

# SEEDA

## Sustainability Checklist for Actions

### Part 1 – GUIDANCE

Prepared as part of the SEA/SA of the  
Implementation Plan for the RES.



# Entec

*Creating the environment for business*



## SEEDA Sustainability Checklist for Actions

### PART 1 - GUIDANCE

#### 1.1.1 Introduction

This is **Part 1** of two documents intended to provide a guide to SEEDA's sustainability checklist which is a tool to assess actions being developed as part of the Implementation Plan of the Regional Economic Strategy. The guide describes some of the reasons why a sustainability assessment is relevant to SEEDA, what the checklist intends to do and how it was developed. Importantly, this part describes how to complete a checklist with reference to a worked example.

The sustainability checklist forms **Part 2** and it is intended that a checklist is completed for each action.

#### 1.1.2 Why undertake and SEA?

The Regional Development Agencies Act (1998) states that RDAs have a statutory duty to contribute to sustainable development.

#### 1.1.3 What is Sustainable Development?

The revised UK Strategy for Sustainable Development "Securing the Future" (DEFRA, 2005), produced in March 2005, sets out a revised list of five guiding principles for sustainable development, namely:

##### Living within environmental limits

- ▶ respecting the limits of the planet's environment, resources and biodiversity – to improve our environment and ensure that the natural resources needed for life are unimpaired and remain so for future generations

##### Ensuring a strong, healthy and just society

- ▶ meeting the diverse needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all

##### Achieving a sustainable economy

- ▶ building a strong, stable and sustainable economy which provided prosperity and opportunities for all, and in which environmental and social costs fall on those who impose them (polluter pays) ,and efficient resource use is incentivised



## Promoting good governance

- ▶ actively promoting effective, participative systems of governance in all levels of society – engaging people’s creativity, energy and diversity

## Using sound science responsibly

- ▶ ensuring policy is developed and implemented on the basis of strong scientific evidence, whilst taking into account scientific uncertainty (through the precautionary principle) as well as public attitudes and values

The approach is to achieve the goals of living within environmental limits and a just society through the means of a sustainable economy, good governance and sound science. The Strategy further identifies four priority areas for immediate action, shared across the UK. These are:

- ▶ Sustainable consumption and production
- ▶ Climate change and energy
- ▶ Natural resource protection and environmental enhancement
- ▶ Sustainable communities

The full text of ‘Securing the Future’, 2005 can be accessed at <http://www.sustainable-development.gov.uk>

### 1.1.4 What is the purpose of the checklist?

Sustainable development can sometimes appear to be an intangible issue. It can be difficult to see how the issues involved relate to a particular project or activity. The aim of the checklist is to help guide your thinking; to help you identify where and how your work can contribute towards sustainable development.

The checklist can be used for a variety of situations, including:

- ▶ Assessment of funding applications
- ▶ Development of business plans
- ▶ Development of project plans
- ▶ Development of Implementation activities

The checklist can help give a consistency of approach to projects, funding applications etc. It can also provide an audit trail to demonstrate how decisions were taken and what issues were taken into account in the decision-making process.



## 1.1.5 How was the checklist developed?

The questions in the checklist are based on the South East's Integrated Regional Framework sustainability objectives (developed by GOSE, SEERA, Environment Agency and SEEDA). The objectives have been developed through consultation with key stakeholders during the Sustainability Appraisal of the South East Plan, undertaken by the South East Regional Assembly (SEERA). Additionally, these objectives have been used in the Sustainability Appraisal of the Regional Economic Strategy.

The checklist is presented as four tables; each one covers one of the Shared Actions from 'Securing the Future', 2005, given above. The RES/IRF sustainability objectives can be found in the relevant table. For example, RES/IRF Objective 1 'Ensure that everyone has the opportunity to live in a decent, sustainable constructed and affordable home' is in Table A, 'Living within Environmental Limits and Sustainable Consumption & Production'.

## 1.1.6 How do I use the checklist?

Time is precious – therefore it is important that this checklist helps add value to your work. To achieve this it needs to be more than just a box ticking exercise. For this reason, the checklist asks you to think about and provide evidence of how the action might impact on the IRF sustainability objectives. Will the action have an impact upon the health & well-being of people? If yes, what is this impact likely to be? Is it positive or negative? If it's negative is there any way the project could be implemented that would reduce this?

It is useful to recognise that not every project will have an impact, either positive or negative, upon every RES/IRF sustainability objective.

## Worked Examples

1. Clearly define the name of the action on the front cover and provide a short description of the actions so as someone unfamiliar with the action can understand what is entailed and its aims.
2. Please work through each of the 'IRF Sustainability Objectives and if you have difficulty understanding its implications check with Appendix A – Detailed Questions at the back of this guidance. These are intended to provide some pointers as to the types of questions you can consider in relation to the action. Ask yourself "will this action have a positive, negative or neutral effect on the objective". Note if you are uncertain of the effects. The following examples relate to the action: 'Develop, support and consolidate the Regional Enterprise Hub Network'.



23. To develop a dynamic, diverse and knowledge based economy that excels in innovation, with higher value, lower impact activities	Global Competitiveness	Yes	Hubs have been developed to promote the development of knowledge based business and to encourage collaboration between these companies and universities.		
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3. It may help to visualise the ‘direct’ and ‘indirect’ effects of the proposal. For example, in delivering its action could the Regional Enterprise Hub Network encourage businesses to adopt good environmental practices, such as introducing an environmental management system? This could be achieved by signposting businesses to areas of support such as Envirowise.

19. To increase energy efficiency and the proportion of energy generated from renewable sources in the region	Sustainable Prosperity			No	No direct relation. Enterprise Hub companies could be signposted to business support agencies, like Envirowise, to develop environmental management systems. Consider how the Hub centres can adopt energy efficiency measures in their day to day operations.
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4. The objectives are designed to make you think about the likely effects of your proposal. These will likely raise more questions than answers and if it does, it means that you are on the right track! Record your questions in the checklist. Reviewing these with a colleague may help identify potential amendments, i.e.:

14. To protect, enhance and make accessible for enjoyment the region's countryside and historic environment	Sustainable Prosperity			No	No direct relation. Is there need for Hub staff to be aware of their areas countryside & historic environment to ensure that their activities are not damaging?
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and,

11. To reduce air pollution and ensure air quality continues to improve*	Sustainable Prosperity / Smart Growth			No	Potentially no direct relationship. How do staff operate e.g. how do they visit their clients – via public transport, pool car? Can we implement an environmental monitoring policy for the Hubs? Can Hub staff cycle/walk to work? Are there changing facilities onsite?
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5. If the plan has negative effects consider and describe ways of eliminating or reducing them. However, it is useful to recognise that this may not always be possible. In which case there is value in recording these instances as it demonstrates that they have been considered. In much the same way, if the effect is positive consider and describe ways in which this may be enhanced.



20. To ensure high and stable levels of employment so everyone can benefit from the economic growth of the region	Global Competitiveness	Yes	Contributes towards this objective by providing support to businesses and SMEs		
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17. To reduce waste generation and disposal , and achieve the sustainable management of waste	Sustainable Prosperity			No	Provide guidance on waste minimisation to business or signpost to other sources of support, e.g. Envirowise. Implement environmental policy to achieve waste minimisation & recycling within the Hub offices.
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6. Often actions may have significant positive effects on the economy but negative effects on the environment. It may be useful to consider the effects on balance as well.

7. Not all the questions will be completely relevant to the type of action you are appraising – be sure to indicate why an objective may be irrelevant:

9. To encourage increased engagement in cultural activity across all sections of the community in the South East	Sustainable Prosperity			No	Action has no direct relevance.
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## 1.1.7 Further Information, Training and Help!

If you need some more information on sustainability appraisal try:

- ▶ **DCLG Sustainability Appraisal of Regional Spatial Strategies and Local Development Documents**  
<http://www.communities.gov.uk/index.asp?id=1161341>
- ▶ **DCLG A practical guide to the Strategic Environmental Assessment Directive**  
[http://www.communities.gov.uk/pub/290/APracticalGuidetotheStrategicEnvironmentalAssessmentDirective\\_id1143290.pdf](http://www.communities.gov.uk/pub/290/APracticalGuidetotheStrategicEnvironmentalAssessmentDirective_id1143290.pdf)



**Checklist training days** have been scheduled with Entec:

- ▶ **Chairman's Office, SEEDA, Guildford on the 21st and 22nd February**

**Structured follow up** – a chance to review checklists with Entec:

- ▶ **Fonteyn Meeting Room, SEEDA, Guildford on the 8<sup>th</sup> March**

**Please contact Rob Nolan, Head of Policy, to arrange attendance at one of the training sessions.**

**Help!** If you are stuck and require some assistance contact:

- ▶ **Alistair Donohew or Janet Southern at Entec on 0207 843 1400**



## Appendix A Detailed Questions

**\*REMEMBER:** These detailed questions are intended help better understand the IRF Objectives and can be treated as prompts when completing the checklists.

### Box 1 Objective 1 – detailed questions

Does the action:

- 1.1 ensure the provision of housing for key workers and key sectors in the region?
- 1.2 ensure that housing and economic development policies deliver housing and jobs in an integrated fashion?
- 1.3 ensure the provision of a range of economic opportunities in, or accessible to, rural areas?
- 1.4 promote the adoption of sustainable design and construction practices in development (eg energy/water/land/materials efficiency, incorporation of biodiversity/natural assets etc)?
- 1.5 ensure that the mix/type of new developments can reflect changes in population (size, demographics, etc) and household structure in the region?
- 1.6 take account of existing conditions that affect minority and excluded groups?

### Box 2 Objective 2 – detailed questions

Does the action:

- 2.1 prevent all inappropriate development in the flood plain?
- 2.2 require that all new development applications show that sustainable drainage has been considered and implemented wherever practicable?
- 2.3 ensure that development located in the floodplain is designed to be flood resilient?
- 2.4 ensure that development does not increase flood risk to others

### Box 3 Objective 3 – detailed questions

Does the action:

- 3.1 substantially diminish inequalities in mortality, health and well-being across the region?
- 3.2 ensure the accessibility of healthcare services, including access to environments that may be beneficial to health, by non-car means, e.g. through the incorporation of services in new developments?
- 3.3 promote healthy, active lifestyles as part of the well being of the region and as a means of reducing economic and social exclusion?
- 3.4 take account of the specific health and wellbeing issues of minority and excluded groups?



**Box 4 Objective 4 – detailed questions**

Does the action:

- 4.1 contribute towards a halving the gap between the most disadvantaged communities and the average position of the region by 2010?
- 4.2 ensure the provision of employment land and housing in, or accessible to, the most deprived areas of the South East?
- 4.3 promote the economic and social inclusion of deprived and minority groups?

**Box 5 Objective 5 – detailed questions**

Does the action:

- 5.1 ensure the accessibility of educational/training opportunities by non-car means?
- 5.2 ensure the accessibility of educational/training opportunities for the most deprived communities and those excluded and minority groups?
- 5.3 ensure the accessibility of educational/training opportunities for rural communities?

**Box 6 Objective 6 – detailed questions**

Does the action:

- 6.1 promote the incorporation of 'secured by design' principles as part of good urban design in economic development sites?

**Box 7 Objective 7 – detailed questions**

Does the action:

- encourage the involvement of communities in the planning and management of their neighbourhoods?
- what is the considered demographic make-up of communities of geography and interest of relevance to the RES action in question?
- is there potential for the RES action to have a negative impact, on minority and excluded groups, on race relations or community cohesion?
- is there potential for the RES action to have a positive impact, such as tackling discrimination, promoting equality of opportunity and/or promoting good community relations, for minority and excluded groups?
- have you consulted with the different groups in question when developing the RES action and how have views and concerns raised been addressed?
- Please list any specific targets relating to BME, women, disabled people included in the RES actions?
- What arrangements have been made for monitoring and reviewing the RES action and its impact on equality?



## Box 8 Objective 8 – detailed questions

Does the action:

- 8.1 promote compact, mixed-use development with good accessibility to local facilities and services (eg employment, education, health services, shopping, leisure, green spaces, culture etc), that reduce the need to travel?
- 8.2 ensure that facilities and services (eg employment, education, health services, shopping, leisure, green spaces, culture, outdoor recreation etc) are accessible to rural communities?
- 8.3 ensure the provision of the services and facilities of most relevance to excluded and minority groups?

## Box 9 Objective 9 – detailed questions

Does the action:

- 9.1 ensure that existing facilities and locations for cultural activities are protected and that new facilities are provided in areas targeted for development?
- 9.2 ensure that cultural needs of minority groups are addressed?

## Box 10 Objective 10 – detailed questions

Does the action:

- 10.1 ensure the provision of employment land and housing on previously-developed land, as opposed to greenfield sites (in line with the sequential approach) and through conversion of existing buildings, to ensure that 60% of all forms of development (not just housing) occurs on previously used land by 2008? (Note that not all previously developed land may be suitable as may have special designations, etc.)
- 10.2 encourage the reuse of materials in construction?
- 10.3 promote the adoption of sustainable design and construction practices in non-housing developments (e.g. energy/water/land/materials efficiency, incorporation of biodiversity/natural assets etc)?
- 10.4 require good design to create attractive, high quality environments where people will choose to work and live?
- 10.5 ensure that the historic urban environment and the distinctiveness/character of urban areas is protected and enhanced as part of urban developments?
- 10.6 ensure that the historic rural environment and its distinctiveness and character is protected and enhanced as part of the development of rural areas?
- 10.7 have regard to the positive opportunities presented by the historic environment through regeneration?

## Box 11 Objective 11 – detailed questions

Does the action:

- 11.1 promote more sustainable transport patterns in all economic development areas, particular those of low air quality (eg AQMAs), including provision for public transport, walking and cycling? (see also Objective 15)
- 11.2 address the air quality impacts arising from specific development activities (e.g. airports, energy generation etc)?



## **Box 12 Objective 12 – detailed questions**

Does the action:

- 12.1 ensure a 20% reduction in CO2 emissions by 2010 (from 1990 levels)?
- 12.2 require that development proposals are guided by 'climate proofing' principles?
- 12.3 promote actions that will favour a shift towards a 'low carbon' economy?
- 12.4 provide business with support to address the challenges and opportunities of climate change?

## **Box 13 Objective 13 – detailed questions**

Does the action:

- 13.1 protect, enhance and restore the region's (international, national and local) designated sites recognizing the contributions they make to the region's economy and the wellbeing of residents and visitors?
- 13.2 protect, enhance and restore the region's priority habitats and species, and take account of the need to deliver regional biodiversity targets so as to maintain the region's natural asset base?
- 13.3 encourage the development of new biodiversity assets within/alongside developments? (Including encourage the linkage of habitats and the provision of wildlife corridors?)

## **Box 14 Objective 14 – detailed questions**

Does the action:

- 14.1 recognise the importance to the region's economy of its natural environmental assets (e.g. the green belt, parks and green spaces, common land, woodland and forests, National Parks, AONBs, ESAs etc) and seek to protect, restore and enhance them as an integral part of the region's quality of life
- 14.2 recognise the importance to the region's economy of the region's cultural and heritage assets (e.g. Heritage Coasts, World Heritage Sites, SAMs, Listed Buildings, Historic Parks and Gardens, Conservation Areas, Registered Battlefields etc and their role in the region's quality of life and seek to protect, restore and enhance them?

## **Box 15 Objective 15 – detailed questions**

Does the action:

- 15.1 promote more sustainable transport patterns in all areas, particularly those with high congestion?
- 15.2 promote public transport, walking and cycling?
- 15.3 promote more sustainable transport patterns in connection with developments in rural areas?



## **Box 16 Objective 16 – detailed questions**

Does the action:

- 16.1 promote the use of locally and sustainably-sourced, and recycled, materials in construction and renovation?
- 16.2 promote measures to reduce the overall ecological footprint of the region?
- 16.3 promote resource efficiency measures within the region's businesses?
- 16.4 promote the region's strengths in the environmental goods and services industry?

## **Box 17 Objective 17 – detailed questions**

Does the action:

- 17.1 promote sustainable waste management practices in all sectors and at all levels through the provision of a range of appropriate waste management facilities?
- 17.2 promote waste minimisation?

## **Box 18 Objective 18 – detailed questions**

Does the action:

- 18.1 promote measures to reduce water demand (including groundwater resources) by business
- 18.2 promote pollution control and reduction measures by business (including groundwater resources)

## **Box 19 Objective 19 – detailed questions**

Does the action:

- 19.1 provide for the establishment of renewable energy developments at a regional level, to ensure that renewable energy targets are achieved (eg 16% of generation capacity by 2026)?
- 19.2 promote the uptake of renewable energy sources by business?
- 19.3 promote the incorporation of small-scale renewables in developments?

## **Box 20 Objective 20 – detailed questions**

Does the action:

- 20.1 promote actions to deliver employment to all sections of society in the region especially deprived minority and excluded groups?
- 20.2 target employment growth in areas where social and transport infrastructure capacity exists?



**Box 21 Objective 21 – detailed questions**

Does the action:

21.1 promote actions to narrow the gap in GVA per capita between the best and worst performing parts of the region?

**Box 22 Objective 22 – detailed questions**

Does the action:

22.1 identify priority areas for economic regeneration and their needs?

22.2 promote actions to develop less-favoured areas within the region?

**Box 23 Objective 23 – detailed questions**

Does the action:

23.1 support the development of access to broadband infrastructure, particularly in rural and deprived areas and among excluded and minority groups?

23.2 identify actions to promote innovation and research and development in the region?

23.3 identify clear priorities for investment in new services/technologies

**Box 24 Objective 24 – detailed questions**

Does the action:

24. No appraisal questions?

**Box 25 Objective 25 – detailed questions**

Does the action:

25.1 promote business support measures/skills programs that meet the demands of the region's businesses?

25.2 identify key skills sets/skills gaps to be developed/managed?

25.3 identify key sectors that provide 'skills escalators' that create opportunities for less-skilled individuals in the region's economy?

25.4 identify the skills needs/demands for skills amongst minority and excluded groups?



## SEEDA Sustainability Checklist for Actions

### PART 2 – CHECKLIST TEMPLATE

<b>i) Action / objective:</b>	(INSERT NAME OF ACTION / REFERENCE)
<b>ii) Description of the action:</b>	(PROVIDE A SHORT DESCRIPTION OF THE PROJECT SO THAT SOMEONE UNFAMILIAR WITH THE ACTION WILL UNDERSTAND WHAT IT ENTAILS) (this can probably be taken from the “Rationale” for the action in the RES)
<b>iii) Date:</b>	(INSERT DATE / VERSION HISTORY)
<b>iv) Completed by:</b>	(INSERT NAME / INITIALS)

This part (**Part 2**) should be reproduced and completed for each action and returned to Rob Nolan by the 16<sup>th</sup> March 2007.

For help completing this checklist, contact either: Alistair Donohew or Janet Southern at Entec on 0207 843 1400.



**UK SHARED PRINCIPLE: ENSURING A STRONG, HEALTH AND JUST SOCIETY**  
**UK SHARED ACTION: SUSTAINABLE COMMUNITIES**

IRF/Sustainability Objectives	Consider the likely effects of the action (either negative, neutral or positive) and describe if the action addresses the IRF/Sustainability Objectives?			
	Yes	Please specify how the objective is going to be met	No	Please state why the project does not meet the objective & please give mitigation measures to be implemented, where appropriate
1. Ensure that everyone has the opportunity to live in a decent, sustainable constructed and affordable home				
3. To improve the health & well-being of the population and reduce inequalities in health				
4. To reduce poverty & social exclusion, and close the gap between the most deprived areas in the South East and the rest of the region				
5. To raise educational levels across the region and develop the opportunities for everyone to acquire the skills needed to find and remain in work				
6. To reduce crime and the fear of crime				
7. To create and sustain vibrant communities				
8. To improve accessibility to all services and facilities				
9. To encourage increased engagement in cultural activity across all sections of the community in the				



South East				
20. To ensure high and stable levels of employment so everyone can benefit from the economic growth of the region				
21. To sustain economic growth and competitiveness across the region				
22. To stimulate economic revival in priority (deprived) areas				
23. To develop a dynamic, diverse and knowledge based economy that excels in innovation, with higher value, lower impact activities				
24. To encourage the development of a buoyant , sustainable tourism sector				
25. To develop and maintain a skilled workforce to support long-term competitiveness of the region				



## UK SHARED PRINCIPLE: LIVING WITHIN ENVIRONMENTAL LIMITS

### UK SHARED ACTION: NATURAL RESOURCE PROTECTION AND ENVIRONMENTAL RESOURCE ENHANCEMENT

IRF/Sustainability Objectives	Consider the likely effects of the action (either negative, neutral or positive) and describe if the action addresses the IRF/Sustainability Objectives?			
	Yes	Please specify how the objective is going to be met	No	Please state why the project does not meet the objective & please give mitigation measures to be implemented, where appropriate
2. Reduce the risk of flooding and the resulting detriment to public well-being and the environment*				
11. To reduce air pollution and ensure air quality continues to improve*				
13. To conserve and enhance the region's biodiversity				
14. To protect, enhance and make accessible for enjoyment the region's countryside and historic environment				

\* These IRF objectives span the following shared actions from Securing the Future 2005: natural resource protection and environmental enhancement and climate change and energy.



## UK SHARED PRINCIPLE: LIVING WITHIN ENVIRONMENTAL LIMITS

### UK SHARED ACTION: SUSTAINABLE CONSUMPTION AND PRODUCTION

IRF/Sustainability Objectives	Consider the likely effects of the action (either negative, neutral or positive) and describe if the action addresses the IRF/Sustainability Objectives?			
	Yes	Please specify how the objective is going to be met	No	Please state why the project does not meet the objective & please give mitigation measures to be implemented, where appropriate
10. To improve efficiency in land use through the re-use of previously developed land and existing materials from buildings, and encourage urban renaissance				
16. To reduce the global, social and environmental impact of consumption of resources by using sustainably produced and local products				
17. To reduce waste generation and disposal , and achieve the sustainable management of waste				
18. To maintain and improve the water quality of the region's rivers and coasts (and groundwaters), and to achieve sustainable water resources management				
19. To increase energy efficiency and the proportion of energy generated from renewable sources in the region				



## UK SHARED PRINCIPLE: LIVING WITHIN ENVIRONMENTAL LIMITS

### UK SHARED ACTION: CLIMATE CHANGE AND ENERGY

IRF/Sustainability Objectives	Consider the likely effects of the action (either negative, neutral or positive) and describe if the action addresses the IRF/Sustainability Objectives?			
	Yes	Please specify how the objective is going to be met	No	Please state why the project does not meet the objective & please give mitigation measures to be implemented, where appropriate
2. Reduce the risk of flooding and the resulting detriment to public well-being and the environment*				
11. To reduce air pollution and ensure air quality continues to improve*				
12. To address the causes of climate change through reducing emissions of greenhouse gases and ensure that the South East is prepared for its impacts				
15. To reduce road congestion and pollution levels by improving travel choice and reducing the need for travel by car/lorry				

\* These IRF objectives span the following shared actions from *Securing the Future 2005*: natural resource protection and environmental enhancement and climate change and energy.

