managers and commanders [should] promote and provide leadership on ... environmental matters as part of normal business”. Therefore, where ever reasonably practicable, P/P decision makers are strongly urged to augment P/P designs to address SEA outputs.

How should consultation be undertaken?

- 2.3.33 Scoping consultation should be undertaken as early as possible so that the development of the P/P can be informed by the SEA process. Consultation on the scope can be undertaken via a formal

Scoping Report on which comments are invited, or by undertaking one or more stakeholder workshops.

- 2.3.34 Preparation of a Scoping Report is current good practice and is often the first major output of the SEA process. Box 2.18 provides details of where to find examples of SEA Scoping Reports.

Box 2.18: Illustrative Examples for Task A5 (Consulting on the scope of SEA)

It may be helpful for those undertaking an SEA to see examples of scoping outputs. Examples of Scoping Reports may be found at www.sea-info.net. However, it should be noted that these examples have not been reviewed by the MOD for quality assurance purposes.

Examples of MOD SEA scoping reports may be obtained from EAS Head Office (Tel. 01985 222822).

For P/Ps that relate to Scotland only, the report templates developed by the Scottish Executive should be used. These are available from the Scottish Executive SEA gateway (sea.gateway@scotland.gov.uk).



- 2.3.35 The alternative to preparing a Scoping Report is to hold one or more stakeholder workshops, to present and discuss the outputs of the scoping stage. In light of a scoping report representing current best practice, holding a workshop is best used in addition to producing the report. Such workshops can provide an opportunity to discuss the proposed P/P, review the environmental baseline, identify additional information, determine the key environmental issues relevant to the P/P and consider the proposed SEA objectives. In such circumstances, information (usually the scoping report) should be provided to stakeholders, to support their contribution to the workshop.
- 2.3.36 Irrespective of the means of consultation, sufficient information needs to be presented to ensure that the stakeholders are adequately informed on the proposed scope of the SEA and are able to provide an appropriate response.

Who should be consulted?

- 2.3.37 Scoping consultation must be undertaken with the statutory Consultation Bodies, which in the UK are those listed in Box 2.20. Contact details for the focal points can be found in Appendix M.
- 2.3.38 Based on existing Memorandums of Understanding between the MOD and Consultation Bodies, consultation at this stage is undertaken on the basis that details of the P/P are submitted in confidence and will not be released into the public domain. However, if the P/P is particularly sensitive, and/or there are concerns about the confidentiality status of the P/P, then the consultation procedures described in Section 2.6 of this guidance should be adopted.
- 2.3.39 Within Member States other than the UK, the appropriate network of Consultation Bodies should be identified. Similarly, where a P/P is likely to have significant effects on the environment in another Member State of the European Union, trans-boundary consultation should be undertaken. Additional time will be needed for contact to be established between the Consultation Bodies concerned.
- 2.3.40 The need for trans-boundary consultation should be determined on a case-by-case basis and where there are uncertainties the relevant national Consultation Bodies should be approached to agree the requirement for consultation.
- 2.3.41 At this stage, it may also be useful to consult other organisations and individuals concerned in order to obtain information and opinions. This may include staff from other parts of the MOD where appropriate, such as Site Commanders, Facilities Managers and Environmental Protection Officers. Representatives of other external interests who may also be consulted include:

- Economic interests and local business such as the Regional Development Agency, Chambers of Commerce, economic development officers, Learning and Skills Council;
- Social interests and community service providers such as the Health Development Agency, Local Strategic Partnerships, Neighbourhood Areas Committees, officers with responsibility for access for those with disabilities, social inclusion, primary care trusts, health development agencies, education authorities, police and utilities;
- Transport planners and providers such as highways authorities and public transport service providers; and
- NGOs such as environmental groups, amenity societies, and voluntary services.

2.3.42 It is not necessary to consult the public at this stage, although this may be desirable. Depending on the nature and stage of development of the P/P, wider consultation may allow further sources of information to be identified which could aid decision-making at a later stage.

Timescales

2.3.43 At this scoping stage consultees should be given a minimum of five weeks¹² to respond to a request for a view on the proposed scope of an SEA. Tips on scoping consultation are provided Box 2.19.

Box 2.19: SEA Scoping Consultation Tips

- It may be helpful to prepare a **communication plan** for the SEA process (who, how, when). Such a communication plan can also provide a useful audit of how consultation has been undertaken for an SEA.
- Keep a record of when and how the statutory consultees were consulted.



¹² Five weeks is a statutory consultation period as set out in the UK SEA Regulations (Environmental Assessment of Plans and Programmes Regulations 2004 (SI 2004, No 1633)).

Box 2.20: SEA Consultation Bodies in the UK**England**

- English Heritage;
- the Environment Agency; and
- Natural England.

Northern Ireland

- Northern Ireland Environment Agency.

Scotland

- Ministers
- Historic Scotland;
- Scottish Natural Heritage; and
- The Scottish Environment Protection Agency.

All consultations in Scotland should be directed through the Scottish Executive's SEA gateway (SEA.Gateway@scotland.gsi.gov.uk). Additional information can be found in the publication "The Environmental Assessment of Plans and Programmes (Scotland) Regulation 2004: Information for Responsible Authorities on Procedures for Consultation with the Scottish Consultation Authorities and Access to Information and Advice", September 2005 produced by SEPA, Historic Scotland and Scottish Natural Heritage. The Scottish Consultation Bodies have also prepared an SEA Information note which can be downloaded from http://www.sepa.org.uk/pdf/consultation/closed/2006/sea/annex_b.pdf.

The following email addresses can be used for any queries and advice that may be sought from the Scottish Consultation Bodies listed above (although all formal consultations should be directed through the Scottish Executive's SEA gateway at the email address provided above). sea.gateway@sepa.org.uk ; sea.gateway@snh.gov.uk and hssea.gateway@scotland.gsi.gov.uk.

Wales

- Welsh Assembly Government
- Cadw (Welsh Historic Monuments);
- Countryside Council for Wales; and
- The Environment Agency Wales.

The Consultation Bodies in England, Northern Ireland and Wales have developed statements of the services and standards which can be expected from them in relation to SEA. The statements can be accessed at:

- England www.environment-agency.gov.uk/commondata/105385/sea_service_standards_838433.pdf
- Northern Ireland www.ehsni.gov.uk
- Wales www.environment-agency.gov.uk/aboutus/512398/830672/832860/830725/?version=1&lang=e



2.4 STAGE B - DEVELOPING AND REFINING ALTERNATIVES AND ASSESSING EFFECT

INTRODUCTION

- 2.4.1 Stage B involves assessing the effects on the environment of the P/P and its' reasonable alternatives. Where significant adverse effects are identified, mitigation measures should be considered. Similarly, where beneficial effects are identified opportunities should be sought to maximise these.
- 2.4.2 The Tasks of Stage B are shown in Figure 2.6. The relationship between these tasks and the legal requirements of the SEA Directive is provided in Appendix 2L.

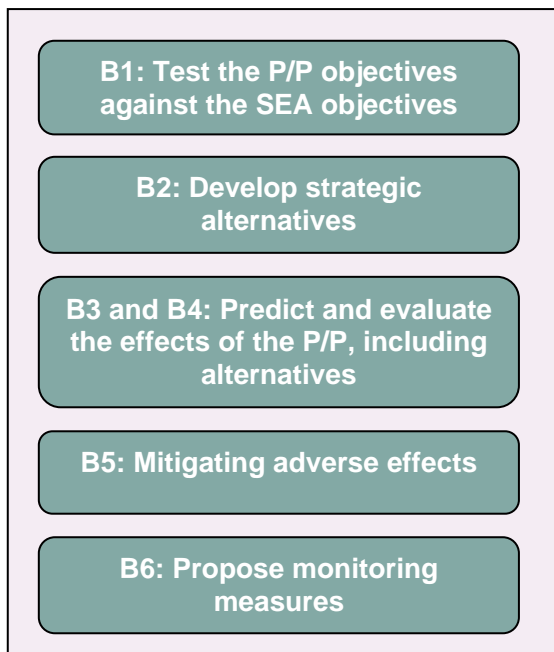


Figure 2.7: Stage B Tasks

TASK B1: TESTING THE P/P OBJECTIVES AGAINST THE SEA OBJECTIVES

- 2.4.3 The objectives of the plan or programme should be tested against the SEA objectives to identify both potential synergies and inconsistencies.

The purpose of this stage is:

- to provide information that may help in the development of alternatives; and
- to help refine the objectives of the plan or programme.

- 2.4.4 Testing the plan objectives against the SEA objectives should ensure that the plan objectives are in accordance with environmental principles and provide a suitable framework for developing alternatives. Where inconsistencies or conflicts are identified, consideration should be given to amending the P/P. If it is not possible to amend the P/P, then the reasons for this should be recorded to provide transparency. This process should provide a more environmentally sound starting point from which to develop alternatives.
- 2.4.5 An appraisal framework for testing the P/P objectives against the MOD SEA/SSA objectives is provided in Appendix 2H.

- 2.4.6 It may also be helpful to test the objectives of the P/P against each other (where there are numerous P/P objectives) as inconsistencies may give rise to adverse environmental effects.

TASK B2: IDENTIFYING AND REFINING ALTERNATIVES

- 2.4.7 As part of the P/P development process, alternatives will be put forward for consideration. Those alternatives considered reasonable and realistic should be assessed to identify their relative environmental strengths and weaknesses (see Task B3 and B4). The alternatives may then be revised as part of the plan making process to enhance positive environmental effects and mitigate negative effects (see Box 2.19 overleaf for illustrative examples for Task B2).

The Wednesbury Principles – What is a Reasonable Alternative?

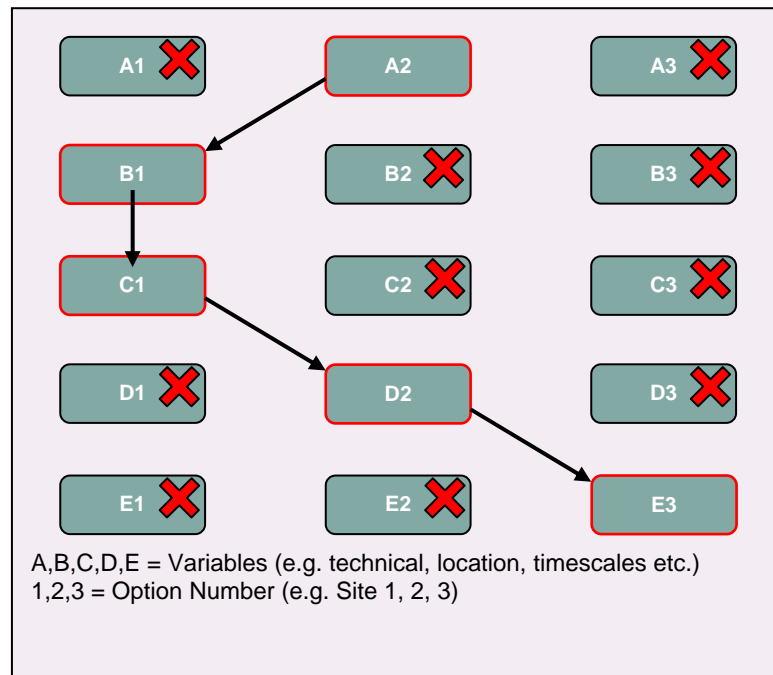
- 2.4.8 Often large scale P/Ps involve numerous variables, each of which may include a multitude of alternatives. This could include the need to consider the location, technical options, implementation methodologies, timescales etc. For example, 5 distinct P/P elements each with 5 alternatives will produce 3125 P/P permutations. Independent consideration of these options is not feasible in terms of man power and time, nor would it provide value for money. In such cases it is therefore considered reasonable, with the support of adequate justification and evidence, to exclude options that cannot be pursued due to legislative/policy or other factors that prevent certain options from being realistically explored. This is supported by the Wednesbury Principles¹³ which state that when making a decision that is considered reasonable, decision makers should:

- Take into account all relevant considerations;
- Not take into account an irrelevant consideration;
- Not take a decision which is so unreasonable that no reasonable person properly directing himself could have taken it.

- 2.4.9 For instance, disposal of nuclear waste could in theory include options to bury it at sea or to send it into space. Although these are indeed alternatives, these suggestions are not considered to be reasonable and therefore it is reasonable to discount these options prior to the SEA process.
- 2.4.10 Furthermore, where P/P permutations remain high, variables should be hierarchally organised in order of descending strategic importance. Assessing the alternatives for each variable individually will allow the preferred option to be selected; permitting assessors to eliminate most other options. This will result in the significant reduction of P/P permutations (see Figure 2.7).

¹³ *Associated Provincial Picture Houses v Wednesbury Corporation* [1948] 1 KB 223

Figure 2.8: Assessment example for the determination of options for complex plans and programmes.



- 2.4.11 A P/P may have limitations in terms of where it can be implemented and therefore the location may need to be assessed first. Alternatively, technical restraints might require that this variable should be assessed first and this may in turn determine/limit the locations where the P/P can be implemented. In essence, where P/P permutations are significantly high, P/Ps are not assessed as a single entity but are instead evaluated in discrete compartmentalised elements. This will highlight to decision makers the impact of each alternative; and it will produce the combination of alternatives that will yield a P/P that has the least environmental impact.
- 2.4.12 It must be stressed however, that SEA is a decision aiding process that must take place prior to any decisions being made. It is important to recognise the distinction between eliminating unreasonable options and making decisions. This approach should be engaged to apply a degree of common sense to a process that in some unusual cases can produce an unworkable number of options. Incorrect application of this principle could be viewed as decision making prior to the SEA process resulting in the MOD failing to meet its statutory SEA obligations. In all cases eliminating options on the grounds of not being reasonable, and using hierarchical structuring in an effort to minimise permutations, should be carried out with considerable care to as to minimise risk of non-compliance.
- 2.4.13 In all instances consultation with DE SEA Implementation and/or Policy teams (see Box 2.5) should be undertaken regarding the possibility of pre-SEA option elimination.
- 2.4.14 The determination of what is a 'reasonable and realistic' alternative should be made on a case-by-case basis. Factors affecting whether an alternative is reasonable or realistic may include economic, political or security issues. As part of this process, the range of alternatives that have been considered and that are not being taken forward on the grounds that they are neither reasonable or realistic, may be noted and included in the SEA. The earlier the SEA considers and is involved in the understanding of the alternatives that are relevant to a project, the more effective and transparent this process should be.
- 2.4.15 It is not the purpose of the SEA to decide what the alternatives are – this is the role of the P/P author. The SEA simply provides information on relative performance of reasonable, realistic and relevant alternatives, which can then be used to aid the decision making process.

- 2.4.16 Alternatives considered will often include 'business as usual' or 'do minimum' scenarios'. The definition of these terms should be clear in relation to any particular P/P being assessed. For example, 'business as usual' usually describes the situation where there will be continuation of an existing plan or programme, as an alternative to preparing a new one. In addition to the business as usual' option, the P/P authors should be encouraged to focus on a limited number of strategic alternatives – this is in order to ensure that the SEA remains focused on considering the significant environmental effects of well differentiated and realistic alternatives (that are meaningful to the P/P authors).
- 2.4.17 This step is often one of the most challenging as the plan/programme maker/author may already know which alternative they prefer and that there is a risk that the assessment of alternatives is retrospective. However, it should be noted that failing to consider reasonable alternatives may mean that the requirements of the SEA Directive are not met. As such, it is recommended that the need to identify alternatives is discussed with the P/P author as early on as possible within the SEA process.

Box 2.21: Task B2 – Illustrative Examples for Task B2 (Developing Alternatives)

Project Allenby Strategic Development Plan

Six alternatives were evaluated within the SDP. These alternatives were based on various combinations of consolidating the 10 existing sites located around Salisbury Plain.

The six high level and strategic alternatives may constitute the alternative "options" that need to be assessed as part of the SEA process. In this instance it is suggested that the completion of the assessment matrix for each option will assist with the identification of likely

OBJECTIVE	DETAILED CRITERIA / QUESTIONS	COMMENTARY ON EFFECTS		
		OPTION 1	OPTION 2	OPTION 3
A - Climate Change and Air Quality Minimise greenhouse gas emissions and pollution of air with gases and particulates.	<ul style="list-style-type: none"> Change in level of CFC/HFC usage Change in amount of dust produced by e.g. firing, off-road-driving or construction Change in amount of waste incineration or other combustible activities Change in reliance on fossil fuels for energy generation or vehicle use etc. 			
B - Travel and Transport Minimise amount of travelling required, particularly via roads and private cars.	<ul style="list-style-type: none"> Changes in fuel efficiency and emission levels from vehicles Changes in volume of commuting or travelling to clients and facilities Change in amount of vehicle use in training exercises 			
C – Energy Consumption Minimise total energy consumption and support...	... etc			

significant effects associated with that option. An example of how this may be done has been illustrated opposite.

It is important to note that the appraisal of options may reveal the 'least environmentally damaging' option etc - but that this option may not necessarily be the one that is finally selected. This is because other external factors may come into play (e.g. political and financial) which are not captured by the appraisal. Thus the appraisal serves to inform the selection of alternatives and to inform the final selection. An audit trail should be provided in this instance to record the reasons for eliminating alternatives.

TASKS B3 AND B4: PREDICTING AND EVALUATING THE EFFECTS OF THE PLAN OR PROGRAMME, INCLUDING ALTERNATIVES

- 2.4.18 The aim of these tasks is to assess (predict and evaluate) the likely significant positive and negative effects on the environment of implementing the plan or programme and any alternatives.

This is achieved by assessing the P/P options against the SEA objectives and recording the outcome using the assessment matrix (provided in Appendix 2G).

- 2.4.19 The terms 'predict' and 'evaluate' are considered further in Boxes 2.22 and 2.23 below. This is followed by guidance regarding tools that may be used to assess likely significant effects.

Box 2.22: –Predicting Effects

The prediction of effects involves:

- Identifying the changes to the environmental baseline which are predicted to arise from the plan or programme (including alternatives).
- Describing these changes in terms of their magnitude, their geographical scale, the time period over which they will occur, whether they are permanent or temporary, positive or negative, probable or improbable, frequent or rare, and whether or not there are secondary, cumulative or synergistic effects.

Quantitative information may be available to inform predictions. However, it is likely that in most cases qualitative predictions will be made that are based on professional judgement.

Any uncertainties, limitations or assumptions associated with the prediction of effects should be identified and noted.

Source: A Practical Guide to the Strategic Environmental Assessment Directive. ODPM, September 2005.



Box 2.23: –Evaluating Effects

The evaluation of effects involves identifying whether or not a predicted effect on the environment will be significant.

The determination of significance should be judged using the criteria provided in Annex II of the SEA Directive (see below). Further advice on the interpretation of the criteria set out in Annex II is provided in the European Commission guidance on the SEA Directive.

Annex II of the SEA Directive, Criteria for determining the likely significance of effects:

1. The characteristics of plans and programmes, having regard, in particular, to:

- The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;
- The degree to which the plan or programme influences other plans and programmes including those in a hierarchy;
- The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;
- Environmental problems relevant to the plan or programme;
- The relevance of the plan or programme for the implementation of Community legislation on the environment (e.g. plans and programmes linked to waste-management or water protection).

2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to:

- The probability, duration, frequency and reversibility of the effects;
- The cumulative nature of the effects;
- The trans-boundary nature of the effects;
- The risks to human health or the environment (e.g. due to accidents);
- The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected);
- The value and vulnerability of the area likely to be affected due to:
 - special natural characteristics or cultural heritage;
 - exceeded environmental quality standards or limit values;
 - intensive land-use;
- The effects on areas or landscapes which have a recognised national, Community or international protection status.

2.4.20 Both prediction and evaluation should consider short, medium and long-term, permanent and temporary effects. Effects may vary over different timescales; for example, the P/P might adversely impact air quality in the short term but improve it in the long term. There is no formal definition of these time-scales; they will vary depending on the nature of the P/P, and each issue may carry different definitions. However, where possible, they should be used consistently. Where differing time-scales have to be used, this must be made clear in the environmental report.

2.4.21 Both prediction and evaluation should also consider secondary, cumulative and synergistic effects:

Secondary or indirect effects are effects that are not a direct result of the plan, but occur away from the original effect or as a result of a complex pathway. Examples of secondary effects are a development that changes a water table and thus affects the ecology of a nearby wetland; and construction of one project that facilitates or attracts other developments.

Cumulative effects arise, for instance, where several developments each have insignificant effects but together have a significant effect; or where several individual effects of the plan (e.g. noise, dust and visual) have a combined effect.

Synergistic effects interact to produce a total effect greater than the sum of the individual effects. Synergistic effects often happen as habitats, resources or human communities get close to capacity. For instance a wildlife habitat can become progressively fragmented with limited effects on a particular species until the last fragmentation makes the areas too small to support the species at all. These terms are not mutually exclusive. Often the term cumulative effects is taken to include secondary and synergistic effects.

Sources of further information regarding cumulative effects are provided in Box 2.22.

Box 2.24: Cumulative Effects – Further Information

- Appendix 8 of the ODPM, A Practical Guide to the Strategic Environmental Assessment Directive, (September 2005); and
- Cooper, L.M. (2004), Guidelines for Cumulative Effects Assessment in SEA of Plans, EPMG Occasional Paper 04/LMC/CEA, Imperial College London.



Assessment tools and techniques

- 2.4.22 The assessment of likely significant effects associated with the P/P and its' reasonable alternatives should be made using the SEA objectives and detailed criteria. The outcome should be recorded using the assessment matrix provided in Appendix 2G. The matrix allows effects to be expressed in broad terms represented by arrows indicating a move towards or away from the strategic objective. Commentary is then added to explain various aspects (such as whether the effect is permanent or temporary) of the predicted effect. Any quantified information can also be added within the commentary column if it is available. However, in most circumstances, it is likely that the prediction of effects will be based on qualitative information.
- 2.4.23 The matrix serves only as a tool for undertaking the assessment and is a way of summarising the findings. The overall purpose of the assessment is to ensure that the environmental performance of the P/P is properly assessed and improved where possible.
- 2.4.24 The rationale that underpins the assessment should be summarised in the matrix. For example, this might include reference to any relevant research or the summarised outcome of any discussion or consultation regarding the assessment of effects. The latter may arise from any workshops undertaken to discuss likely effects (see below).
- 2.4.25 There is a range of methods available to assist with the determination of likely significant effects. The recommended method for assessing effects, although this is not mandated, is to run a workshop and this method is encouraged for all MOD assessments. A workshop allows an informed discussion to be held regarding the likely significant effects of the P/P with stakeholders. This method also provides stakeholders with a degree of ownership of the assessment. Stakeholders attending such a workshop will vary depending on the P/P but are likely to include those organisations/individuals identified under Task A5 (see section on 'Who should be consulted?'). For any particular SEA, the SEA author should determine which stakeholders should attend an assessment workshop
- 2.4.26 It is recommended that a preliminary assessment is undertaken by the SEA author prior to a workshop. This preliminary assessment should help to identify the key issues of concern and it is then these which can be focused on at the workshop.

Assessing preferred options

2.4.27 The assessment matrix referred to above should also be applied to the preferred option.

An illustrative example for tasks B3 and B4 is provided in Box 2.24 and a partially completed assessment matrix (for a hypothetical example) is provided in Box 2.25.

Box 2.25: Assessment Methods – Further Information

- Appendix 7 and 8 of the ODPM, A Practical Guide to the Strategic Environmental Assessment Directive, (September 2005).
- Environment Agency, (January 2005), Good Practice Guidelines for Strategic Environmental Assessment. Section 5 (SEA Toolkit).



Box 2.26 Task B3 and B4 – Illustrative Example for Task B3 and B4 (Predicting and evaluating the effects of the plan or programme, including alternatives)



1. The Defence Estate Strategy 2006

A workshop may be an appropriate forum to assess and evaluate the effects of the P/P. The performance of each preferred policy or programme option (and alternative) should be considered for its contribution towards or away from the appraisal objectives. The relative significance of such impacts should be informed by the use of significance criteria. The focus of who to involve in the appraisal workshop should focus on the competencies of the appraisal team. These competencies should include:

- Independence, objectivity and credibility;
- Breadth and depth of expertise and experience; and
- The authority to implement the appraisal recommendations.

Invitees may include:

- Key people responsible for preparing the Defence Estate Strategy;
- The statutory consultees for SEA (the Environment Agency, English Heritage & Natural England);
- Relevant Officers from the Regional Development Agencies;
- Government Department representatives (e.g. HM Treasury, Department of Trade and Industry, DEFRA etc);
- SEA specialists (e.g. external consultants, University lecturers etc); and
- Other interested parties (e.g. Joint Nature Conservation Committee).

The invitees will reflect the national high level nature of the Defence Estate Strategy.

2. Joint Combat Aircraft Basing Strategic Development Plan

As above, but may also include:

- Local Authority Officers; and
- Local/national non-governmental organisations.

Box 2.27: Example of an Assessment Matrix

The following diagram illustrates a partially completed matrix for a hypothetical example.



POLICY / ACTION / OPTION: <i>Hypothetical Example</i>						
OBJECTIVE	DETAILED CRITERIA / QUESTIONS	SCORE				COMMENTS ON EFFECT ¹ / RECOMMENDATIONS
		SHORT TERM	MEDIUM TERM	LONG TERM		
A - Climate Change and Air Quality Minimise greenhouse gas emissions and pollution of air with gases and particulates.	<ul style="list-style-type: none"> Change in level of CFC/HFC usage Change in amount of dust produced by e.g. firing, off-road-driving or construction Change in amount of waste incineration or other combustible activities Change in reliance on fossil fuels for energy generation or vehicle use etc. 	?	→	→		The short term effects of implementing the 'hypothetical policy' on climate change and air quality are uncertain. However, in the medium and longer term the 'hypothetical policy' should result in less reliance on fossil fuels and an increased reliance on more sustainable sources of energy. Opportunities to implement innovative technologies to reduce the effects on climate change should be explored.
B - Travel and Transport Minimise amount of travelling required, particularly via roads and private cars.	<ul style="list-style-type: none"> Changes in fuel efficiency and emission levels from vehicles Changes in volume of commuting or travelling to clients and facilities Change in amount of vehicle use in training exercises... etc 	←	→	→		Implementing the 'hypothetical policy' will create additional local travelling (particularly via roads) for the first few months (for example during the construction phase). However, measures are being implemented which should reduce long-distance commuting and which will encourage car-sharing schemes and home-working.
C - Energy Consumption Minimise total energy consumption....	... etc.					
KEY TO SCORING						
←←	←	→	→→	0	~	?
Major move away from sustainability	Minor move away from sustainability	Minor move towards sustainability	Major move towards sustainability	Neutral	No Relationship	Uncertain
OVERALL COMMENTARY						
Note: Should consider cumulative and synergistic effects, the geographical extent of effects, temporary and permanent effects and the likelihood of effects. The long-term cumulative effects of this policy are likely to be beneficial for air quality and climate change. However, short-term significant adverse effects are likely to be experienced and measures to offset or mitigate these impacts should be investigated.						

Assessing alternatives

- 2.4.28 The completion of a matrix for high level strategic alternatives is not necessarily required and it may be preferable to simply note sustainability strengths and weaknesses. However, where alternatives are more defined (e.g. where specific sites are being considered) it may be preferable to undertake a more comprehensive assessment using the matrix and all of the SEA objectives.
- 2.4.29 The assessment of alternatives will help to inform the development and refinement of alternatives and will also be used by decision makers to select a preferred option.
- 2.4.30 However, the assessment of alternatives does not in itself have to select a preferred alternative, but rather provide information to be used by the decision maker to help inform selection of the preferred option.

TASK B5: CONSIDERING WAYS OF MITIGATING ADVERSE EFFECTS

- 2.4.31 The SEA Directive requires that the Environmental Report details measures that could be taken to prevent, reduce and offset the significant adverse environmental effects identified by the assessment. Measures should also be identified, where relevant, to maximise any significant beneficial effects. Further information on mitigation measures is provided in Box 2.28.

Box 2.28: Mitigation Measures

Mitigation can take a wide range of forms, including:

- Changes to a specific proposal within the plan or programme;
- Changes to the wording of a policy within the plan or programme;
- Inclusion of new provisions within the plan or programme;
- Technical measures to be applied during the implementation stage, e.g. application of design principles;



- Identifying issues to be addressed in project EIAs; and
- Proposals for changing/influencing other plans and programmes.

Source: *A Practical Guide to the Strategic Environmental Assessment Directive*. ODPM, September 2005.

B6: PROPOSING MEASURES TO MONITOR THE ENVIRONMENTAL EFFECTS OF PLAN OR PROGRAMME IMPLEMENTATION

- 2.4.32 The SEA Directive requires that the Environmental Report details proposals for monitoring. The purpose of monitoring is to identify the effects of the implementation of the P/P against those predicted (and mitigated) in order to identify any unforeseen effects and to enable appropriate remedial action to be taken. Monitoring proposals should seek to fill any gaps in knowledge about baseline conditions to reduce uncertainty, as well as testing the accuracy of predictions. As far as reasonably practicable, monitoring proposals should be linked to the indicators that accompany the SEA objectives. Decisions on what to monitor need to be considered early in the SEA process and throughout the course of preparing the plan or programme. Refer also to Section 2.7, Stage E for further guidance on monitoring.


2.5 STAGE C - PREPARING THE ENVIRONMENTAL REPORT

INTRODUCTION

- 2.5.1 Stage C comprises a single Task of preparing the Environmental Report, which is a key output of the SEA. It is the Environmental Report (alongside the publication of the Draft P/P) on which formal public consultation is carried out. Preparing the Environmental Report and integrating environmental considerations into the preparation of the Plan or Programme is an iterative process that aims to contribute to sustainable solutions being included in the decision-making process. The relationship between this task and the legal requirements of the SEA Directive is provided in Appendix 2L.

TASK C1: PREPARING THE ENVIRONMENTAL REPORT

- 2.5.2 The Environmental Report is a key output of the SEA process and should present information on the effects of the draft plan or programme. A suggested list of contents for the Environmental Report is provided in Box 2.29.

Box 2.29: Suggested List of Contents for the Environmental Report		
Non-technical summary	<ul style="list-style-type: none"> • Summary of the SEA process • Summary of the likely significant effects of the plan or programme • Statement on the difference the process has made to date • Information on how people can comment on the report 	
Methodology used	<ul style="list-style-type: none"> • Approach adopted in the SEA • Who was consulted, and when • Difficulties encountered in compiling information or carrying out the assessment 	
Background	<ul style="list-style-type: none"> • Purpose of the SEA • Objectives of the plan or programme 	
SEA objectives and baseline context	<ul style="list-style-type: none"> • Links to other international, national, regional and local plans and programmes, and relevant environmental objectives including how these have been taken into account • Description of baseline characteristics and predicted future baseline • Environmental issues and problems • Limitations of the data, assumptions made etc. • SEA objectives, targets and indicators 	
Plan/programme issues and alternatives	<ul style="list-style-type: none"> • Reasonable alternatives considered and how they were identified • Comparison of the significant environmental effects of the reasonable alternatives • How environmental issues were considered in choosing the preferred strategic alternatives • Other reasonable alternatives considered and why they were rejected • Any proposed mitigation measures 	

Plan or programme policies/proposals /actions	<ul style="list-style-type: none"> • Significant environmental effects of the policies/proposals/actions of the P/P • How environmental problems were considered in developing the policies/proposals/actions • Proposed mitigation measures • Uncertainties and risks 	
Implementation	<ul style="list-style-type: none"> • Links to other tiers of plans and programmes and the project level (environmental impact assessment, design guidance etc.) • Proposals for monitoring 	

2.5.3 In determining the level of detail to be provided in the Environmental Report, it should be remembered that the report will form a public consultation document. It is likely to be of interest to a wide range of stakeholders with different levels of understanding. This list may include MOD staff and decision makers, other plan and programme making bodies, statutory consultation bodies, non-government organisations and the public (refer to Stage D for further information on the extent of consultation that is required). As noted in Box 2.27, a non-technical summary must also be provided within the Environmental Report (as stated in Annex I of the SEA Directive). Particular care should be taken with this part of the Environmental Report to ensure that it is sufficiently accessible and understandable to a non-technical audience such that they can participate constructively in the consultation process. Notwithstanding this, the entire report should be written in plain English and follow the principles set out in the Government Code of Practice on Public Consultation.¹⁴ Box 2.28 provides details of where to find examples of SEA Environmental Reports.

2.5.4 A summary of the findings from the Environmental Report should be included in briefing and submission material submitted to those adopting or approving the P/P, for example, the Investment Appraisal Board or Project Board.

Box 2.30: Illustrative Example for Task C1 (Preparing the Environmental Report)

Examples of MOD SEA/SSA Environmental Reports may be obtained at www.sea-info.net. However, please note that these examples have not been reviewed by the MOD for quality assurance purposes.

Examples of MOD SEA Environmental Reports may be obtained from EAS Head Office (Tel. 01985 222822).

For P/Ps that relate to Scotland only, the report templates developed by the Scottish Executive should be used. These are available from the Scottish Executive SEA gateway (sea.gateway@scotland.gov.uk).



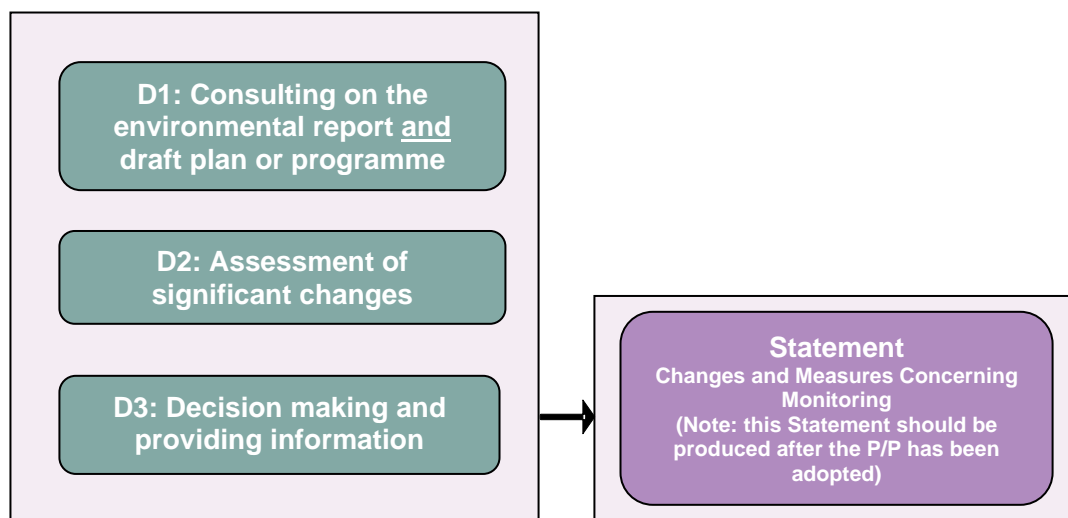
¹⁴This may be downloaded from the BERR website; <http://www.berr.gov.uk/files/file47158.pdf>

2.6 STAGE D - CONSULTING ON THE ENVIRONMENTAL REPORT AND DRAFT PLAN OR PROGRAMME

INTRODUCTION

- 2.6.1 Stage D involves consulting on the Environmental Report (ER) and the draft plan or programme. The tasks of Stage D are shown in Figure 2.7. The relationship between these tasks and the legal requirements of the SEA Directive is provided in Appendix 2L.

Figure 2.9: Stage D Tasks



TASK D1: CONSULTING ON THE DRAFT PLAN OR PROGRAMME AND ENVIRONMENTAL REPORT

- 2.6.2 The purpose of this task is to provide the public, other stakeholders and decision-makers with the opportunity to express their opinions on the Environmental Report and to use it as a reference point in commenting on the plan.
- 2.6.3 The approach and level of contact necessary to achieve an effective public consultation should be formulated well in advance of the consultation stage of the SEA. The Government Code of Practice on Consultation should form the basis of this approach. This guidance suggests that a minimum of 12 weeks should be allowed for written consultation.
- 2.6.4 The MOD website (www.mod.uk) has a page specifically allocated for Public Consultation of Defence initiatives. This should be used wherever possible to publicise the consultation documentation, timings and opportunities for feedback. Publication through the central government consultation portal, www.direct.gov.uk (which acts as a central point of reference for major public consultations) may also be appropriate. In Scotland, consultations on Environmental Reports should be directed through the Scottish Executive's SEA gateway (SEA.Gateway@scotland.gsi.gov.uk).
- 2.6.5 Depending on the type and nature of the P/P a Ministerial Submission may have to be prepared to brief the appropriate Minister on the approach that is being taken to the consultation, its timings in relation to any other Ministerial announcements linked with the P/P and any handling strategies that may be required. This should be submitted well in advance of the planned consultation.
- 2.6.6 Box 2.31 provides further advice regarding public consultation and releasing commercial-in-confidence details.

Box 2.31: Public Consultation and Commercial-in-Confidence Details

It is essential that the SEA requirement is identified early on in the lifecycle of the P/P. This will enable the management of the public consultation exercise alongside elements of the P/P. At an early stage an SEA can be undertaken on a set of generic concepts or opinions, for example, realistic combinations of sites that may be used for new training facilities. This assessment may have to be updated as the P/P develops but the findings from the early assessment could also be fed into the bidding process (if the P/P becomes a PFI process).

The presentational aspects (for example, ministerial briefings and the communications strategy) of the public consultation exercise must also be managed effectively. This activity should be undertaken in liaison with your Secretariat branch.

**TASK D2: ASSESSMENT OF SIGNIFICANT CHANGES**

- 2.6.7 If the SEA process is working correctly, it is likely that the P/P will be amended to minimise any negative environmental effects identified in the environmental report, and to enhance positive ones. However, if the P/P changes in scope significantly as a result of the public consultation, a further SEA assessment may need to be undertaken to maintain legal or policy compliance. In such cases, advice should first be sought from the DE D Prop Sustainable Development Team. This also applies to P/Ps whose scope changes during the assessment process for other reasons; consultation must always take place on the effects of the P/P being proposed at the time.

TASK D3: DECISION MAKING AND PROVIDING INFORMATION

- 2.6.8 The SEA Directive requires that the information contained in the Environmental Report and the findings of the public consultation should be taken into account during the preparation of the P/P and before its adoption. To fulfil this need a statement should be prepared and published to show how the environmental issues and the responses to consultation have been taken into account in P/P development. Clear information should be provided on any changes made to the P/P, or alternatives rejected, as a result of the assessment.

The statement should provide information on:

- How environmental considerations have been taken into account;
- How the results of the consultation have been taken into account;
- Reasons for choosing the adopted P/P; and
- Monitoring measures that have been proposed.

2.7 STAGE E - MONITORING IMPLEMENTATION OF THE PLAN OR PROGRAMME

INTRODUCTION

- 2.7.1 Stage E involves monitoring the actual significant environmental effects of implementing the P/P against those effects that have been predicted. Monitoring is undertaken after the P/P has been adopted/approved. Monitoring can help to ensure that any problems which arise during the implementation of the plan can be identified. Monitoring may be undertaken as part of any periodical review of the P/P to ensure that it remains appropriate to MOD needs.
- 2.7.2 The relationship between this stage and the legal requirements of the SEA Directive is provided in Appendix 2L.

TASK E1: DEVELOPING AIMS AND METHODS FOR MONITORING

- 2.7.3 The overall aim of this stage is to measure the environmental performance of the implemented P/P to ensure performance is in line with expectations. This will include the effectiveness of any mitigating measures. This information may be used to inform future revisions of the P/P. Monitoring will also enable action to be taken to remedy problems. Monitoring is only required in relation to the significant environmental effects of the P/P (which were identified in the Environmental Report).
- 2.7.4 Monitoring may be based on indicators that relate to the SEA objectives, some examples are provided in Appendix 2F. However, the character (quantitative or qualitative) and detail of the environmental information necessary for monitoring will depend on the P/P and its predicted environmental effects.
- 2.7.5 Monitoring information may be obtained from existing sources both internally within MOD and from external bodies and organisations. For example, internally this may include information that is collated as part of MOD EMS requirements. Externally, this may include water quality data from the Environment Agency, economic and employment data from Regional Development Agencies and information regarding landscape character provided by Natural England (www.naturalengland.org.uk).
- 2.7.6 Where monitoring is already undertaken as part of the P/P process, this should be acknowledged and noted within the Environmental Report, since this may avoid duplication of work.
- 2.7.7 The final monitoring procedures cannot be identified until the final contents of the P/P are known, near to the time of adoption/approval. However, the Environmental Report should include “a description of the measures envisaged concerning monitoring in accordance with Article 10”. These should be confirmed in the statement regarding monitoring measures, which should be issued after the P/P has been adopted (see Task D3).
- 2.7.8 The Directive does not require a P/P to be modified if monitoring reveals adverse effects. However, monitoring is intended to enable mitigating activities to be taken into account, and action may be required by the MOD or other bodies.

Box 2.32: SEA Monitoring Tips

- Focus on significant effects and do not attempt to monitor everything.
- Integrate monitoring into the plan cycle – monitoring may coincide with the revision of a P/P.
- Consider both adverse and beneficial effects.



APPENDICES

APPENDIX 2A – MOD SCREENING DECISION FORM (MOD FORM NO. 1923)¹⁵

All completed screening decision forms should be submitted to:

Post: DE Prop-Sus Dev1b1
Defence Estates
Property Directorate
Sustainable Development Team
Room 14, K Block
Foxhill
Bath. BA1 5AB

Email: sustainable.development@de.mod.uk

The answers to questions 1 to 7 (Part 1) should enable you to complete Part 2 of this Screening Decision Form. This Screening Decision Form should be read in conjunction with guidance provided within this document.

For an explanation of the terms used see Appendix B.

Name of Plan/Programme:

Part 1: Information Gathering

1. Does your package of work fit within the definition of a plan or programme (P/P) AND is it an MOD or other Government Department/Public Authority Initiative? (refer to Appendix 2B for more information).

2. Is the PP required by legislative, regulatory or administrative provisions? Identify and describe the formal requirement from the Chain of Command for your PP (refer to Appendix 2B for more information)

3.(a) Was the “first preparatory act” on your PP before 21 July 2004? If Yes, go to question 3(b). If No, continue to question 4.

3.(b) Was your PP “adopted” before 21 July 2006?

¹⁵ An electronic version of this form is available within the library section of the MOD intranet.

4. (a) Is the P/P being prepared for any of the following activities? (Tick those which apply). The majority of P/Ps involve one or more of these areas, but for this task **ONLY** consider the actual purpose of the P/P rather than the subsequent effects it may have. For example, ship construction will involve waste management, energy, industry etc. However the purpose of a MOD ship construction programme is a defence need and none of the below.

Town and country planning		Energy	
Land use planning		Fisheries	
Waste management		Forestry	
Agriculture		Industry	
Water management		Transport	
Telecommunications		Tourism	

4. (b) Does the P/P set the framework for future development consent of projects for which a Statutory Environmental Impact Assessment is required? (e.g. planning application or land use design/zoning for projects detailed in Annexes I and II of the EIA Directive)

5. (a) Does the P/P directly or indirectly affect a European designated wildlife site such that an assessment under the Habitats Regulations 1994 is likely to be required? (the 'Precautionary Principle'¹⁶ should be used when answering this question).

5. (b) Does the P/P set the framework for future development consent? (Consider not just projects in Annexes to the EIA Directive – only provide information in addition to 4b).

5. (c) Is the P/P likely to have significant environmental effects?¹⁷

¹⁶ [Principle 15 of the Rio Declaration on Environment and Development](#)

¹⁷ For further guidance on determining significant effects refer to Annex II of the SEA Directive and Appendix 2B. The SEA Directive can be accessed at www.sea-info.net. When identifying likely significant effects, consideration should be given to source, pathway, receptor relationships and the likelihood, frequency, extent and magnitude of effects.

6. Does the P/P determine the use of small areas at local level, or is it a minor modification of an existing P/P? (refer to Appendix 2B for more information)

7. (a) Is the sole purpose(s) of the P/P to serve national defence and/ or a civil emergency? (refer to paragraphs 2.1.14 – 2.1.18)

7. (b) Will the P/P contain facilities that will be procured for the purpose of permanent non-MOD use? (this excludes the PPP/PFI procurement route itself but would be classified as commercial interest if the bidder was able to “sell” spare capacity to third parties or similar circumstance involving commercial gain).

Part 2: Preliminary Project Team Leader decision and authorisation:

The information gathered in Part 1 will assist in determining the requirement for SEA using the Screening Decision Tree (overleaf). This process should be recorded using the tables provided below.

Decision Box	Answer	Leads to (Insert number of subsequent decision box encountered)

Project Team Leader Authorisation	
Confirm decision (delete/ tick as appropriate)	
<input checked="" type="checkbox"/> Yes - Statutory SEA required	<input checked="" type="checkbox"/> No - Statutory SEA NOT required:- <input checked="" type="checkbox"/> Strategic Sustainability Appraisal <input checked="" type="checkbox"/> Sustainability Appraisal
Comments on Decision	
<p>Where circumstances, such as information being commercial-in-confidence or classified, do not make it "<i>reasonably practicable</i>" to adhere to this approach, the justification must be recorded and authorised by the Senior Responsible Officer for the work. If the P/P is of a sensitive nature or there are likely to be significant environmental impacts from the implementation of the P/P, then justification of why this is not possible must have SRO clearance.</p>	
Authorisation	
PRINT NAME of Project Team Leader:	SIGNATURE of Project Team Leader:

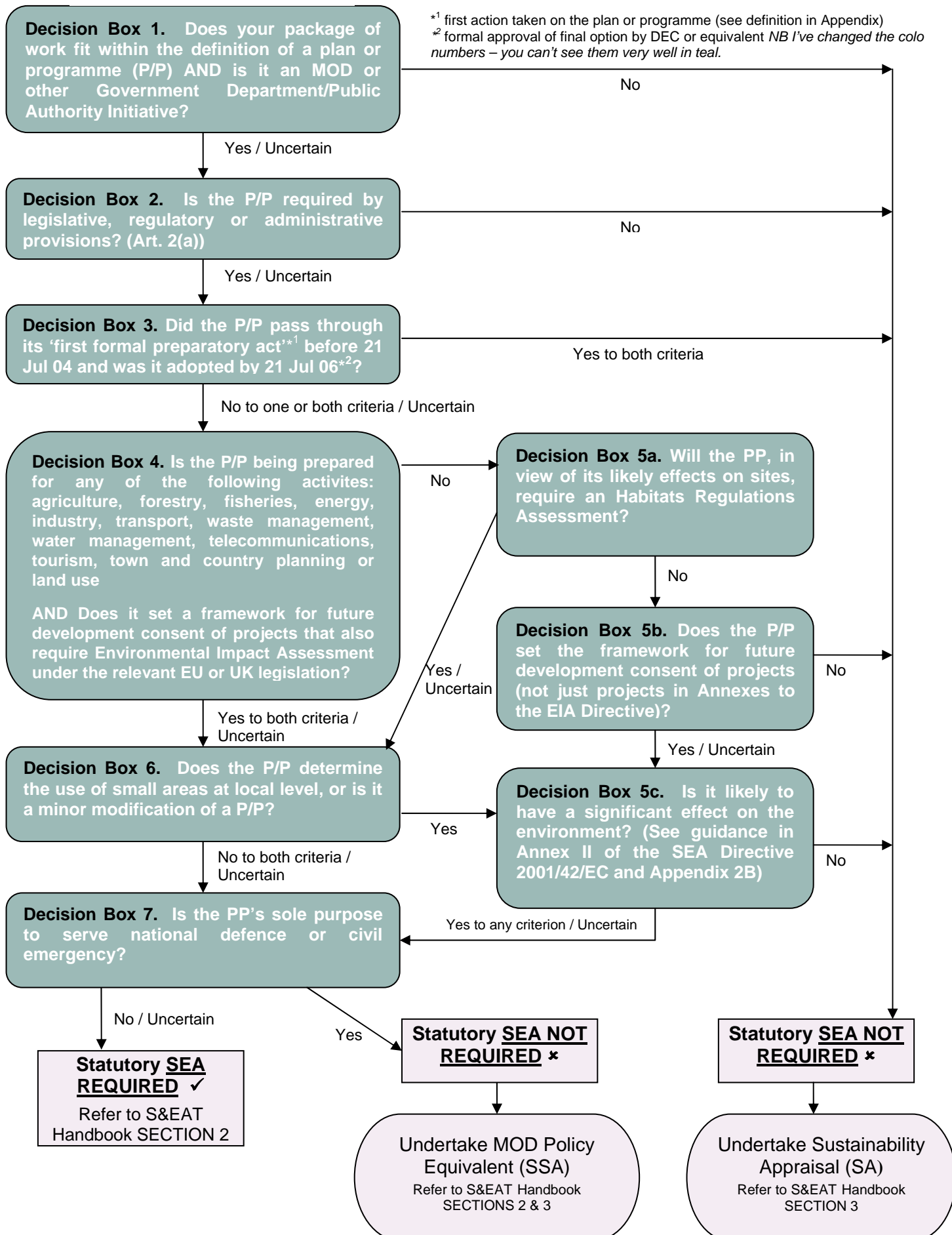
Completed Screening Decision Forms (Parts 1 and 2) should be sent to the Defence Estates, Property Directorate, Sustainable Development Team (contact details provided at the beginning of this form). The Property Directorate will determine the need for consultation with Consultation Bodies and Central Legal Services (CLS) and will advise the SRO accordingly prior to the SRO making the final MOD decision. This should be recorded using the table provided overleaf.

Independent MOD Review: <i>For Property Directorate, Sustainable Development Team use ONLY:</i>	
Have Consultation Bodies been consulted? Briefly explain why and describe any comments received.	
Has the final decision regarding the statutory requirement for SEA changed in light of consultation? If yes, briefly explain why.	
Confirm the final decision regarding the statutory requirement for SEA (delete as appropriate).	
✓ Yes - Statutory SEA required	✗ No - Statutory SEA NOT required
Will the Consultation Bodies be informed of the final decision?	
Property Directorate AUTHORISATION:	Date:
Checked by:	Authorised by:
Signature:	Signature:

Where an SEA defence exemption exists, SRO's are responsible for ensuring compliance with the Secretary of State's policy statement which mandates an equivalent assessment must be undertaken that is, so far as reasonably practicable, as good as required by the SEA Regulations. Where circumstances, such as information being commercial-in-confidence or classified, do not make it "*reasonably practicable*" to adhere to this approach, the justification must be recorded and authorised by the SRO.

Final MOD Decision - SRO Authorisation:	
Signature:	Print Name:
	Date:

MOD SEA DECISION TREE



APPENDIX 2B: MOD EXPLANATION OF TERMS USED WITHIN THE SEA DIRECTIVE AND REGULATIONS

MOD has examined the main terms used in the Regulations in consultation with Office of the Deputy Prime Minister (now known as the Department of Communities and Local Government - DCLG), MOD legal advisors and TLB representatives. The following list is a guide to the application of the key terms within the Regulations to MOD.

MOD Plan* – a formal review document, strategy or proposal describing options (incl. those for a capability requirement), sets of decisions and a proposed approach or recommendations. In the context of the SEA Regulations it is set at a strategic level and will have been a result of a high level decision (or administrative provision) to prepare a plan which will often have been as a result of Policy. Plans are often presented as a strategic paper within MOD, for example, the Army ‘Super Garrisons’ Paper.

MOD Programme* – a co-ordinated series of activities or projects that fall out from a high level Policy or Strategic Plan (administrative provision) and/or lead to the fulfilment of Policy. For example the programme of refurbishment under Project SLAM (Single Living Accommodation and Modernisation) or the Defence Training Review.

MOD Project* (plans and programmes are to be distinguished from projects) – a discrete piece of planned work, an acquisition programme after the main acquisition contract is set or an activity likely to be focused on a single specific objective, site or development and contribute to the meeting of a programmes aims; e.g. construction works or other installations, schemes and interventions in the natural surroundings and landscape such as the refurbishment of a barrack block or building a new Mess.

** The terms Project and Plan or Programme are often confused within the business definitions of MOD. MOD often considers a series of linked activities or developments and filling a capability requirement to be a Project. In the context of the Directive and Regulations this would be considered a Programme.*

Legislative or Regulatory Provision – where a plan or programme is formally adopted by the enactment of legislation by a legislative body such as Parliament or by the making of a regulation by a regulatory body.

Administrative Provision – These are formal requirements for ensuring that action is taken which do not necessarily have the full force of law. Administrative provisions are by definition not necessarily binding, but for the Directive to apply, plans and programmes prepared or adopted under them must be required by them, as is the case with legislative or regulatory provisions. Where a formal MOD process (e.g. White Paper, Government Circular or, Ministerial Direction based on published Government policy) or other Government Department direction requires a P/P to be prepared. The ‘administrative provision’ will also need to be made public as part of the SEA process.

Characteristics of “administrative provisions” are likely to be that they are publicly available, prepared in a formal way, probably involving consultation with interested parties. The administrative provision must have sufficient formality such that it counts as a “provision” and it must also use language that plainly requires rather than just encourages a plan or programme to be prepared.

The administrative provision does not have to explicitly identify that a plan or programme must be undertaken, but it should include an intention that would clearly require a plan or programme to implement it.

First Formal Preparatory Act – first formal action taken on the plan or programme. Within the MOD this is often translated into when a strategic Plan or Programme receives formal permission to proceed or funding (e.g. initial gate or high level committee approval). In some instance this may also correspond to the Statement of Need or User Requirement Document stage.

Adoption – a MOD P/P could be considered to have been adopted when there is formal agreement on the preferred option, preferred bidder or the publishing of a final report in the case of a review or rationalisation plan. This formal agreement could be represented by a Ministerial announcement, IAB approval or high level chain of command committee agreement.

Setting the Framework for Future Development Consent – European Commission guidance¹⁸, para 3.23, states that plans and programmes which set the framework for future development consent of projects would normally contain “criteria or conditions which guide the way a consenting authority decides an application for development consent”. **Development consent** is defined in the EIA Directive as “the decision of the competent authority or authorities which entitled the developer to proceed with the project” (Article 1(2) of the EIA Directive).

Use of Small Areas at Local Level – European Commission guidance¹⁸ (paras 3.33–3.35) suggests that plans or programmes which determine the use of small areas at local level might include “a building plan which, for a particular, limited area, outlines details of how buildings must be constructed, determining, for example, their height, width or design. The key criterion for the application of the Directive, however, is not the size of area covered but whether the plan or programme would be likely to have significant environmental effects”.

Minor Modifications – This should be considered in the context of the plan or programme which is being modified and of the likelihood of their having significant environmental effects [...] Article 3(3) clarifies the position by recognising that a “modification may be of such small order that it is unlikely to have significant environmental effects, but requiring that where the modification ... is likely to have significant environmental effects then an assessment should be carried out regardless of the scale of the modification”(European Commission guidance¹⁸, para 3.36).

Likely Significant Effect on the Environment - When identifying likely significant effects, consideration should be given to source, pathway, receptor relationships and the likelihood, frequency, extent and magnitude of effects. Full criteria are detailed within Annex II of the SEA Directive. Significance is usually considered in terms of degree and direction of change, rather than firm quantitative outputs. Guidance for determining likely significant effects is limited, due to the broad spectrum of potential environmental impacts and the often complex relationships between them.

DCLG has produced an indicative list of plans and programmes that are subject to the SEA Directive, though this list is not exhaustive¹⁹. Although this list can be consulted to assist in the decisions making process, the unique nature of many MOD P/Ps means that they should always be assessed on a case-by-case basis. Where doubt exists, advice and guidance can be obtained from Subject Matter Experts within Defence Estates (see Appendix K). . In the event of further uncertainty, the D Prop Sustainable Development Team will arrange consultation with the relevant statutory bodies to obtain a definitive decision on likely significant effects.

¹⁸ http://ec.europa.eu/environment/eia/pdf/030923_sea_guidance.pdf

¹⁹ ODPM – A Practical Guide to the Strategic Environmental Assessment Directive, 2005, Appendix 1.

Appendix 2C: Review of International and National Plans and Programmes

Note: This review is not comprehensive and is provided for illustrative purposes only.

Relevant Document	Summary of the Requirements of the Document	How the Requirements of the Document may be taken of board by the P/P and its SEA
International Documents		
UN Declaration: The Johannesburg Declaration on Sustainable Development.	A commitment to international efforts to tackle global development issues, such as poverty and hunger, sustainable consumption and production patterns, renewable energy & energy efficiency, chemical production which adversely affects human health and the environment, water management & water efficiency, and biodiversity losses.	The P/P should encourage sustainable use of resources, encourage energy and water efficiency and protect and enhance biodiversity.
Ramsar Convention on Wetlands of International Importance, especially waterfowl habitat (1971).	Contracting parties are under a legal obligation to protect the species listed in the appendices to the convention.	The P/P should be aware of the main provision of this Convention. The SEA must identify the nature of any impact to wetlands of international importance.
Other international/European documents may include the Aarhus Convention, the Bern Convention on Wildlife and natural habitats and Bonn Convention on the conservation of migratory species worldwide.		
National Documents		
Securing the Future: The UK Sustainable Development Strategy (2005).	<p>The strategy sets out five guiding principles:</p> <ul style="list-style-type: none"> Living Within Environmental Limits Ensuring a Strong Healthy and Just Society Achieving a Sustainable Economy Promoting Good Governance Using Sound Science Responsibly <p>It also sets out four priorities shared across the UK:</p> <ul style="list-style-type: none"> sustainable consumption & production climate change natural resource protection sustainable communities 	The P/P should promote the UK Sustainable Development Strategy in estate management through excellent management and implementing best practice. The P/P should also aim to take into account the effects on local communities by balancing and integrating social, economic and environmental components of communities.
ODPM (2005) Planning Policy Statement 1: Delivering Sustainable Development	<p>P/PS1 supports the reform programme and in particular the Government's objectives for planning culture change, by setting out the Government's vision for planning, and the key policies and principles that should underpin the planning system.</p> <p>These are built around three themes:</p> <ol style="list-style-type: none"> Sustainable development – the purpose of the planning system. The spatial planning approach. Community involvement in planning. <p>The key policy messages are:</p> <ul style="list-style-type: none"> The need for planning authorities to take an approach based on integrating the four aims of sustainable development: economic development; social inclusion; environmental protection; and prudent use of resources. The need for positive planning to achieve sustainable development objectives and proactive management of development, rather than simply regulation and control. 	The SA Objectives must not conflict with the policy messages set out in P/PS 1. The documents general message should be conveyed through the entire SA process.
Other national documents may include other Planning Policy Statements, White papers, national strategies (e.g. for air and waste), The Wildlife and Countryside Act etc.		
MOD national documents should also be reviewed, these may include the Defence Estate Strategy (In Trust & On Trust, 2006), and strategies that have been produced in response to the Framework for Sustainable Development on the Government Estate (www.sustainable-development.gov.uk/government/estates/index.htm), such as the MOD Social Impact Strategy and the MOD Historic Environment Strategy.		

Relevant Document	Summary of the Requirements of the Document	How the Requirements of the Document may be taken of board by the P/P and its SEA
Regional Documents		
Regional Spatial Strategy (available from the relevant Regional Assembly.)	The RSS sets out a regional framework that addresses the 'spatial' implications of broad issues like healthcare, education, crime, housing, investment, transport, the economy and environment. The RSS is all about 'how much', 'how big' and 'where' things will be done in the region.	Recent reforms of the planning system, as documented in Planning Policy Statement 11: Regional Spatial Strategies (RSSs) have strengthened the role and importance of regional planning. Plans and programmes falling under RSSs should be in general conformity with them.
Other regional and sub-regional documents may include Regional Spatial Strategies, Regional Economic Strategies, Regional Waste Strategies, etc.		
Local Documents		
Community Strategies	Community strategies are prepared by Local Authorities to promote the economic, social and environmental well-being of their areas. They act as an overarching framework for other service- or theme-specific plans such as Health Improvement Programmes and the strategies prepared by crime and disorder partnerships.	Community Strategies may prescribe what the community desires from its local area and this may be relevant to the aims of the P/P.
Other local documents include Local Parish/Village Plans, Village Design Statements, Landscape Character Assessments, Local Structure Plans, Unitary Development Plans, Minerals and Waste Local Plans, Local Development Frameworks, Local Transport Plans etc.		

Appendix 2D: Sources of Available Baseline Information

Note: These are examples of possible data sources which may provide useful information for the SEA. The websites addresses were correct at the time of writing.

Source of information	Examples of available information
General	
Audit Commission and IDeA (www.audit-commission.gov.uk and http://www.idea.gov.uk) Library of Local Performance Indicators (www.local-pi-library.gov.uk)	Includes a list of quality of life indicators
Audit Scotland (www.audit-scotland.gov.uk)	Waste, performance indicators
British Geological Survey (www.bgs.ac.uk)	Minerals, aquifers, flooding, contaminated land. Map based information
Centre for Environmental Data and Recording (CEDaR) (www.habitas.org.uk/cedar)	Database on the distribution of flora and fauna and geological sites within Northern Ireland and its coastal waters
The Confederation of Scottish Local Authorities (CoSLA) (www.cosla.gov.uk)	Scottish legislation, guidance, monthly bulletins etc.
Countryside Access and Activities Network (CAAN) (www.countrysiderecreation.com)	Information on the strategic development and management of countryside recreation across Northern Ireland
Countryside Character network (www.ccnetwork.org.uk)	Information on landscape character assessment, relevant publications, research studies, Management Plans, GIS information and other baseline data
The Countryside Council for Wales (www.ccw.gov.uk)	Habitats management, sightings, designated areas, species and habitat information, landscapes
Countryside Information Service (www.cis-web.org.uk)	Spatial information about the countryside, including landscape features, vegetation habitats and topography
Defra (www.defra.gov.uk) (www.sustainable-development.gov.uk)	Quality of air, water (including rivers), soil, waste, wildlife, public attitudes to the environment, economic output, investment, employment, poverty and social exclusion, education, health, housing, crime, land use, noise.
Environment Agency (www.environment-agency.gov.uk/yourenv)	Biodiversity Action Plan Species Data; Location of landfill sites; Soils data; Groundwater vulnerability maps; Flood risk maps; Regional State of the Environment reports
Environment Agency, Wales (www.environment-agency.gov.uk/regions/wales)	Air, water, waste, other environmental facts and figures
The Environment and Heritage Service, Northern Ireland (www.ni-environment.gov.uk)	Waste, water pollution, natural heritage, buildings and monuments and other general publication
EUROSTAT – Statistical Office of the European Communities (www.ec.europa.eu/eurostat)	General and Regional Statistics; Information on Economy and Finance; Population and Social Conditions; Industry, Trade and Services; Agriculture and Fisheries; External Trade; Environment and Energy; Science and Technology Sustainable Development; Structural; Euro; and Long-Term Indicators
The Finest Countryside Learning Network (http://finest.net.countryside.gov.uk/)	Information on the management of protected landscape in the UK. Registration is required but this is available free online.
General Register Office for Scotland (www.gro-scotland.gov.uk)	Archaeology, monuments etc.
Institute of Environmental Management and Assessment (www.iema.net)	Various environmental facts, figures and indicators
The Landscape Institute – library (www.landscapeinstitute.org)	Books, reports, periodicals, slides/audio-visual material and pamphlets on landscape architecture and related subjects covering contemporary and historic material. Selection of British Standards, publications and legislation
Local Authority, County Council and other regional and local monitoring sites (including Annual Monitoring Reports and State of the Environment Reports)	Various environmental facts, figures, indicators and performance outcomes

Source of information	Examples of available information
Multi-Agency Geographic Information for the Countryside (MAGIC) (www.magic.gov.uk)	Ward-level GIS information
National Society for Clean Air and Environmental Protection (www.environmental-protection.org.uk)	Links to policy and legislation, tools and techniques and case studies
National Trails (www.nationaltrail.co.uk)	Information on Rights of Way, particularly National Trails
National Trust (www.nationaltrust.org.uk)	Places of historic interest or natural beauty
Natural England (www.naturalengland.org.uk)	Designated areas and the landscape, landscape character assessment, rural services, landscape character map of England, maps showing England's National Parks, AONBs and Heritage Coasts and annual State of the Countryside Reports.
ODPM – Local Government Performance (www.communities.gov.uk & www.local.odpm.gov.uk)	Local authority actions and activities, mostly response indicators
ODPM – Planning Statistics (http://www.communities.gov.uk/planningandbuilding/publications/research-stats/)	Generalised land use database statistics, previously developed land, previously developed (brownfield) land
Office for National Statistics (ONS) (www.statistics.gov.uk) see also www.neighbourhood.statistics.gov.uk	Population trends, social and economic data, public attitudes etc.
Regional Observatories and Information Partnerships, Intelligence Units (www.regionalobservatories.org.uk). Each English Region has a Regional Observatory.	Regional Observatories enable access to key regional data and intelligence. Working on a range of economic, social, and environmental issues, they do this by: <ul style="list-style-type: none"> • Providing analysis of data and research • Helping to disseminate and widen access to intelligence • Conducting research to fill data gaps
Royal Institute of British Architects – library www.architecture.com/go/Architecture/Reference/Library_898.html	Research and information on all aspects of architecture
Royal Town Planning Institute – library (www.rtpi.org.uk)	Publications on planning-related topics, including a wide-ranging collection of current UK local plans, and current periodicals
Scotland and Northern Ireland Forum for Environmental Research (SNIFFER) (www.sniffer.org.uk)	Water, land, air and urban environment
Scottish Environment Protection Agency/SEPA SEA Gateway (www.sepa.org.uk) See also: www.sepa.org.uk/publications/state_of/index.htm www.sepa.org.uk/data/eper/mainpage.htm www.sepa.org.uk/spri/index.htm www.sepa.org.uk/guidance/index.htm	Quality of air, water, soil, flooding, waste management, including State of the Environment Reports Environmental Pollution Emission Register (EPER) Scottish Pollutant Release Inventory (SPRI) SEPA Guidance
Scottish Executive www.scotland.gov.uk/Topics/Statistics www.scotland.gov.uk/stats/envonline Scottish Executive – Sustainable Development www.scotland.gov.uk/Topics/Environment/17108/7368	Statistics on a range of topics related to the environment, including sustainable development indicators.
Scottish Natural Heritage (www.snh.org.uk)	Protected areas, natural heritage trends, wildlife
Scottish Neighbourhood Statistics (www.sns.gov.uk)	Population trends, social and economic data etc.
Welsh Assembly Government (www.wales.gov.uk)	Various
Scottish SEA Gateway (www.scotland.gov.uk/Home) SEPA (www.sepa.org.uk)	SEPA advice will normally focus on water, air and soil (land) interests, but may as appropriate and where information is held, include advice on climatic factors, material assets, biodiversity and health.
Other contacts for Northern Ireland (www.doeni.gov.uk) Northern Ireland Environmental Link (NIEL) (www.nienvironmentlink.org)	Provides links to environmental information and publications, other relevant websites, environmental practitioners etc.

Source of information	Examples of available information
Biodiversity, flora and fauna	
Association of Local Government Ecologists (www.alge.org.uk)	Biodiversity reports and publications
Biodiversity Action Plans (www.ukbap.org.uk)	Local Biodiversity Action Plans, Species Action Plans, Habitat Action Plans
Botanical Society of the British Isles (www.bsbi.org.uk)	British Society for Botanical Information – Flora
British Trust for Ornithology (www.bto.org)	Birds
Butterfly Conservation Society (www.butterfly-conservation.org)	Butterflies
Countryside Council for Wales (www.ccw.gov.uk)	Habitats management, sightings, designated areas, species and habitat information
Deer Commission for Scotland (www.dcs.gov.uk)	Deer management
Defra (www.defra.gov.uk)	Land use and land cover
Environment Agency (www.environment-agency.gov.uk/yourenv)	Environmental facts and figures, Environment Agency indicators (air, climate, land, people and lifestyles, pollution, resources and waste, water, wildlife) etc.
Fisheries Research Service (www.frs-scotland.gov.uk)	Fisheries, aquaculture, fish stocks etc.
Forestry Commission Scotland (www.forestry.gov.uk/scotland)	Forestry, woodland, etc.
Forestry Commission Wales (www.forestry.gov.uk/wales)	Forestry, woodland, etc.
Joint Nature Conservation Committee (www.incc.gov.uk)	Habitat, species and marine conservation
Local Wildlife Trusts and Local Biological Record Centres	Information on biodiversity, flora and fauna for local areas, including non-designated sites of wildlife interest
National Biodiversity Network (www.nbn.org.uk and www.ukbap.org.uk)	Habitats and species. Provides access to the network of Local Record Centres as well as other significant biodiversity datasets
Natural England (www.naturalengland.org.uk)	Designated areas and the landscape, landscape character assessment, rural services, landscape character map of England, maps showing England's National Parks, AONBs and Heritage Coasts and annual State of the Countryside Reports & Designations, Local Authority managed SSSIs etc.
Plantlife (www.plantlife.org.uk)	Wild plants
RSPB www.rspb.org.uk England: www.rspb.org.uk/england/index.asp Scotland: www.rspb.org.uk/scotland/index.asp Wales: www.rspb.org.uk/wales/index.asp Northern Ireland: www.rspb.org.uk/nireland/index.asp	Bird monitoring and survey work
Scottish Biodiversity Forum (www.biodiversityscotland.gov.uk)	Species and habitats
Scottish Environment Protection Agency (www.sepa.org.uk)	State of the environment reports and information on biodiversity
Scottish Natural Heritage (www.snh.org.uk)	Protected areas, natural heritage trends, wildlife
Woodland Trust (www.woodland-trust.org.uk)	Native woodland heritage
Water and soil	
British Geological Survey (www.bgs.ac.uk)	Geology including minerals, unstable land, contaminated land, groundwater etc.
Centre for Ecology and Hydrology (www.ceh.ac.uk)	Terrestrial and freshwater environmental research
Defra (www.defra.gov.uk)	Inland water quality and use, agricultural land classification, etc.
Department for Agriculture and Rural Development, Northern Ireland (www.dardni.gov.uk)	Statistics on agriculture, farm characteristics, forestry etc.
Department for Regional Development Water Service (Northern Ireland) (www.waterni.gov.uk/index.htm)	Water conservation, drinking water quality, etc.
Department of Trade and Industry Offshore SEA (www.offshore-sea.org.uk)	Off-shore oil and gas, renewable energy, marine issues
Environment Agency (http://www.environment-agency.gov.uk)	Water quality, flood maps, floodplains, waste management,

Source of information	Examples of available information
agency.gov.uk/subjects/waterquality)	etc.
The Environment and Heritage Service, Northern Ireland (www.ni-environment.gov.uk)	Waste, water pollution, natural heritage and other general publications
Geological Survey of Northern Ireland (GSNI) (www.bgs.ac.uk/gsni/home.html)	Geological advice and information in support of planning, land use, environment protection and natural resource assessment. Conduct surveys for new data.
Macaulay Land Use Research Institute (MLURI) (www.macaulay.ac.uk)	Soil, plants, water
Scottish Environment Protection Agency (www.sepa.org.uk/data/index.htm) See also: www.sepa.org.uk/publications/bathingwaters/index.htm www.sepa.org.uk/publications/wfd/index.htm www.sepa.org.uk/data/classification/index.htm www.sepa.org.uk/data/river_levels/data.htm www.sepa.org.uk/flooding/index.htm www.sepa.org.uk/publications/technical/spey/index.htm www.sepa.org.uk/publications/nws/index.htm www.sepa.org.uk/publications/wds/index.htm	Water quality data – including water quality classification scheme, monitoring and new classifications established to meet requirements of the Water Framework Directive. Bathing water quality data River level data Flood warning information Catchment Management Plans – e.g. the Spey Catchment Plan Waste Strategy/waste data reports – e.g. Waste Data Digests providing information about waste arisings SEPA Policies – e.g. Groundwater Policy
Scottish Water (www.scottishwater.co.uk)	Drinking water quality, waste water quality, river basin management
Soil Resources Institute (http://www.cranfield.ac.uk/sas/nsri/index.jsp)	Sustainable management of soil and land resources
The Water Industry Commissioner for Scotland (www.watercommissioner.co.uk)	Water services
Air	
Action Energy/Carbon Trust (www.carbontrust.co.uk)	Information on energy saving and carbon management
Air Pollution Information System (www.apis.ac.uk)	Concentrations of carbon dioxide, sulphur dioxide etc. and their impacts
Air Quality Archive (www.airquality.co.uk)	Concentrations of carbon dioxide, sulphur dioxide etc. Local Air Quality Management Plans
Commission for Integrated Transport (www.cfit.gov.uk)	Transport integration, studies, road safety, expenditure
Department for Regional Development, Northern Ireland (www.drndi.gov.uk)	Regional development statistics
Department for Transport (www.dft.gov.uk/pgr/statistics)	Traffic levels, modal split, environmental impact
National Atmospheric Emissions Inventory (www.naei.org.uk)	Concentrations of carbon dioxide, sulphur dioxide etc.
Northern Ireland Environment Agency (www.ni-environment.gov.uk)	Air quality review and assessment
AEAT (www.aeat.co.uk/cms)	Air quality, contaminated land, etc.
Scottish Environment Protection Agency (www.sepa.org.uk)	Quality of air NO ₂ and SO _x Emissions
Scottish Executive – Pollution www.scotland.gov.uk/Topics/Environment/Pollution Scottish Executive – Transport statistics www.scotland.gov.uk/Topics/Statistics/Browse/Transport-Travel	Pollution and transport statistics
Climatic factors	
Air Quality Archive www.airquality.co.uk	Concentrations of carbon dioxide, sulphur dioxide etc. Local Air Quality Management Plans
Communities & Local Government (www.communities.gov.uk/planningandbuilding)	Land use change, flood risk etc.
Northern Ireland Environment Agency www.ni-environment.gov.uk	Climate change, indicators etc.

Source of information	Examples of available information
Met Office (www.metoffice.co.uk)	Weather patterns etc.
The Office of Gas and Electricity Markets (OFGEM) (http://www.ofgem.gov.uk/Markets/Pages/Markets.aspx)	Combined Heat and Power (CHP) energy providers and statistics
Renewable Energy Statistics Database www.restats.org.uk www.aeat.co.uk/cms	Renewable energy sites, capacity and generation etc.
Scottish Environment Protection Agency (www.sepa.org.uk/data/index.htm)	Industrial emissions data
Scottish Executive – Climate change (www.scotland.gov.uk/Topics/Environment/Climate-Change)	Climate change
UK Climate Impacts Programme (www.ukcip.org.uk)	CO ₂ emissions, climate change effects
Various transport related agencies and organisations	Information collected for Local Transport Plans, Regional Transport Strategies and the TAN8 decision tool
Population and human health	
Association of Public Health Observatories (APHO) – coordinating body for PHOs (one in each of the 9 government regions in England and one in Wales). PHO websites can be accessed via that of APHO: www.apho.org.uk	Various public health and related statistics, including census data, morbidity and mortality, reports on wide range of topics including health inequalities.
British Geological Survey (www.bgs.ac.uk)	Information on potentially harmful elements in soils and water
Chief Medical Officer's reports for Wales http://new.wales.gov.uk/topics/health/ocmo/publications/?lang=en	Statistics on general health including demography, mortality, respiratory diseases, sexual health, physical activity, health targets etc.
Defra (www.defra.gov.uk/environment/noise)	Noise policy, research and mitigation
Department for Regional Development, Northern Ireland (www.drdni.gov.uk)	Regional development statistics
Department for Transport (www.dft.gov.uk and http://www.dft.gov.uk/pgr/statistics)	Traffic levels, accidents, modal split, etc.
Department of Health (www.dh.gov.uk)	Statistics and surveys of health levels and health care provision, including information on health inequalities, health impact assessment and plans/strategies for improving health and reducing health inequalities.
Department of Health, Social Services and Public Safety, Northern Ireland (www.dhsspsni.gov.uk)	Family practitioner services, social services, drugs and alcohol information
Food Standards Agency (www.food.gov.uk)	Food surveys, information sheets, reports
General Registers of Scotland (www.gro-scotland.gov.uk)	Census data and general population statistics
Health and Safety Executive (www.hse.gov.uk)	Health in employment related statistics
The Health and Safety Executive for Northern Ireland (www.hseni.gov.uk)	Health in employment related statistics for Northern Ireland
Health Education Board for Scotland (www.healthscotland.com)	Health data, statistics, publications, support, journals
Health of Wales Information Service (www.wales.nhs.uk)	Health data, statistics, publications, support, links
Health Protection Agency (www.hpa.org.uk)	Information on infectious diseases, chemicals and poisons, radiation and emergency response
HM Treasury (www.hm-treasury.gov.uk)	General guidance on distributional analysis, valuing non-market impacts etc.
Home Office – Research and Statistics & (http://www.homeoffice.gov.uk/rds & http://scienceandresearch.homeoffice.gov.uk)	Crime, fear of crime statistics, patterns of criminality, etc.
National Institute for Health and Clinical Excellence (www.nice.org.uk)	Provides national guidance on the promotion of good health and the prevention and treatment of ill health.
NHS Health Scotland (http://www.healthscotland.com)	Various public health and related statistics
Public Health Electronic Library (www.nice.org.uk)	Various public health and related statistics

Source of information	Examples of available information
Regional Public Health websites, available as links through Government Offices in the Regions and following the 'Public Health' link (www.gos.gov.uk)	Regional public health information covering a wide range of topics such as mental health, hospital activity, child health, population, physical activity, obesity, smoking.
Royal Environmental Health Institute for Scotland (www.rehis.org)	Annual report on environmental health in Scotland
Scotland's Health on the Web (www.show.scot.nhs.uk)	Various public health and related statistics
Scottish Health Statistics (www.isdscotland.org)	Health data, statistics
Scottish Natural Heritage (www.snh.org.uk)	Landscape and heritage
Welsh Health Impact Assessment Support Unit www.whiasu.cardiff.ac.uk	Resources and guidance for HIA practitioners
Material assets	
Communities & Local Government (www.communities.gov.uk/housing)	Housing completions, tenant satisfaction, etc.
Empty Homes Agency (www.emptyhomes.com)	Vacant properties
Scottish Executive www.scotland.gov.uk/about/DD/EAS/00014844/home.aspx	Housing & Planning Statistics
Scottish Neighbourhood Statistics www.sns.gov.uk	Population trends, social and economic data etc.
Cultural, heritage and landscape	
The Built Heritage Directorate of Environment and Heritage Service (www.ehnsi.gov.uk/built/built.shtml)	Historic monuments and buildings
CABE (www.cabespace.org.uk)	Urban design, culture, landscape
Cadw (Historic Environment Agency, Welsh Assembly Government) www.cadw.wales.gov.uk	Listed buildings, heritage and archaeological reports, conservation registers including landscapes
Natural England (www.naturalengland.org.uk)	State of the Countryside Reports and information, Countryside Indicator Research, Landscape character, rural services survey etc.
Countryside Council for Wales (www.ccw.gov.uk)	Countryside and landscape information
English Heritage (www.english-heritage.org.uk)	Heritage Counts – State of the Historic Environment Report Record of all National Monuments – listed buildings, scheduled monuments, parks and gardens, and battlefields register.
Historic Scotland (www.historic-scotland.gov.uk)	Archaeology, monuments etc.
Local Authority Historic Environment Record Centres	Designated and non-designated sites
The National Monuments Record of Wales and the Extended National Database (www.rcahmw.org.uk/nmrw.shtml)	Record of all National Monuments in Wales
Communities & Local Government (www.communities.gov.uk/planningandbuilding)	Housing statistics, research and factsheets
PASTMAP (http://jura.rcahms.gov.uk/PASTMAP/start.jsp)	Scheduled Ancient Monuments, Listed Buildings, Historic Gardens and Design Landscapes, National Monuments Record of Scotland
Royal Commission on the Ancient & Historic Monuments of Scotland (RCAHMS) (www.rcahms.gov.uk)	Buildings, sites, and ancient monuments
Scottish Natural Heritage (www.snh.org.uk)	Landscape and earth heritage

Adapted: Office of the Deputy Prime Minister (2005) *A Practical Guide to the Strategic Environmental Assessment Directive*.

Appendix 2E: Collecting and Presenting Baseline Information

MOD SEA/SSA Theme	Baseline conditions (including comparators targets and future baseline conditions and trends)	Key Issues/constraints (including key problems associated with the plan or programme area)
A – Travel and Transport		
B – Water		
C – Energy and Climate Change		
D – Noise and Vibration		
E – Air Quality		
F – Waste		
G – Construction and the Built Environment		
H – Procurement		
I – Geology and Soils		
J – Biodiversity and Nature Conservation		
K – Historic Environment		
L – Landscape and Townscape		
M – Health, Safety and Wellbeing		
N – Communities and Social Values		
O – Infrastructure and Amenities		
P – Economy and Employment		





Appendix 2F: Potential SEA Indicators²⁰

MOD SEA/SSA Objective	Possible Indicators and Sources
A - Travel and Transport Minimise amount of travelling required, particularly via roads and private cars.	<ul style="list-style-type: none"> Use of public transport and bicycles against private car use by employees commuting to work (source: MOD - DS&C & TLB Focal Points). Fuel efficiency of the “white fleet” of MOD vehicles, including percentage use of alternative-fuel vehicles (source: MOD - DS&C & TLB Focal Points). Levels of single occupancy car commuting (source: MOD - DS&C & TLB Focal Points).
B - Water Reduce total water consumption, maximise efficiency of use and encourage reuse whilst minimising the risks of water pollution and flooding.	<ul style="list-style-type: none"> Water resource use: total abstractions from non-tidal surface and ground water sources (source: MOD DE Aquatrine POC, Utilities Management Branch's, DE Sustainability Estate Cell and the Environment Agency). Water consumption per head (source: MOD DE Aquatrine POC, Utilities Management Branch's, DE Sustainability Estate Cell and OFWAT). Leakage levels of water within the MOD infrastructure (source: MOD DE Aquatrine POC, Utilities Management Branch's, DE Sustainability Estate Cell). Length of river in good quality status biologically and chemically within and downstream of MOD land (source: Environment Agency, SEPA, EHS). Area of land defended to an agreed standard (source: Environment Agency). Hectares of land at risk of flooding (source: Environment Agency).
C - Energy and Climate Change Minimise total energy consumption and support the use of renewable energy rather than fossil fuel sources and improve resilience to climate change.	<ul style="list-style-type: none"> Renewable electricity used as a percentage of total electricity use (source: MOD - Utilities Management Branch's or DE Sustainability Estate Cell). Energy efficiency ratings of buildings and facilities (source: MOD - Utilities Management Branch's or DE Sustainability Estate Cell).
D - Noise and Vibration Minimise disturbance and annoyance to people and wildlife caused by uncontrolled noise and vibration.	<ul style="list-style-type: none"> Data from MOD monitoring of noise levels (Source: Potentially RAF Centre of Aviation Medicine + DTE Estate Delivery). Public concern over local noise levels (source: Audit Commission/Chartered Institute of Environmental Health, MOD- potentially from Defence Air Services, RAF Centre of Aviation Medicine + DTE Estate Delivery).
E - Air Quality Minimise greenhouse gas emissions and pollution of air with gases and particulates.	<ul style="list-style-type: none"> Greenhouse gas emissions levels (including emissions). Renewable electricity generated/used as a percentage of total electricity use (source: MOD – Utilities Management Branch's or DE Sustainability Estate Cell and/or Department of Trade and Industry). Estate energy use: CO₂ emissions and final energy consumption (source: MOD – Utilities Management Branch's or DE Sustainability Estate Cell). Transport use - personal, freight and military: CO₂, NO_x, PM₁₀ emissions (source: MOD - DS&C & TLB Focal Points). Overall emissions of air pollutants: SO₂, NO_x, NH₃ and PM₁₀ (source: DEFRA). Number of zero-carbon developments (source: MOD - DE Sustainability Estate Cell).
F - Waste Reduce waste production and promote reuse, recycling and recovery.	<ul style="list-style-type: none"> Amount of waste arisings by site (source: MOD - DS&C, TLB Focal Points). Method of disposal of waste: reuse, recovery, recycling, composting, incineration (including obtaining heat and power) or landfill (including special and hazardous waste) (source: MOD - DS&S, TLB Focal Points).
G – Construction and the Built Environment Minimise expansion onto green sites, explore refurbishment before building afresh, design sustainability features into new buildings and promote recycling of materials.	<ul style="list-style-type: none"> All new development ideally on previously developed land or focused on refurbishment of current properties (Source: MOD DE Sustainability Estate Cell). All new projects to achieve at least an “excellent” rating under a BREEAM (Building Research Establishment Environment Assessment Method) assessment and all refurbishments to achieve at least a “excellent” rating. Or, equivalent ratings under the MOD DREAM process (Defence Related Environmental Assessment Method). (Source: MOD - DE Sustainability Estate Cell).

²⁰ Developed using guidance in HM Government (2005) *Securing the future: the UK government sustainable development strategy*. The Stationery Office. The MOD Sustainable Development in Government (SDiG) Performance Indicators have also been used to inform this list of potential indicators (Sustainable Operations on the Government Estate).

H – Sustainable Procurement Ensure that all Departmental procurement takes full account of Sustainable Development principles and helps meet Sustainable Development targets and objectives.	<ul style="list-style-type: none"> • % of products conforming to Buy Sustainable – Quick Wins product specifications • % of timber products certified by CPET as being from sustainable sources (source: UK SP Action Plan, June 07) • Robust Life Cycle Cost analysis (in line with ISO15686 part 5) • % of construction material procured that has been recycled/reused
I - Geology and Soils Identify, reduce, manage and mitigate the introduction of threats to soil which can reduce soil extent, diversity or quality.	<ul style="list-style-type: none"> • None identified (Information on land quality assessments may be obtained from MOD DE Sustainability Estate Cell, TLB Focal Points using LQA Phase 1 studies).
J - Biodiversity and Nature Conservation Seek to protect habitats and species and promote opportunities to enhance and conserve wildlife.	<ul style="list-style-type: none"> • Bird population indices for (a) farmland birds (b) woodland birds (c) birds of coasts and estuaries (d) wintering wetland birds (Source: British Trust for Ornithology, DEFRA, RSPB, MOD DE Environmental Support Team, DTE Estate Delivery, Conservation Groups). • The status of UK and local Biodiversity Action Plan priority species and priority habitats on MOD land (source: local Wildlife Trusts, MOD DE Estate Support Team, DTE Estate Delivery, Conservation Groups). • Percentage area of SSSIs in favourable condition on MOD estates (source: Natural England, Countryside Council for Wales, Scottish Natural Heritage). • Length of river in good quality status biologically and chemically within and downstream of MOD land (Environment Agency definitions for good quality, SEPA, EHS).
K - Historic Environment To protect and where possible enhance the MOD historic environment in recognition that it is an integral part of cultural heritage and the role it plays in supporting defence capability.	<ul style="list-style-type: none"> • Number of MOD-owned buildings at risk (source: English Heritage Register of Buildings at Risk, MOD DE Environmental Support Team).
L - Landscape and Townscape To protect and enhance the character of landscapes and townscapes.	<ul style="list-style-type: none"> • Length of boundary features, e.g. hedgerows, walls, banks/strips on MOD land (source: DEFRA, MOD DE Environmental Support/DE Estate Managers). • Level of change in Countryside Character (source: English Heritage/MAGIC/Natural England, MOD DE Environmental Support/DE Estate Managers). • Changes in landscape character include Countryside Quality Counts (source: www.countryside-quality-counts.org.uk)
M - Health, Safety and Wellbeing Maximise opportunities to promote healthy, safe and secure environments in which to live and work.	<ul style="list-style-type: none"> • Air quality and health in MOD localities: (a) annual levels of particles and ozone (b) days when air pollution is moderate or higher (DEFRA, NETCEN). • Incidence of reportable injuries per 100,000 staff (source: MOD DS&C and TLB Chief Environment and Safety offices). • Road accidents: number of people and children killed or seriously injured (Source: Audit Commission, MOD DS&C and TLB Chief Environment and Safety). • Crime survey and recorded crime for (a) vehicles (b) violence within and adjacent to MOD estate (Source: British Crime Survey, MOD Central Criminal Information Office, Southwick Pk, Fareham PO17 6EJ, Community Relations Officers.). • Fear of crime such as (a) car theft (b) burglary (c) physical attack within and adjacent to MOD estate (Source: DEFRA, British Crime Survey [Home Office]).
N - Communities and Social Values Promote MOD as a good neighbour which works with local communities to minimise disturbance and maximise positive social impacts.	<ul style="list-style-type: none"> • Levels of active community participation in MOD activities and of MOD members in the community through informal and formal volunteering (Source: MOD TLB Personnel & Civ Admin Branches, Community Relations Officers). • Public perception of the MOD's contribution to the local community (Source: MOD - TLB Personnel & Civ Admin Branches, Community Relations Officers).
O - Infrastructure and Amenities To support the welfare, cultural, recreational and infrastructure needs of military and civilian communities.	<ul style="list-style-type: none"> • Numbers of visitors to MOD amenities per year (source: MOD TLB Personnel & Civ Admin Branches, Community Relations Officers).
P - Economy and Employment Maintain and encourage a strong, diverse and stable economy with rewarding employment opportunities open to all.	<ul style="list-style-type: none"> • % representation of religion, race, gender and disability in the work force (source: MOD TLB Personnel & Civ Admin Branches). • % of staff reporting satisfactory work-life balance (source: MOD TLB Personnel & Civ Admin Branches).

APPENDIX 2G: ILLUSTRATIVE ASSESSMENT MATRIX

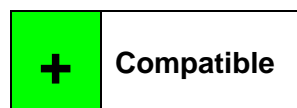
POLICY/ACTION/OPTION: X						
MOD SEA/SSA OBJECTIVE	DETAILED CRITERIA/QUESTIONS	SCORE			COMMENTS ON EFFECT ²¹ / RECOMMENDATIONS	
		SHORT TERM	MEDIUM TERM	LONG TERM		
A - Travel and Transport Minimise amount of travelling required, particularly via roads and private cars.	<ul style="list-style-type: none"> Changes in fuel efficiency and emission levels from vehicles Changes in volume of commuting or travelling to clients and facilities Change in amount of vehicle use in training exercises... etc 					
B – Water Reduce total water consumption, maximise efficiency of use and encourage reuse whilst minimising the risks of water pollution and flooding.	<ul style="list-style-type: none"> Change in area under hard surfaces, especially near floodplains. Change in sedimentation of watercourses e.g. from driving, dredging, soil erosion or construction. Change in number of people and processes consuming/abstracting water. Change in number of people and processes that discharge waste water. 					
C – Energy and Climate Change Minimise total energy consumption....	... etc. <i>Note: All themes would be assessed not just the three illustrated here.</i>					
KEY TO SCORING					OVERALL COMMENTARY	
				0		
Major move away from sustainability	Minor move away from sustainability	Minor move towards sustainability	Major move towards sustainability	Neutral	Note: Should consider cumulative and synergistic effects, the geographical extent of effects, temporary and permanent effects and the likelihood of effects	
				~ No Relationship		
					?	
					Uncertain	

²¹ Consideration should be given to cumulative and synergistic effects, the geographical extent of effects, temporary and permanent effects and the likelihood of effects.

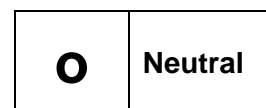
APPENDIX 2H: APPRAISAL OF THE PLAN/PROGRAMME OBJECTIVES

MOD SEA/SSA Themes	Plan/Programme Objectives			
	P/P Objective 1	P/P Objective 2	P/P Objective 3	Etc...
A. Travel and Transport				
B. Water				
C. Energy and Climate Change				
D. Noise and Vibration				
E. Air Quality				
F. Waste				
G. Construction and the Built Environment				
H. Sustainable Procurement				
I. Geology and Soils				
J. Biodiversity and Nature Conservation				
K. Historic Environment				
L. Landscape and Townscape				
M. Health, Safety and Wellbeing				
N. Communities and Social Values				
O. Infrastructure and Amenities				
P. Economy and Employment				

Key:



Compatible



Neutral



Incompatible

APPENDIX 2I: POTENTIAL ASSESSMENT ISSUES – SEE SECTION 3 APPENDIX E FOR FURTHER INFORMATION.

MOD SEA/SSA Themes
A. Travel and Transport <ul style="list-style-type: none"> • Change in fuel efficiency and emission levels from vehicles • Change in volume of commuting or travelling to clients and facilities • Change in amount of vehicle use in training exercises • Change in freight distance covered if using different suppliers or procuring/disposing of different quantities • Change in transport mode for commuting or travelling to clients or facilities • Change in levels of congestion on local roads or at access points • Other travel and transport issues
B. Water <ul style="list-style-type: none"> • Response to all types of flood risks • Change in area under hard surfaces / Response to surface water management / connect surface water to public sewer • Change in sedimentation of watercourses e.g. from driving, dredging, soil erosion or construction • Change in number of people and processes consuming/abstracting water • Change in number of people and processes that discharge waste water • Change in the use and installation of water-saving measures • Change in number or type of potentially polluting activities or processes on site • Other water/drainage issues
C. Energy and Climate Change <ul style="list-style-type: none"> • Change in number of energy consuming personnel on site • Change in number of energy consuming buildings or processes on site • Change in amount of energy saving technology installed in facilities • Change in balance of renewable/ non-renewable energy used • Change in opportunity to explore generation of renewable energy or CHP • Change in through-life energy use of equipment • Other energy issues
D. Noise and Vibration <ul style="list-style-type: none"> • Change in intensity, duration or timing of training activities – effects on people and wildlife • Change in type of vehicle or weapons used • Change in volume & timing of heavy vehicles on roads, particularly through communities or near historic buildings • Change in noise and vibration from demolition and construction activities • Changes in recreational use of the estate, e.g. activities such as driving or shooting • Other noise and vibration issues
E. Air Quality <ul style="list-style-type: none"> • Change in level of CFC/HFC usage • Change in amount of dust produced by e.g. firing, off-road driving or construction • Change in amount of waste incineration or other combustion activities • Change in reliance on fossil fuels for energy generation or vehicle use • Change in production of atmospheric pollutants from industrial processes • Change in indoor air quality due to different layout or materials • Other air quality issues
F. Waste <ul style="list-style-type: none"> • Waste of Resources • Construction project with potential to produce large amounts of construction waste • Bad planning or design reducing the opportunity for good waste management • Change in amount of waste produced (by e.g. more people, different materials etc.) • Change in amount of special, controlled, hazardous or radioactive waste produced • Change in opportunity to procure recycled or re-used materials in construction • Change in opportunity to increase recycling in operation • Change in opportunity to send more waste for re-use or recycling • Changes in waste produced through disposal of redundant equipment and materials • Other waste issues

G. Sustainable Construction and the Built Environment

- Opportunity to influence the design and layout of new buildings and facilities
- Change in opportunity to improve energy efficiency, reduce carbon emissions and improve user comfort and welfare
- Opportunity to refurbish old brownfield facilities rather than new build
- Change in amount of green space developed e.g. playing fields, 'greenfield' areas
- Change in use of materials for construction and refurbishment
- Disposal of land or buildings
- Changes in how land or buildings are used
- Other land, building and construction issues

H. Sustainable Procurement

- Ability to achieve a Whole Life, Value for Money approach (where SD is appropriately weighted as part of VFM considerations).
- Sustainability of a project jeopardised by funding.
- Ensuring minimum standards are achieved in Construction.
- Ensuring environmental minimum standards for products are achieved in the procurement.
- Ensuring sufficient opportunities exist for innovative SD (e.g. reduce energy/water consumption, reduce pollution/waste, benefit to local community)
- Ensuring environmental, sustainable development and socio-economic considerations are translated from theoretical level (highlighted from SA), into reality.
- Level of Sustainable Development awareness/training of project team.
- Other Sustainable Procurement issues.

I. Geology and Soils

- Change in off-road vehicle use (type, timing or intensity) or firing
- Presence of construction activities (e.g. foundations, piling, pipelines) to cause soil removal or structural instability
- Change in use, type or storage of fuels and other hazardous substances
- Disposal or development of land that has potential to be contaminated
- Generation of surplus soil to be disposed of as waste
- Proximity to a geological SSSI
- Other geology and soil issues

J. Biodiversity and Nature Conservation

- Change in effect (indirect or direct) on a designated site (particularly SSSI, SPA, SAC or Ramsar site). Sites may be designated for terrestrial or marine habitats, plant, mammal, bird, reptile, amphibian, fish or invertebrate species, as well as geomorphological and geological features)
- Change in effect on a species of conservation concern (including European or UK Protected Species or local biodiversity action plan species) e.g. all bats, badgers, nesting birds, most reptiles and amphibian, water voles, otters, certain rare plants. Protected species occur in many buildings and across the 'built estate'
- Change in site activities or operation that may affect biodiversity and nature conservation
- Change in site use (i.e. acquisition or disposal) that may affect biodiversity and nature conservation
- Is there a change in public access or recreation that may affect biodiversity and nature conservation?
- Change in construction or engineering activity that may affect biodiversity and nature conservation
- Other biodiversity and nature conservation issues

K. Historic Environment

- Chance of activity affecting known heritage assets including their curtilage and setting
- Potential for heritage assets, not previously recorded or identified, affecting the planning for the proposed activity. This can include archaeological remains as well as above surface assets (of local, national and MOD interest).
- Establish significance of heritage assets
- Change in intensity of training near heritage asset (e.g. driving, firing, digging, noise, vibration) & location of project impacting on landscape or heritage/historic significance of site.
- Design and use of materials of project impacting on landscape or heritage/historic significance
- Change in intensity of construction or engineering works
- Change in maintenance regime affecting condition of historic buildings
- Is there a change in land management regime which may affect the historic environment? e.g. forestry, ploughing, recreation or other third party activity
- Acquisition or disposal of sites that may have historic environment features or may be of heritage or historical significance
- Refurbishment or change of use of historic buildings or those with a heritage significance

<ul style="list-style-type: none"> • Other archaeological and historic environment issues
<p>L. Landscape and Townscape</p> <ul style="list-style-type: none"> • Effects of construction or development in (or immediately adjacent to) National Parks, Areas of Outstanding Natural Beauty or other areas subject to landscape designations. • Removal, development and replacement of natural landscape features such as trees, woodlands, hedgerows. • Alterations to the shape of the land through the creation of mounds or depressions. • The potential to make a significant change within the landscape/townscape through the introduction or removal of new buildings or infrastructure, or changes to existing buildings or infrastructure. • The potential to create a visual intrusion into the nightscape e.g. installation of lighting or floodlighting. • Other landscape and townscape issues
<p>M. Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Change to building or interior layout that could significantly affect health, safety or well-being. • Change in equipment, processes, activities, external climate that could significantly affect health, safety or well-being. • Change in exterior layout that could significantly affect health, safety or well-being • Other health, safety or crime issues
<p>N. Communities and Social Values</p> <ul style="list-style-type: none"> • Change in local environmental quality experienced by communities (e.g. noise, litter, traffic). • Change in opportunity for community involvement (e.g. volunteering, community-support roles). • Change in opportunity for consultation, partnership working and information on the estate and its activities. <p>Change in land use that will affect estate tenants, other landowners or casual users.</p> <ul style="list-style-type: none"> • Other community or social issues
<p>O. Infrastructure and Amenities</p> <ul style="list-style-type: none"> • Is there a likely change in numbers of personnel and families requiring access to welfare, social or recreational facilities? • Is there a likely change in provision of facilities for welfare, social or recreation on site? • Is there a likely change in impact on local utilities, amenities and infrastructure? • Is there a likely change in public rights of way or highways in the project area? • Is there likely to be any change to statutory open access designation in the project areas (Countryside and Rights of Way Act 2000/Land Reform [Scotland] Act 2003) or a change in permissive (granted) access? • Other infrastructure and amenity issues
<p>P. Economy and Employment</p> <ul style="list-style-type: none"> • Change in number of jobs and related high value added economic activity • Change in opportunity for business creation and growth • Short term adjustment costs / benefits resulting from decision (e.g. temporary increase in unemployment or need to retrain workforce) • Improvement in quality / availability of local amenities and infrastructure, or vice versa • Change in activity or land use that may affect livelihood of estate tenants and commercial users • Change in opportunity for training and skills provision • Change in opportunity to raise awareness and understanding of sustainable development • Major relocations, Ministerial commitments and activities of a unique, novel or contentious nature • Economic Effects • Other economy and employment issues

APPENDIX 2J: QUALITY ASSURANCE CHECKLIST²²

Objectives and context
<ul style="list-style-type: none"> • The plan's or programme's purpose and objectives are made clear. • Environmental issues and constraints, including international and EC environmental protection objectives, are considered in developing objectives and targets. • SEA objectives, where used, are clearly set out and linked to indicators and targets where appropriate. • Links with other related plans, programmes and policies are identified and explained. • Conflicts that exist between SEA objectives, between SEA and plan objectives and between SEA objectives and other plan objectives are identified and described.
Scoping
<ul style="list-style-type: none"> • Consultation Bodies are consulted in appropriate ways and at appropriate times on the content and scope of the Environmental Report. • The assessment focuses on significant issues. • Technical, procedural and other difficulties encountered are discussed; assumptions and uncertainties are made explicit. • Reasons are given for eliminating issues from further consideration.
Alternatives
<ul style="list-style-type: none"> • Realistic alternatives are considered for key issues, and the reasons for choosing them are documented. • Alternatives include 'do minimum' and/or 'business as usual' scenarios wherever relevant. • The environmental effects (both adverse and beneficial) of each alternative are identified and compared. • Inconsistencies between the alternatives and other relevant plans, programmes or policies are identified and explained. • Reasons are given for selection or elimination of alternatives.
Baseline information
<ul style="list-style-type: none"> • Relevant aspects of the current state of the environment and their likely evolution without the plan or programme are described. • Environmental characteristics of areas likely to be significantly affected are described, including areas wider than the physical boundary of the plan area where it is likely to be affected by the plan. • Difficulties such as deficiencies in information or methods are explained.
Prediction and evaluation of likely significant environmental effects
<ul style="list-style-type: none"> • Effects identified include the types listed in the Directive (biodiversity, population, human health, fauna, flora, soil, water, air, climate factors, material assets, cultural heritage and landscape), as relevant; other likely environmental effects are also covered, as appropriate. • Both positive and negative effects are considered, and the duration of effects (short, medium or long-term) is addressed. • Likely secondary, cumulative and synergistic effects are identified where practicable. • Inter-relationships between effects are considered where practicable. • The prediction and evaluation of effects makes use of relevant accepted standards, regulations, and thresholds. • Methods used to evaluate the effects are described.
Mitigation measures
<ul style="list-style-type: none"> • Measures envisaged to prevent reduce and offset any significant adverse effects of implementing the plan or programme are indicated. • Issues to be taken into account in project consents are identified.

²² Source: Office of the Deputy Prime Minister (2005) *A Practical Guide to the Strategic Environmental Assessment Directive*

The Environmental Report

- Is clear and concise in its layout and presentation.
- Uses simple, clear language and avoids or explains technical terms.
- Uses maps and other illustrations where appropriate.
- Explains the methodology used.
- Explains who was consulted and what methods of consultation were used.
- Identifies sources of information, including expert judgement and matters of opinion.
- Contains a non-technical summary covering the overall approach to the SEA, the objectives of the plan, the main options considered, and any changes to the plan resulting from the SEA.

Consultation

- The SEA is consulted on as an integral part of the plan-making process – see 2.1.21-23 for further information.
- Consultation Bodies and the public likely to be affected by, or having an interest in, the plan or programme are consulted in ways and at times which give them an early and effective opportunity within appropriate time frames to express their opinions on the draft plan and Environmental Report. Consultation follows Cabinet Office Best Practice Guidance²³

Decision-making and information on the decision

- The environmental report and the opinions of those consulted are taken into account in finalising and adopting the plan or programme.
- An explanation is given of how they have been taken into account.
- Reasons are given for choosing the plan or programme as adopted, in the light of other reasonable alternatives considered.

Monitoring measures

- Measures proposed for monitoring are clear, practicable and linked to the indicators and objectives used in the SEA.
- Monitoring is used, where appropriate, during implementation of the plan or programme to make good deficiencies in baseline information in the SEA.
- Monitoring enables unforeseen adverse effects to be identified at an early stage. (These effects may include predictions which prove to be incorrect.)
- Proposals are made for action in response to significant adverse effects.

²³ HM Government Code of Practice on Consultation – July 2008. <http://www.berr.gov.uk/files/file47158.pdf>

APPENDIX 2K: KEY CONTACTS

Advice on SEA Policy

DE Property Directorate
Sustainable Development Team
Room 14, K Block
Foxhill
Bath
BA1 5AB
Contact: Sus Dev1b1
Mil. 9355 84132
Civ. 01225 884132
sustainable.development@de.mod.uk

Advice on the Application and Completion of SEA

Environmental Advisory Services Head Office
Defence Estates
DTE Westdown Camp
Tilshead
SP2 4RS
Mil. 94325 4675
Civ. 01980 674675
estsustainability@de.mod.uk

The Defence Estates Environmental Support Team (EAS) provides professional support for the implementation of MOD environmental policy. The Team comprises environmental specialists in seven functional areas: sustainable development, environmental planning, natural environment and the historic environment. EAS provides assistance to Customer Estates Organisations (CEstOs), Chief Environmental and Safety Officers (CESOs), Military Units and MOD stakeholders in the UK and abroad.

EAS can provide assistance to those MOD programmes which do, or which might require SEA or SSA. This assistance includes:

- screening the requirement for the applicability of SEA;
- giving advice and explanations of the policy and legislative issues;
- using practical experience gained from other SEAs and SSAs which have been or are being carried out;
- assisting in commissioning consultancy work (see note below);
- carrying out a project management role and providing quality assurance support to SEA (in other words, ensuring MOD assume the “intelligent customer” role);
- providing advice on stakeholder liaison, partnerships, the role of statutory bodies, NGOs and other organisations.

TLB CESO Focal Points

CESO (Army) William Barker-Wyatt: (9)4321 8585
CESO (CTLB) Bob Plunkett (9)352 30248
CESO (DE&S) Sheree Apps (9)355 67361
CESO (CJO) Andre Leverton: (9)360 55043
CESO (RAF) Neil Durrance 95221 7441
CESO (RN) John Whiteland: (9)3832 4097
CEstO (Army) Lynn King 94331 3274 & 2508

CEstO (CTLB) David Evans: (9)621 82185

CEstO (DE&S) Pat Lawrence: (9)355 68712

CEstO (CJO) Lt Col Tim Duggleby: (9)360 55841

CEstO (RAF) Wg Cdr D Edwards: (9)5221 6414

CEstO (RN) Peter Ambrose: (9)3825 4050

MOD SP Team: 01225 467296

Acquisition Community: guidance is also available from ASEG CS-TL (9)352 35387.

Commissioning of Consultancy Support

The Framework Agreement for Technical Support (FATS)

The Framework Agreement for Technical Support (FATS) has over 350 participating suppliers with their expertise mapped across 450 capability areas of the FATS technology taxonomy. Its associated Market Knowledge Matrix (MKM) enables suppliers with specific capabilities to be swiftly identified.

FATS can be used for the effective procurement of all technical and consultancy support tasks by providing a fast and efficient contractual route to the technical support market.


[Click Here](#) for more information.


Contact Details

For any enquiries or to discuss the practical support that EAS may provide to your project, please contact EAS via the details below.

EAS Head Office Defence Estates
Land Warfare Centre, Warminster, Wiltshire, BA12 0DJ
Tel. 01985 222822
Tel Mil. 9 4381 2882

Appendix 2L: Legal Requirements

Stage A – Relationship with the SEA Directive		
Task which seek to fulfil the SEA Directive requirements	What the Directive Says	
A1: Identification of other plans and programmes	<p><i>The Environmental Report shall include information on [inter alia]:</i></p> <ul style="list-style-type: none"> • <i>the “relationship [of the plan or programme] with other relevant plans and programmes” (Annex I(a))</i> • <i>“the environmental protection objectives, established at international, [European] Community or [national] level, which are relevant to the plan or programme and the way those objectives and any environmental considerations have been taken into account during its preparation” (Annex I (e))</i> 	
A2: Collection of baseline information	<i>“relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan or programme” and “the environmental characteristics of areas likely to be significantly affected” (Annex I (b), (c))</i>	
A3: Identification of existing environmental issues/problems	<i>“any existing environmental problems which are relevant to the plan or programme including, in particular, those relating to any areas of a particular environmental importance, such as areas designated pursuant to Directives 79/409/EEC and 92/43/EEC” (Annex I (d))</i>	
A4: Develop the SEA objectives and assessment matrix	<i>This task is not specifically required by the SEA Directive. However, the use of SEA objectives is widely recognised (both by the MOD and the ODPM) as one of the most appropriate ways to consider and assess the environmental effects of the P/P.</i>	
A5: Consult on scope of SEA	<i>Authorities which, by reason of their specific environmental responsibilities, are likely to be concerned by the environmental effect of implementing plans and programmes... shall be consulted when deciding on the scope and level of detail of the information which must be included in the environmental report’ Art 5.4.</i>	

Stage B – Relationship with the SEA Directive		
Task which seek to fulfil the SEA Directive requirements	What the Directive Says	
B1: Test the PP objectives against the SEA objectives	<i>The SEA Directive does not specifically require Task B1 to be undertaken. However, this Task is considered good practice as it helps to assist the identification of any conflicts with the P/P at a stage prior to the assessment of effects. This Task also helps to inform other Tasks undertaken within stage B.</i>	
B2: Develop strategic alternatives	<i>“...outline of the reasons for selecting the alternatives dealt with...”</i>	
B3 and B4: Predict and evaluate the effects of the PP, including alternatives	<i>“...likely significant effects on the environment of reasonable alternatives...”</i> <i>“...likely significant effects on the environment of implementing the plan or programme...”</i>	
B5: Mitigating adverse effects	<i>“...the measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan or programme...”</i>	
B6: Propose monitoring measures	<i>“...a description of the measures envisaged concerning monitoring...”</i> <i>Note: See also the requirements for Stage E..</i>	

Stage C – Relationship with the SEA Directive

The preparation of the Environmental Report is a clear requirement of the SEA Directive. Article 5 of the SEA Directive states that:

“Where an environmental assessment is required under Article 3(1), an environmental report shall be prepared in which the likely significant effects on the environment of implementing the plan or programme, and reasonable alternatives taking into account the objectives and the geographical scope of the plan or programme, are identified, described and evaluated.”



Task which seeks to fulfill the SEA Directive requirements

What the Directive says

C1: preparing the environmental report

“The authorities [with relevant environmental responsibilities] and the public ... shall be given an early and effective opportunity within appropriate time frames to express their opinion on the draft plan or programme and the accompanying Environmental Report before the adoption of the plan or programme” ((Article 6(2)).

“...the relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan or programme...”

“...the environmental characteristics of areas likely to be significantly affected...”

“...any existing environmental problems which are relevant to the plan or programme including, in particular, those relating to any areas of a particular environmental importance, such as areas designated pursuant to Directives 79/409/EEC and 92/43/EEC...”;

“...the environmental protection objectives, established at international, Community or Member State level, which are relevant to the plan or programme and the way those objectives and any environmental considerations have been taken into account during its preparation...”;

“...the likely significant effects on the environment, including on issues such as biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage including architectural and archaeological heritage, landscape and the interrelationship between the above factors...”

“...the measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan or programme...”

“...an outline of the reasons for selecting the alternatives dealt with and a description of how the assessment was undertaken including any difficulties (such as technical deficiencies or lack of know-how) encountered in compiling the required information...”

“...a description of the measures envisaged concerning monitoring in accordance with Article 10...”

Stage D – Relationship with the SEA Directive

What the Directive says:

“The authorities [with relevant environmental responsibilities] and the public ... shall be given an early and effective opportunity within appropriate time frames to express their opinion on the draft plan or programme and the accompanying Environmental Report before the adoption of the plan or programme ” ((Article 6(2)).

“The environmental report ..., the opinions expressed [in responses to consultation]... and the results of any transboundary consultations ... shall be taken into account during the preparation of the plan or programme and before its adoption ...” ((Article 8).

“...when a plan or programme is adopted, the [environmental] authorities ... [and] the public ... are informed and the following items [shall be] made available to those so informed::(a)the plan or programme as adopted,(b)a statement summarising how environmental considerations have been integrated into the plan or programme[including] the reasons for choosing the plan or programme as adopted, in light of other reasonable alternatives dealt with, and (c)the measures decided concerning monitoring ” ((Article 9(1)).



Task which seeks to fulfill the SEA Directive requirements

What the Directive says

D1: Consulting on the environmental report and draft plan or programme

“The authorities [with relevant environmental responsibilities] and the public ... shall be given an early and effective opportunity within appropriate time frames to express their opinion on the draft plan or programme and the accompanying Environmental Report before the adoption of the plan or programme ” ((Article 6(2)).

“...the relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan or programme...”

“...the environmental characteristics of areas likely to be significantly affected...”

“...any existing environmental problems which are relevant to the plan or programme including, in particular, those relating to any areas of a particular environmental importance, such as areas designated pursuant to Directives 79/409/EEC and 92/43/EEC...”;

“...the environmental protection objectives, established at international, Community or Member State level, which are relevant to the plan or programme and the way those objectives and any environmental considerations have been taken into account during its preparation...”;

“...the likely significant effects on the environment, including on issues such as biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage including architectural and archaeological heritage, landscape and the interrelationship between the above factors...”

“...the measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan or programme...”


“...an outline of the reasons for selecting the alternatives dealt with and a description of how the assessment was undertaken including any difficulties (such as technical deficiencies or lack of know-how) encountered in compiling the required information...”

“...a description of the measures envisaged concerning monitoring in accordance with Article 10...”

D2: Assessment of significant changes

“The environmental report ...,the opinions expressed [in responses to consultation]... and the results of any transboundary consultations ... shall be taken into account during the preparation of the plan or programme and before its adoption ...” ((Article 8).

Stage D – Relationship with the SEA Directive	
<div>D3: Decision making and providing information</div>	<p>“...when a plan or programme is adopted, the [environmental] authorities ... [and] the public ... are informed and the following items [shall be] made available to those so informed::(a)the plan or programme as adopted,(b)a statement summarising how environmental considerations have been integrated into the plan or programme[including] the reasons for choosing the plan or programme as adopted, in light of other reasonable alternatives dealt with, and (c) the measures decided concerning monitoring ” ((Article 9(1)).</p>

Stage E – Relationship with the SEA Directive	
<div>Stage E: Monitor implementation of the plan or programme</div>	<p>What the Directive says:</p> <p><i>“Member States shall monitor the significant environmental effects of the implementation of plans and programmes in order, inter alia, to identify at an early stage unforeseen adverse effects, and to be able to undertake appropriate remedial action ” ((Article 10.1).</i></p> <p><i>The Environmental Report shall include “a description of the measures envisaged concerning monitoring” ((Annex I (i)).</i></p> 

Appendix 2M: MOD SEA Focal Points for Consultation Bodies

English Heritage: pat.aird@english-heritage.org.uk; owain.lloyd-james@english-heritage.org.uk

Planning and Regeneration Policy

T: [to follow]

Environment Agency: Lucia Susani, lucia.susani@environment-agency.gov.uk

Environmental Assessment Environmental Assessment Policy Manager

T: [to follow]

Natural England: Andrew.Canning-Trigg@naturalengland.org.uk

Senior Specialist, Policy Team

T: 01603 631033 (main switchboard), 0300 0602007 (direct)

Consultation Bodies: Wales

Cadw (Welsh Historic Monuments):

Richard.Kevern@wales.gsi.gov.uk, Suzanne.whiting@wales.gsi.gov.uk

Countryside Council for Wales: Alison Brown al.brown@ccw.gov.uk T: 01248 387276

Environment Agency Wales: Ruth.Tipping@environment-agency.wales.gov.uk

Sustainable Development and Governance Policy Advisor: 02920466167, mobile 07920587912

WAG SEA coordinator: Simon.Bilsborough@Wales.gsi.gov.uk T: 029 2082 1728

Consultation Body: Northern Ireland

Northern Ireland Environment Agency (DoE Northern Ireland): seateam@doeni.gov.uk
02890 569370

(SEA Team Manager: wendy.mckinley@doeni.gov.uk 02890 569365)

Consultation Authorities: Scotland

SEA consultation with Scottish CAs is via the SEA Gateway:

SEA.Gateway@scotland.gsi.gov.uk

CA contacts (for full Liaison Group circulations only):

- Historic Scotland: Alasdair.McKenzie@scotland.gsi.gov.uk T: 0131 668 8924
- Scottish Environmental Protection Agency: Neil.Deasley@sepa.org.uk T: **01786 452431**
- Scottish Natural Heritage: Fiona.Rice@snh.gov.uk T: 01463 725207

SG SEA coordinator: William.Carlin@scotland.gsi.gov.uk

SEA Gateway Manager – T:0131 244 5094

Department of Health

Colleen.Williams@dh.gsi.gov.uk, Nannerl.Herriott@dh.gsi.gov.uk

Impact Assessment Development, Department of Health. T: 020 7972 3723

Health Protection Agency

Mary.Morrey@hpa.org.uk

Head, Chemical Hazards and Poisons Division and Deputy Director, CRCE. T: 01235 822777