

| Sustainability Appraisal: Stages and Tasks | | |
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| Generic Stages of plan-making | Stages and Tasks | Purpose |
| Gather Information | Stage A: Setting the context and objectives, establishing the baseline and deciding on the scope | |
| | A1: Identifying other relevant plans, programmes, and sustainability objectives | To document how the plan is affected by outside factors and suggest ideas for how any constraints can be addressed. |
| | A2: Collecting baseline information | To provide an evidence base for sustainability issues, effects prediction and monitoring. |
| | A3: Identifying sustainability issues | To help focus the SA and streamline the subsequent stages, including baseline information analysis, setting of the SA Framework, prediction of effects and monitoring. |
| | A4: Developing the SA Framework | To provide a means by which the sustainability of the plan can be appraised. |
| | A5: Testing the plan objectives against the SA Framework | To ensure that the overall objectives of the plan are in accordance with sustainability principles and provide a suitable framework for developing options. |
| | A6: Consulting on the scope of the SA | To consult with statutory bodies with social, environmental, or economic responsibilities to ensure the appraisal covers the key sustainability issues. |
| Identify issues and options and prepare for consultation | Stage B: Developing and refining options | |
| | B1: Appraising issues and options | To assist in the development and refinement of the options, by identifying potential sustainability effects of options for achieving the plan objectives. |
| | B2: Consulting on the SA of emerging options | To consult with the public and statutory bodies on the SA of emerging options to ensure the SA covers all the reasonable options and key sustainability issues. |

| Sustainability Appraisal: Stages and Tasks (continued) | | |
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| Generic Stages of plan-making | Stages and Tasks | Purpose |
| Identify preferred options Consult public on emerging options Prepare the plan for formal consultation stage | Stage C: Appraising the effects of the plan | |
| | C1: Predicting the effects of the plan, including plan options | To predict the significant effects of the plan and its plan options. |
| | C2: Assessing the effects of the plan | To assess the significance of the predicted effects of the plan and plan options and assist in the refinement of the plan. |
| | C3: Mitigating adverse effects and maximising beneficial effects | To ensure all potential mitigation measures and measures for maximising beneficial effects are considered and as a result residual effects identified. |
| | C4: Developing proposals for monitoring | To detail the means by which the sustainability performance of the plan can be assessed. |
| | C5: Preparing the SA Report | To provide a detailed account of the SA process, including the findings of the appraisal and how it influenced the development of the plan, in a format suitable for public consultation and decision-makers. |
| Full public participation on plan Examination Finalise and adopt plan Publish adopted plan | Stage D: Consulting on the plan and SA Report | |
| | D1: Consulting on the SA Report alongside the plan | To provide the public and statutory bodies with an effective opportunity to express their opinions on the SA Report and to use it as a reference point in commenting on the plan. |
| | D2: Appraising significant changes | To ensure that any significant changes to the plan are assessed for their sustainability implications and influence the revision of the plan. |
| | D3: Decision making and providing information | To provide information on how the SA Report and consultees' opinions were taken into account in preparing the plan. |

| Sustainability Appraisal: Stages and Tasks (continued) | | |
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| Generic Stages of plan-making | Stages and Tasks | Purpose |
| Monitor plan implementation | Stage E: Monitoring implementation of the plan | |
| | E1: Monitoring the significant effects of the plan | To measure the sustainability performance of the plan in order to determine whether its effects are as anticipated, and thereby inform future revisions. |
| | E2: Responding to adverse effects | To ensure that the adverse effects can be identified and appropriate responses developed. |