

CABINET

13 February 2008

CORPORATE SUSTAINABILITY APPRAISAL METHOD

REPORT OF HEAD OF PARTNERSHIPS AND COMMUNICATIONS

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RECENT REFERENCES:

CAB1327 Audit Commission Inspection - Sustainable Environment 11 October 2006

EXECUTIVE SUMMARY:

This report presents for approval a new methodology for conducting sustainability appraisal (SA) which will apply to all new strategies, policies and plans produced by the Council from 1 April 2008. This is vital for ensuring that we get the best outcomes for the community taking account of the needs of future generations. Use of the SA will be a corporate standard and training and support for officers will be provided by the Sustainability Officer. The use of sustainability appraisal is best practice and its use will also be encouraged throughout the Winchester District Strategic Partnership.

RECOMMENDATIONS:

- 1 That the corporate sustainability appraisal methodology be approved for use in the development of Council strategies, policies and plans.
- 2 That the Corporate Director (Policy) determines any departures from the need to adopt this approach for particular strategies, policies and plans.
- 3 That its use is also encouraged throughout the Winchester District Strategic Partnership.

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DETAIL:

1 Introduction

- 1.1 Over the last few years the issue of sustainability has had increasing attention at Government level and it is now seen as integral to the work of Local Government. This is evident in the Local Government White Paper, the current planning policy system, and the new National Performance Framework. The Use of Resources key lines of enquiry is increasing the emphasis it gives to managing natural resources and using sustainability appraisal.
- 1.2 The Audit Commission has undertaken an inspection of the Council's Sustainable Environment service and its report, published in July 2006, recommended that "The Council – together with its LSP partners – should evaluate current plans and strategies to ensure that sustainability is embedded, and implement routine sustainability appraisal in decision making."
- 1.3 The use of a sustainability appraisal method will also help us to demonstrate how we are meeting the sustainability priorities of our Community Strategy and our Corporate Strategy.

2 What is Sustainability Appraisal?

- 2.1 The purpose of sustainability appraisal (SA) is to make sure that strategies, policies and plans are achieving the very best outcome they can for the wellbeing of local communities, also taking account of the needs of future generations. SA helps us to think about the overall impact of our interventions, whether these are positive, negative or neutral, and how we might improve them to bring about an even better result. This is achieved by systematically looking at the likely impact of actions on each of the elements which together create a sustainable future. Some aspects will simply not be applicable to the strategy, policy or plan being appraised but it is nonetheless important to be sure that this is the case. It may be that dubious assumptions have been made at the outset which can be revised to the benefit of the final result.
- 2.2 The methodology recommends that SA should be undertaken with input from other relevant officers (or agencies as appropriate) to introduce an element of challenge and creative thinking. The extent to which others are involved will depend on the likely scale of the impact of the strategy, policy or plan being appraised with due regard given to resource implications of taking up officer time.
- 2.3 SA helps to 'join up' actions undertaken by different services and agencies by encouraging communication, and a more rounded view at the crucial planning stage. From an organisational development perspective it can help to break down service

'silos' by encouraging staff to appreciate how their work interacts with others. This also gives the opportunity to identify efficiencies and service improvements.

- 2.4 SA can reveal alternative options. These can then be costed and presented so that Members are able to make much better informed decisions about how to proceed. A summary of the results of the SA will be published within the committee report accompanying each new strategy, policy or plan.

3 Developing the Methodology

- 3.1 There is a statutory requirement to undertake sustainability appraisal for the Local Development Framework (LDF) documents. There are benefits to developing the corporate methodology alongside that for the LDF and the opportunity was taken to commission this work within the same contract with our consultants Enfusion. The two appraisal methodologies are different because they have different functions. The corporate methodology needs to be applicable to a wide range of strategies, policies and plans and to be useful and understandable to officers who are not sustainability experts. It is therefore simpler, written in plain English, and more straightforward to apply.
- 3.2 Both SA methodologies have been developed in tandem, giving an opportunity to explore the synergies between the two processes. Information gathering and consultation have been used to inform both. Officers and Members were consulted on the corporate SA methodology during a workshop last March. In November a range of officers took part in a training workshop using the methodology which also gave an opportunity for a 'dry run' to see how it would work. Most participants were happy that the methodology would work well, and minor amendments were made in response to comments.

4 Using the Appraisal

- 4.1 The SA methodology is intended to be used to appraise the sustainability implications of new policies, strategies and plans (including project plans) and from 1 April 2008 will be a corporate standard. SA will be undertaken during the development of these documents, and the findings included as the document is presented for approval.
- 4.2 As this is a new requirement for policies, strategies and plans, there will be learning from experience as it begins to be applied. It is therefore anticipated that the method will be improved over time to reflect the lessons learned. In order to introduce some flexibility, it is also proposed that where authors believe a plan not to be appropriate for SA, the Corporate Director (Policy) takes a final decision on this.
- 4.3 SA will apply at the different levels of strategies/plans and differ in nature accordingly. SA at higher levels of plan-making will be more general and indicate areas of potentially high sustainability impact for more detailed investigation during the SA of subsidiary plans. In this way the process will retain its rigour without duplicating or over-complicating the work to be done.
- 4.4 The author of the policy, strategy or plan is responsible for undertaking the SA, but should include others in working through the appraisal to ensure a rounded view.

- 4.5 It is recognised that staff will need support in applying this new tool. Training sessions will be available to aid staff in using the SA methodology. Further advice and support will also be available from the Sustainability Officer when required.
- 4.6 It is also recommended that use of the SA methodology is encouraged throughout the Winchester District Strategic Partnership.

OTHER CONSIDERATIONS:

5 CORPORATE STRATEGY (RELEVANCE TO):

- 5.1 By ensuring sustainability is considered systematically during development of policies, strategies and plans, the SA methodology will help the Council to achieve its aim to “adopt sustainable working practices”. It is also in line with its corporate value to “keep sustainability principles at the heart of all we do”.

6 RESOURCE IMPLICATIONS:

- 6.1 Staff time will be required to undertake the appraisal, from existing resources. This is estimated to be a minimum of half a day for the initial appraisal and one to three days for the more detailed appraisal exercise. Time estimates will vary depending on the complexity of the strategy, policy or plan, the number of iterations of the SA, the number of options being considered, and the extent of stakeholder engagement.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1: Winchester City Council Corporate Sustainability Appraisal Method

Due to its size, the appendix has been sent to Cabinet Members, Group Leaders, together with Chairmen and Vice-Chairman of Principal Scrutiny Committee. Copies have been placed in the Members' Library and can be accessed via the Council's Website via the following link:

<http://www.winchester.gov.uk/CouncilAndDemocracy/ElectedRepresentatives/Committees/>

WINCHESTER CITY COUNCIL: CORPORATE SUSTAINABILITY APPRAISAL METHOD

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UNDERTAKING SUSTAINABILITY APPRAISAL

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INTRODUCTION 1

What is Sustainability Appraisal (SA)?

SA is a **systematic process** for ensuring that strategy, policy & plan (S/P/P) development takes account of and supports the overarching sustainable development objectives of Winchester City Council, and those set regionally and nationally.

Sustainability Appraisal:

- Assesses the S/P/P against a defined set of sustainable development objectives
- Is undertaken during development of the S/P/P
- Uses the judgement of the appraisers – alongside available, relevant information
- Does not aim to ‘rate’ or ‘score’ the policy, strategy or plan
- Informs and supports planners and policymakers in improving sustainability outcomes

SA (incorporating Strategic Environmental Assessment/ SEA) is a statutory requirement for Local Development Frameworks, and it is a **recognised best practice approach** for policy and strategy development across central and local government.

SA & Sustainable Development (SD)

Sustainable development is about working towards social, environmental and economic objectives in an integrated and holistic way.

The Government’s priority areas for sustainable development are:

- Sustainable consumption and production
- Climate change and energy
- Natural Resource Protection and Environmental Enhancement
- Sustainable Communities

SA is a tool for integrating these sustainable development priorities at a local level, and in a manner that is relevant to the issues, challenges and opportunities for Winchester City Council.

Why undertake SA?

- Winchester City Council is committed to delivering sustainable development outcomes through all its S/P/P making processes
- SA supports decision making and helps in the selection of sound options
- SA improves the S/P/P and provides a robust and transparent mechanism for demonstrating that sustainable development principles have been taken into account

INTRODUCTION 2

What types of strategy, policy & plan activity does SA apply to?

Strategy

Strategies can be a statutory requirement or they may be non-statutory for example, strategies developed for the Council's business purposes. Strategies set the direction of travel for Winchester City Council, they outline where the organisation is going with headline aims

'THE WHERE'

Policy

Policy documents typically set out the Council's approved way of doing things (e.g. policies may include principles and procedures that guide action either internally or externally)

'THE HOW'

Plans

Plans provide the direction and actions necessary to achieve the aims and targets outlined in strategies.

These include project plans.

'THE WHAT'

When does SA apply?

- SA should be started at **the S/P/P initiation and scoping**. SA cannot inform development effectively if it is applied retrospectively.
- Examples of S/P/Ps to which SA must apply are listed in Annex 2, but SA should be used for any strategic document where it is appropriate to demonstrate that sustainability aims are met. If it is considered that a particular S/P/P is not appropriate for SA, the Corporate Director (Policy) must be contacted to take a final decision on this.
- SA will apply at the different levels of S/P/Ps and differ in nature accordingly. SA at higher levels of plan-making will be more general and indicate areas of potentially high sustainability impact for more detailed investigation during the SA of subsidiary plans.
- SA is **an iterative process**, this means that as the S/P/Ps develop, the assessment and summary findings should be revisited to show how the SA process has informed the emerging document

Who is responsible for undertaking SA?

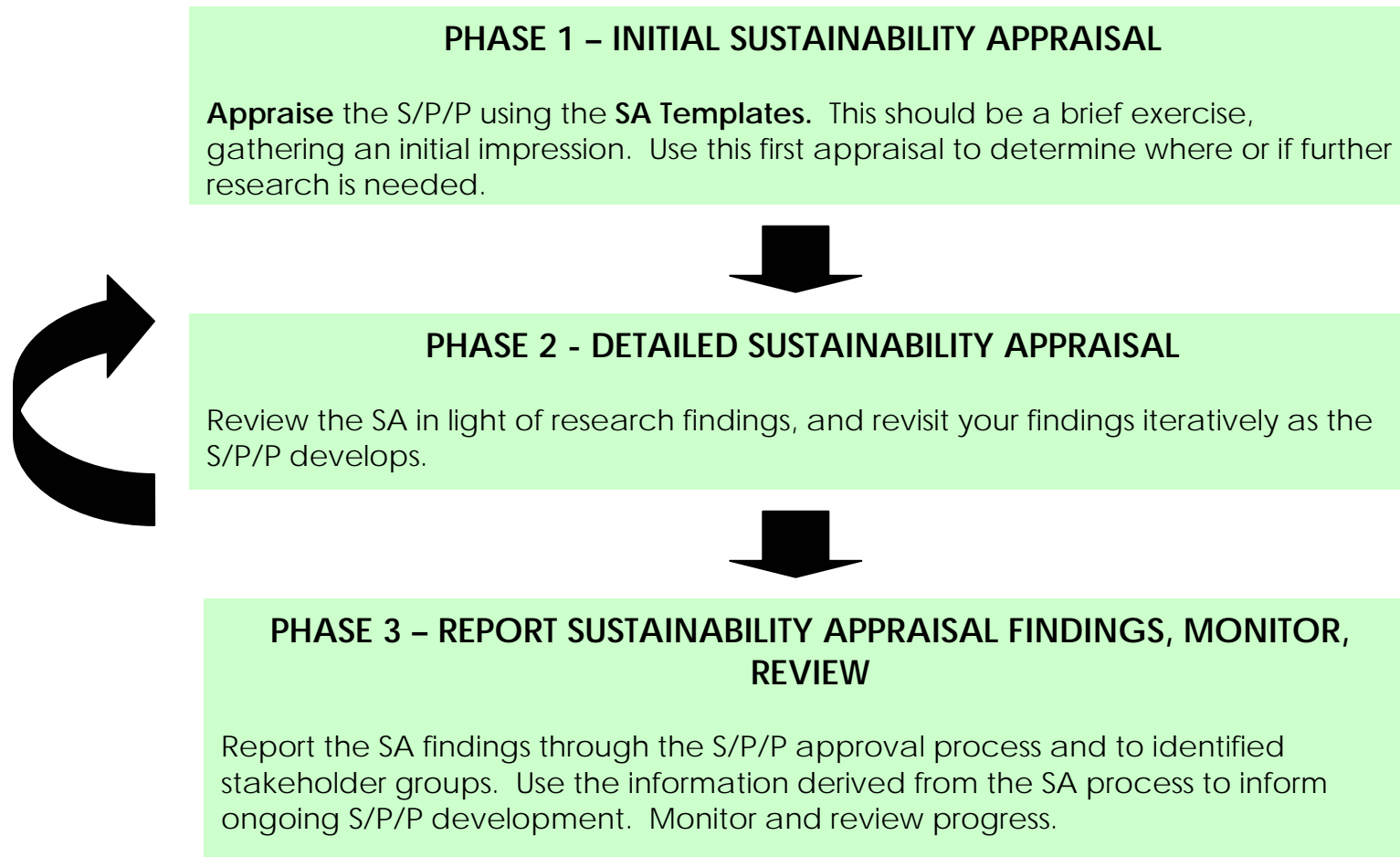
- The **policymaker or strategy/ plan author is responsible** for undertaking the SA and ensuring that its findings are reviewed and endorsed at an appropriate level. When reporting to Cabinet, the **SA Report should be attached with the document** for approval.
- SA can be undertaken individually, but it is best undertaken by a **cross-disciplinary team** (e.g. one that includes SD experts, planners and policy/strategy/ plan makers). For externally focused S/P/Ps you may also wish to consider **involving wider stakeholders**, for example, statutory bodies or relevant interest groups.

Where can I get help?

- For further information on SA, support conducting SA and advice about wider sustainable development issues- contact Teresa Kennard, Sustainability Officer extension 2116, email tkennard@winchester.aov.uk

UNDERTAKING SUSTAINABILITY APPRAISAL 1

Method: Corporate Sustainability Appraisal Phases



UNDERTAKING SUSTAINABILITY APPRAISAL 2

Resources: What will I need to get going?

- **Decide who to involve:** e.g. colleagues/ stakeholders and plan your engagement [e.g. workshop/ consultation]. If you are writing the S/P/P yourself, seek to include *'independent' stakeholders/ colleagues* who can provide an objective view.
- **Gather background material:** the LDF SA process can provide SA examples and baseline information – see also the Winchester District Evidence Base. Remember to refer to key strategic documents that set the framework for development within the district, e.g. the Sustainable Community Strategy.
- **Allow reasonable time:** Expect a minimum of half a day for the initial appraisal and at least one to three days for the more detailed appraisal exercise [*time estimates will vary depending on the complexity of the S/P/P, the number of iterations of the SA, the number of options being considered, and the extent of stakeholder engagement*].

Background

This SA Method builds on Winchester City Council's first sustainability appraisal methodology and the 2007 **SA Framework developed specifically for Winchester's Local Development Framework (LDF)**.

It, therefore, reflects issues relevant to the Winchester District, and is comprised of tailored Sustainable Development objectives that also reflect stakeholder consultation and critical review.

PHASE 1: INITIAL SUSTAINABILITY APPRAISAL

INITIAL SA – Completing the Appraisal

1.1 Start early – Carry out the initial SA alongside the planning and scoping stages of the S/P/P. Remember, the earlier you start, the greater the potential for the SA process to guide and inform S/P/P development. The information gleaned will help to either avoid or mitigate negative impacts and/or to enhance positive impacts.

1.2 Summarise the S/P/P – Ensure that through the S/P/P initiation process, you have made explicit what it is for and why it is being developed. This should include the core aims and objectives, intended audience, how it will be implemented and the timescales for delivery.

1.3 Familiarise yourself with the SA matrix to get an idea and feel for the range of questions.

Remember – it is the wording and content (intent) of the S/P/P that you are appraising!

1.4 Examine each Sustainability Objective in turn and consider the following questions –

- Will the proposed S/P/P support and contribute **positively** towards the objective?
- Will it to produce **negative impacts** against the sustainability objective?
- Or is it likely that impacts against some of the objectives will be **neutral**?
- Are there opportunities to **improve** the sustainability performance of the S/P/P?
- Do you currently have **insufficient information** to make a judgment [in which case further **research** may be required, or an **iterative** appraisal will need to revisit the assessment]?
- Use the **decision aiding questions** as a guide to prompt analysis. **Note - It is not necessary to answer each individual question**

1.5 Use the Sustainability Appraisal Colour Key and Symbols – Identify the likely effects using the colour key/ symbols and provide a brief qualitative commentary to support the analysis. At this stage, you will be recording your initial view. This should show you where more information is needed, as well as giving an early indication of areas where the S/P/P may need to change to reduce negative impacts or improve positive impacts. Remember – the aim is to understand to what extent your S/P/P will progress core sustainability objectives.

1.6 Use the template provided in Annex 1– Capture the Initial SA in a simple format.

The information needs highlighted from this initial SA can now go forward for inclusion into the research phase of the strategy/policy/plan development process

PHASE 2: DETAILED SUSTAINABILITY APPRAISAL

Detailed SA – Completing the Appraisal

For the first detailed SA:

2.1 Review the key findings from the initial SA exercise – Which issues require particular attention? What further information has been gained from the research? How have the findings informed the subsequent S/P/P development? If your S/P/P has developed substantially since the initial SA you may observe notable differences in how the S/P/P progresses the range of sustainability objectives.

2.2 Revisit your approach to the appraisal – In particular, consider the opportunities for wider stakeholder engagement. Running a **workshop** can be one of the most effective and rewarding ways of completing the appraisal process and ensuring that all the relevant views are appropriately captured.

For the first detailed SA and subsequent iterations:

2.3 Reprise stages from the initial SA Phase 1: 1.2-1.5 – At this stage, you should have the information to complete the matrix more fully. But remember, appraisal involves making **reasoned judgments** based on the best available knowledge – this includes the view and opinions of experts, and key internal and external stakeholders. The aim of the SA process is to ensure that decision making is explicit and to reach the most optimal solutions. There are no ‘correct’ or ‘incorrect’ answers - only reasoned views and justified opinions. Use the detailed assessment as an opportunity to consider effects more widely.

For example:

- What are the temporal issues? Are effects likely to be short, medium or long term?
- Can you think of mitigations for potential effects at a policy/ strategy level, or that may be applicable during implementation?
- Are there possibly beneficial synergies to be found from two or more policies/ strategies working in combination?

If your S/P/P has more than one option, complete a separate matrix for each option.

2.4 Use the template provided [Annex 1] to complete your appraisal – Complete the summary chart to give your more detailed work a ‘visual’ summary of how the policy, strategy or plan progresses sustainability objectives. If your appraisal highlights a high potential for negative impacts, or indicates possible negative impacts around priority areas for the council (e.g. community, housing, climate change) the S/P/P may need further development to reduce these impacts, before going through the next iteration of the SA.

This summary chart also provides an opportunity to highlight and communicate potential improvements to the strategy/ policy / plan.

PHASE 3: REPORT & MONITOR

REPORT

- SA seeks to make choices and decisions more transparent by systematically capturing the appraisal of potential effects. Reporting the findings of your appraisal work is a key part of this process.
- The SA findings must be reported in the same process as the S/P/P, for example, within the cabinet report. In addition, you may also wish to report interim findings during the development process.
- Statutory SA (as undertaken as part of the spatial planning process) as well as wider good practice, requires SA to be **consulted on**, and **reported to**, statutory consultees and the wider public. These engagement processes encourage debate and bring both diversity and rigour to the process. Where the S/P/P undergoes consultation, the SA should be consulted on at the same time.
- Your work appraising S/P/Ps will, by definition, address a more focused audience [for example, for Council business targeted strategy your consultees may be entirely internal to the organisation].
- Aim to report your findings to the people involved in a **simple, concise** manner. **A short report** that highlights your key findings; indicates how subsequent work will be undertaken; and how consultees can stay engaged; is sufficient (Template, Annex 1)
- The final SA matrix will be published on the council website, alongside the strategy policy or plan.



Corporate Sustainability Appraisal Method Report: Sample Contents

1. **Introduction** – brief background to your S/P/P
2. **Undertaking SA** – the appraisal method, including any stakeholder involvement
3. **Findings** – The key/ summary issues from the process
4. **Next steps**– monitor/ review / future engagement commitments
5. **Completed SA matrix** - should be attached as an appendix to the report.



MONITOR

- Monitoring the progress and effectiveness of policy/strategy/ plan is core to achieving improvements. The Council has extant monitoring requirements as part of the Annual Monitoring Report (AMR). Monitoring is also integral to the LDF process and the accompanying statutory SA.
- Any monitoring you chose to undertake on the sustainability aspects of your strategy/ policy/ plan should focus on **significant effects**. For example, you may have highlighted that a potential outcome of your strategy is a temporary increase in traffic levels at sensitive areas. Air quality indicators (including those for greenhouse gas emissions) would provide useful data. Remember the Council – as part of the LDF process and wider sustainability work, for example on Climate Change – has **established indicator sets and means of monitoring change**. Use these existing metrics [as appropriate] to provide information to your work.

**WINCHESTER CITY COUNCIL:
CORPORATE SUSTAINABILITY APPRAISAL METHOD**

ANNEXES 1-2

Annex 1: SA TEMPLATE

CORPORATE SUSTAINABILITY APPRAISAL (SA) METHOD

SA MATRIX TEMPLATE		
Project Brief	Date of SA	
	Assessment Completed by: Officer – Details/ Contacts	
	Strategy/ Policy/ Plan– Title (summary of aims/ objectives/ audience)	
SA Method	Stage in development process when undertaken	
	Approach employed (individual officer/ workshop/ seminar)	
	Consultees (organisations/ individuals)	
SA Findings	Summary Matrix Completed?	
	Potential Improvements Highlighted?	
	Overall Comments	

Sustainability Appraisal: Key	
Colour/ Symbol	Predicted effect of policy/ strategy on the SA Objective
Blue 0	Neutral effect
White?	Uncertain or Unknown effects
Dark Green ++	Policy/strategy likely to have very positive effects, may resolve existing sustainability issues
Light Green +	Policy/ strategy likely to have positive effect, no constraints
Yellow -	Potential negative effects, mitigation/ negotiation possible
Orange - -	Problematical due to known sustainability issues
Red *	Policy/ strategy likely to have very negative effects, absolute sustainability constraints

SUSTAINABILITY APPRAISAL: WINCHESTER CITY COUNCIL

No	Sustainability Theme and Objective	Decision aiding questions <i>Use questions as a guide – it is not necessary to answer each question individually</i>	SA Colour/ Symbol	Commentary & Examples <i>Use this space to summarise your findings and highlight any predicted effects (positive or negative, short term, long term etc)</i> <i>Include, as appropriate, relevant <u>references/ evidence</u> that support your analysis</i>
1	Health and Well Being: To improve the health and sense of well being for all	Does the S/P/P, for example: <ul style="list-style-type: none"> ▪ Ensure equal access for all to health, community, cultural & recreational facilities? ▪ Reduce the health inequalities associated with income, lifestyle and diet? ▪ Create healthy and safe working and living environments (for example by promoting good design) that have low rates of crime and disorder? 		
2	Housing: To provide and maintain good quality, affordable and resource efficient housing for everyone	Does the S/P/P, for example: <ul style="list-style-type: none"> ▪ Support the delivery of affordable housing in urban and rural areas that reflects local character and provides planned access to local services, amenities and employment? ▪ Provide a range of housing that meets the needs of specific groups (e.g. elderly, disabled, young) and that can adapt to meet the needs of people at different life stages? ▪ Contribute to high quality, well-designed, sustainable living environments? 		

SUSTAINABILITY APPRAISAL: WINCHESTER CITY COUNCIL

No	Sustainability Theme and Objective	Decision aiding questions <i>Use questions as a guide – it is not necessary to answer each question individually</i>	SA Colour/ Symbol	Commentary & Examples <i>Use this space to summarise your findings and highlight any predicted effects (positive or negative, short term, long term etc)</i> <i>Include, as appropriate, relevant <u>references/ evidence</u> that support your analysis</i>
3	Education and Learning To encourage an informed and educated population by improving the level of skills, training and education available	Does the S/P/P, for example: <ul style="list-style-type: none"> ▪ Improve access to skills, training and education opportunities for everyone? ▪ Recognise the need for people to adapt to economic change and retrain where necessary? ▪ Enable people to live sustainable lifestyles? ▪ Help maintain Winchester as a major focus on learning and education? 		
4	Access to Services and Facilities: To improve access to services and facilities the countryside and green/ open spaces	Does the S/P/P, for example: <ul style="list-style-type: none"> ▪ Help retain essential local services (including locally made products) and ensure that physical access is suitable for everyone including those with disabilities? ▪ Improve equality of access and affordability to all services, facilities, education, employment and leisure/ recreational opportunities? ▪ Ensure that sustainable transport solutions are available (including to low income families) and that they are suitable for disabled passengers? ▪ Support integrated sustainable transport solutions, including quality public transport? ▪ Reduce the need to travel? 		

SUSTAINABILITY APPRAISAL: WINCHESTER CITY COUNCIL

No	Sustainability Theme and Objective	Decision aiding questions <i>Use questions as a guide – it is not necessary to answer each question individually</i>	SA Colour/ Symbol	Commentary & Examples <i>Use this space to summarise your findings and highlight any predicted effects (positive or negative, short term, long term etc)</i> <i>Include, as appropriate, relevant <u>references/ evidence</u> that support your analysis</i>
5	Community Engagement and Vibrancy: To create a vibrant, inclusive, cohesive and active community that supports local interests	Does the S/P/P for example: <ul style="list-style-type: none"> ▪ Promote a sense of community identity? ▪ Involve local people in decision making and build their capacity to manage resources and facilities? ▪ Promote multicultural and inter faith harmony and understanding? ▪ Encourage community cohesion, provide a sense of ownership, help support local values & traditions and reduce social exclusion? ▪ Support the development and improvement of partnership working within the community? 		
6	Natural Environmental Quality: To conserve and enhance natural resources (including biodiversity and water) and the character and quality of the Winchester District landscape	Does the S/P/P, for example: <ul style="list-style-type: none"> ▪ Protect and enhance designated and locally valued habitats and species? ▪ Prevent and reverse habitat fragmentation, where possible promote understanding of and access to biodiversity? ▪ Provide opportunities for provision and enhancement of greenspace? ▪ Minimise adverse impacts on the landscape setting of the town and rural settlements? ▪ Lead to effective management of the demand for water, improve the quality of water resources and minimise flood risk? 		

SUSTAINABILITY APPRAISAL: WINCHESTER CITY COUNCIL

No	Sustainability Theme and Objective	Decision aiding questions <i>Use questions as a guide – it is not necessary to answer each question individually</i>	SA Colour/ Symbol	Commentary & Examples <i>Use this space to summarise your findings and highlight any predicted effects (positive or negative, short term, long term etc)</i> <i>Include, as appropriate, relevant <u>references/ evidence</u> that support your analysis</i>
		<ul style="list-style-type: none"> ▪ Prioritise the use of previously developed land to minimise Greenfield development? ▪ Protect and enhance local landscape and landscape designations (AONB, National Park)? 		
7	<p>Climate Change and Energy:</p> <p>To address the causes of climate change and adapt in line with Winchester's Climate Change Plan</p>	<p>Does the S/P/P for example:</p> <ul style="list-style-type: none"> ▪ Promote renewable energy generation? ▪ Help reduce carbon and other greenhouse gas emissions? ▪ Ensure adaptation planning to maximize opportunities and minimise costs of climate change? ▪ Promote community involvement, understanding and action on climate change? 		
8	<p>Built Environment and Heritage</p> <p>To protect and enhance built and cultural heritage and improve the quality of the built environment</p>	<p>Does the S/P/P for example:</p> <ul style="list-style-type: none"> ▪ Protect and improve the historic and archaeological environment (where appropriate)? ▪ Help accommodate new development in sympathy with the existing built environment through re-use, conversion and by using innovative design? ▪ Support sustainable design/ construction methods and the requirement of sustainable building standards (Code for Sustainable Homes, BREEAM)? 		

SUSTAINABILITY APPRAISAL: WINCHESTER CITY COUNCIL

No	Sustainability Theme and Objective	Decision aiding questions <i>Use questions as a guide – it is not necessary to answer each question individually</i>	SA Colour/ Symbol	Commentary & Examples <i>Use this space to summarise your findings and highlight any predicted effects (positive or negative, short term, long term etc)</i> <i>Include, as appropriate, relevant <u>references/ evidence</u> that support your analysis</i>
		<ul style="list-style-type: none"> ▪ Help reduce noise/ light and air pollution incidents? 		
9	<p>Sustainable Consumption and Production</p> <p>To promote sustainable consumption and production by using resources efficiently and minimising environmental degradation</p>	<p>Does the S/P/P for example:</p> <ul style="list-style-type: none"> ▪ Support measures to reduce, reuse and recycle, waste, water, land, minerals and materials? ▪ Promote the use of energy recovered from waste? ▪ Support all enterprises in developing policies and actions to minimise their social and environmental impacts? ▪ Encourage sustainable procurement practices amongst businesses and the wider community? ▪ Encourage the incorporation of energy efficiency measures and renewables in new development, aiming for zero carbon buildings? 		
10	<p>Economy, employment and enterprise:</p> <p>To maintain the buoyant economy and develop greater diversity that meets local needs</p>	<p>Does the S/P/P for example:</p> <ul style="list-style-type: none"> ▪ Provide a diverse range of jobs that meet the needs of local people (e.g. local tendering)? ▪ Encourage locally based environmentally and socially responsible employment and help create local markets for good and services? ▪ Promote the role of tourism in the local 		

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		<p>economy?</p> <ul style="list-style-type: none"> ▪ Support the retention of young people, graduates and skilled labour locally? ▪ Support the rural economy? ▪ Promote Winchester as a major focus of skills, training, education and life long learning? ▪ Reduce both in and out commuting? 		

Sustainability Appraisal: Summary Matrix		
No	Sustainability Theme	SA Colour/ Symbol
1	Health and Well Being	
2	Housing	
3	Education and Learning	
4	Access to Services and Facilities	
5	Community Engagement and Vibrancy	
6	Natural Environmental Quality	
7	Climate Change and Energy	
8	Built Environment and Heritage	
9	Sustainable Consumption and Production	
10	Economy, employment and enterprise	
Significant Issues – Summary		
Potential Improvements? [rewording/ text suggestions/ issues not covered]		

SA Report Template: Structure and Contents	
Sections	Information to provide
1. Exec/ Non-Technical Summary	<ul style="list-style-type: none"> Key/significant effects arising from the plan [include potentially positive and negative] Summary/ statement of how the sustainability appraisal has informed strategy/ policy/ plan making (S/P/P)
2. Introduction	<ul style="list-style-type: none"> Background to S/P/P Contextual/ baseline information Links to other relevant S/P/Ps
3. Undertaking SA	<ul style="list-style-type: none"> Method used When SA carried out Stakeholder involvement (when, how) Challenges/ issues arising in completing assessment
4. Findings	<ul style="list-style-type: none"> Summary of key appraisal findings, including of options if more than one considered Suggested mitigation measures and/or policy amendments in light of appraisal findings
5. Next Steps	<ul style="list-style-type: none"> Proposed monitoring measures and review procedures if appropriate
5. Appendix	<ul style="list-style-type: none"> Completed SA matrix
<p>Hints and Tips:</p> <ul style="list-style-type: none"> Keep reporting concise and focused and appropriate to the complexity of the S/P/P– aim for a 10-15 page document max For short, less complex S/P/Ps an Exec/Non-technical summary and completed matrix will suffice Use the information gathered in the SA matrices for report production Use the Exec/Non-technical summary as your primary communication with stakeholders 	

Annex 2: INFORMATION RESOURCE

1. Examples of typical strategies, policies & plans which should be subject to Sustainability Appraisal.

Examples of Strategies

Black and Minority Ethnic Strategy
Capital Strategy
Community Strategy
Community Safety Strategy
Conservation Area Strategy
Contaminated Land Strategy
Corporate Strategy
Creative Winchester, A Tourism Strategy for the Winchester District
Cultural Strategy
Environment Strategy
Homelessness Strategy
Housing Strategy
ICT Strategy
Key Worker Strategy
Open Space Strategy
Play Strategy
Private Sector Housing Strategy
Procurement Strategy
Sustainability Strategy
West of Waterlooville Community Development Strategy
Winchester District Sport and Physical Activity Strategy

Examples of Policies

Flexible Working Policy
Village/Neighbourhood Design Statements

Examples of Plans

Air Quality Action Plan
Biodiversity Action Plan
Business Plans
Climate Change Plan
Community Plans (Parish Plans, Market Town Plans etc)
Winchester Access Plan
Winchester District Economic Action Plan
Property Policy Statements
Project Plans

SA will apply at the different levels of S/P/Ps and differ in nature accordingly. SA at higher levels of plan-making will be more general and indicate areas of potentially high sustainability impact for more detailed investigation during the SA of subsidiary plans.

2. Useful Information Sources

Accessible through- www.winchester.gov.uk

The Sustainable Community Strategy

Winchester District Evidence Base

Partnership for Urban South Hampshire

The Climate Change Plan

The Corporate Sustainability Strategy

The Local Development Framework (Sustainability Appraisal Reports)

Winchester District Strategic Partnership

Equality Policy and Action Plan

3. Monitoring Significant Effects – example indicators for monitoring

SA Objective	Example Indicators
Health and Well Being	<ul style="list-style-type: none"> All age all cause mortality rate
Housing	<ul style="list-style-type: none"> Number of affordable housing unit completions/ year
Education and Learning	<ul style="list-style-type: none"> Working age population qualified to Level 2/3/4/ higher
Access to Service and Facilities	<ul style="list-style-type: none"> % of households that can reach local facilities by foot or by public transport within 15 mins provision (kms) of cycle routes
Community Engagement and Vibrancy	<ul style="list-style-type: none"> civic participation in local area
Natural Environmental Quality	<ul style="list-style-type: none"> change(s) to river and ground water quality condition of designated sites
Climate Change and Energy	<ul style="list-style-type: none"> % renewable energy sourced in new developments per capita reductions in CO²
Built Environment and Heritage	<ul style="list-style-type: none"> % new development meeting BREEAM/ Code for Sustainable Homes Standards
Sustainable Consumption and Production	<ul style="list-style-type: none"> % waste recycled
Economy, Employment and Enterprise	<ul style="list-style-type: none"> percentage of new business start ups employee average earnings
<p>For useful information on indicators refer to:</p> <ul style="list-style-type: none"> Winchester LDF – Sustainability Appraisal www.winchester.gov.uk National Indicators for Local Authorities and Local Authority Partnerships www.communities.gov.uk National Sustainable Development Indicators http://www.sustainable-development.gov.uk/progress/national/index.htm 	