

Action Plan Progress Report Appraisal Checklist

Defra, the Devolved Administrations and the Mayor of London expect authorities to submit action planning progress on an annual basis following the publication of Air Quality Action Plans, to ensure that each authority is implementing the measures outlined within the action plan document and to the proposed timescales. General guidance on the expected content and format an annual AQAP Progress Report is provided in the recently updated LAQM.TG(09); and LAQM.PG(09), which applies to England only. It should be noted that separate Policy Guidance documents have been published in England, Wales, Scotland and Northern Ireland. The updated guidance supersedes the local air quality management Policy Guidance and the Progress Report Guidance published in 2003 and the addendum to the policy guidance published in 2005. The aim of this appraisal is to provide feedback on recently submitted progress reports and to give further guidance to individual authorities in the preparation of future progress reports. The guidance presented in LAQM.PG(09), LAQM.TG(09) and this progress report appraisal will assist local authorities in meeting their statutory obligations under the Local Air Quality Management Regime, and in demonstrating progress toward meeting the aims of Action Plans in improving local air quality.

By following the guidance outlined in LAQM.TG(09), LAQM.PG(09) and the recommendations listed below, local authorities will assist Defra in demonstrating in quantitative terms the impact that many local measures have had on air quality.

General

The basic content and format of annual AQAP progress reports is outlined in LAQM.TG(09), with a tabular summary outlined in Box 4.3, constituting a general requirement. **In order to provide an update on progress on the action plan for consultees and the public, it should be possible to review annual and total progress against the targets outlined within the action plan without referring to the Action Plan document or previously submitted progress reports.**

Local Authority:

Date of Original Action Plan Publication (dd/mm/yy):

Progress Report No. and date:

Details of AQMA and AQAP

Yes No

Is the extent of AQMA(s) clearly identified within the Progress Report (map with clear boundary presented)?

Since the publication of the original plan, have any modifications been made to the scope of the plan or the boundary of AQMA(s)? Are these modifications discussed in sufficient detail and are maps provided where considered necessary?

Is a clear summary of pollutant(s) and objective(s) for which each AQMA has been declared presented?

Are data of source contributions for each AQMA clearly presented? Are these based on the original findings of the detailed assessment/ AQAP or do these incorporate changes following progress on the implementation of the action plan (i.e. previous year's progress report)?

Air Quality Monitoring Results

Yes No

Has the report been amalgamated with a review and assessment Progress Report?

In the results of air quality monitoring undertaken during the previous year, has any interpretation been made regarding whether the AQMA and subsequent action plan had any bearing on the monitoring results

Comments:

Air Quality Action Plan: Progress Reported

Actions/ Options

Local authorities must focus on effective, quantifiable measures where possible, although measures that are difficult to quantify should be given equal priority where they lead to improvements in air quality.

	Yes	No
Is a list of 'original' actions/ options/ measures outlined in the AQAP presented in the Progress Report? Are the actions numbered (and do they tally)?		
Have actions been prioritised in terms of cost benefit and if so, do the priority actions address the primary sources identified in the source contribution exercise?		
Has progress made against each of the actions since inception of the plan and during the last year been discussed separately?		
Have relevant quantitative indicators been identified?		
Has a quantified estimate or monitored change in the indicator (where appropriate) and textual update on progress been presented since:		
(a) Publication of the plan?		
(b) The last reporting period?		
Have the original timescales for the implementation and/ or completion of individual actions presented in the AQAP been presented in the progress report.		
Have updated timescales for the implementation/ completion of actions been presented?		
Where actions are no longer considered feasible or where progress has been restricted; have details been provided and are alternative approaches/ recommendations presented?		
Where options are no longer considered feasible, or where the extent of implementation is likely to be reduced/ limited, has the potential reduced impact of the plan been considered in term of emissions and/ or concentrations of pollutants?		
Has an overall assessment of the impact of the action plan (to date) on local air quality been presented?		
Can it be concluded that significant progress has been made in the implementation of the plan?		

Comments:

Have the Authority demonstrated a Strategic Approach to Air Quality Management?

Defra, the Devolved Administrations and the Mayor of London recommend that authorities adopt a strategic approach to local air quality management. *Strategies for improving local air quality should outline fundamental principles as agreed with other departments within a local authority and the upper-tier authority (where appropriate). Such strategies could also be incorporated into other strategies, particularly those on climate change and/or transport. Air quality officers should take a joined up approach towards air quality management, working with others within their local authority (such as environmental health, planning and transport), organisations in the Local Strategic Partnership and external organisations.*

	Yes	No
Is a list of council departments contributing to the action plan progress report presented with relevant contact details?		
Is any reference made to a Local Air Quality Strategy or local air quality steering group?		
Where the authority has declared AQMA(s) in response to road transport sources; is a clear statement presented regarding inclusion of the AQAP within the Local Transport Plan?		
Where options/ actions out-with the control of the local authority has been proposed within the action plan, has the implementation/ uptake of these actions been discussed within the progress report?		
Have details of ongoing consultation between the authority and the responsible party been presented?		
Are the Council demonstrating a Strategic Approach to LAQM?		

Additional impacts/ developments

Have the potential impacts of any new actions, initiatives or developments (already part of USA) that may exert an effect on local air quality within the AQMA been identified or assessed?		
Has the Council implemented a Climate change strategy that may influence the AQAP?		
Have the council identified that an SEA was or was not required to be undertaken in relation to the AQAP?		

Comments:

Targets for the year ahead		
	Yes	No
Are priority actions for the year ahead clearly outlined within the progress report?		
Do the Council state how progress against these actions will be monitored and are appropriate indicators identified where possible?		
Overall conclusion of AQAP PR		
Has a brief summary of progress made toward the full implementation of the plan been presented?		
Have problems, delays been discussed and potential solutions been proposed?		
Has a quantified approach to the impact of the action plan on local air quality to date been presented?		
Has an assessment be made as to whether the plan is on target to meet the NAQS objective(s) by the set date?		
If the Council states that the plan is unlikely to facilitate the required improvement in local air quality, are any recommendations made for changes/ updating the plan?		
Table Summary		
Has a tabular summary of actions, timescales and progress against actions in line with the recommended format outlined in LAQM.TG(09) been presented?		
Comments:		

Recommendations

Conclusion:

The annual AQAP progress report submitted by..... on**/**/** is/ is not consistent with the guidance contained in LAQM.TG(09), LAQM.PG(09) and presents an update on progress on the implementation of the AQAP.

Contact Details for further enquiries

This commentary is not designed to deal with every aspect of the Progress Report. It highlights a number of issues that should help the local authority in maintaining the objectives of its Action Plan, namely the improvement of air quality within the AQMA.

Issues can be followed up through the Air Quality Action Plan helpdesk as follows:

Action Planning Helpdesk telephone: 0870 190 6050

Action Planning Helpdesk email: lasupport@aeat.co.uk

Action Planning Web-site: www.airquality.co.uk/archive/actionplan.php