SCBCEG New Action Request Guidance 2024

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FOREWORD

This guidance document has been produced to help Coastal Group members fill in the New Action Request Form.
The form will help track and log any changes to the Action Plan, ensuring it remains a live and up to date document.
This guidance will ensure that new actions placed within the SCBCEG SMP Action Plan are consistent, replicable, and accessible.

SMART Objectives

The SCBCEG recommends that all actions submitted are framed within the 'SMART Objective' format. This will ensure that all actions are:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

This will help avoid 'non-actions' and the addition of "Business-as-usual" actions. If an action is deemed as Business-as-usual by the Coastal Group, then it will be referenced within the SCBCEG Business-As-Usual Register document, ensuring they are not missed as the SMP-Refresh process progresses.

This document is set out in the sections as seen within the New Action Request Form:

1. Personal information
2. Location in term of SMP
3. Action description and objectives
4. Location in terms of jurisdictions
5. Delivery organisations
6. Timings and progress tracking
7. Prioritisation and delivery risks
8. Costs, funding, and resources
9. Outcomes

10. Action references

11. Additional comments

The SCBCEG recommends that you contact the Coastal Officer or Chair before submitting the request to discuss any issues and to ensure a consistent approach is adopted.

This process is not intended to take up an extensive period of time/resources, so please contact hrichards@valeofglamorgan.gov.uk if you have any questions.

GUIDANCE

Section 1: Personal Information

1. **Name**
2. **Email**
3. **Organisation Requesting Addition**

This section is for administrative purposes only and will not be displayed within the SCBCEG Action Plan. It allows the Coastal Group to log who is requesting the change, the organisation they are associated with and contact details so the Coastal Group can ask any follow-up questions.

Section 2: Location

4. **Local Authority**

This question is used to identify the local authority within which the proposed action will sit.

5. **Policy Unit ID/Name (location)**

This question is used to identify the policy unit to which the action will be targeted. All policy unit IDs and Names are listed in the drop-down menu. Please select one. Actions can be marked as 'SMP wide' in the 'policy unit ID / name (location)' subsection if they cover the whole SMP or are not location specific.

Section 3: Action Description and Information

6. Action Description

This should succinctly outline what needs to be done. These should be easily understood by a non-technical professional, such as a member of the public.

7. Action Purpose

This answer should capture why the action is needed and how this relates to SMP Policy. The SCBCEG recommends that all actions submitted are framed within the 'SMART Objective' format.

8. Lead Action Organisation

If this is not the organisation requesting addition as stated in section 1, then correspondence must be evidenced if an alternative action lead is proposed. This is to ensure the action is not challenged as the proposed action lead was not made aware of the proposal.

9. Action Lead Contact Information

Name of the individual within the lead organisation who is responsible for delivery. This is optional but recommended for tracking and reporting purposes.

10. Key Partner Organisations

Include any other main parties involved in delivery here.

Section 4: Timings and Progress Tracking

These subsections facilitate the scheduling of actions and the tracking of progress of actions across the Action Plan.

11.   Trigger for Initiation (*if applicable*)

Allows the capture of any factors that initiate the progression of the action. An example of a trigger to initiate an action for a managed realignment feasibility study could be a net reduction in designated intertidal habitat in a certain area as observed via monitoring.

Completion of this column is required if the start date subsection is left empty.

12.   Start Date

Alternatively, if an action has no trigger for initiation, the trigger section can be left empty, and a date should be entered into the 'Start date' section instead.

13.   Action Progress Status

To be selected from the provided options.

14.   Supporting Information/Evidence to be used for Action Status Commentary

The subsection is where details on the progress of the action can be captured (e.g., reasons for any delays). Dates can be included in separate commentary for each year/update, these will be transferred onto the SCBCEG Action Plan.

Section 5: Prioritisation and Delivery Risks

Every action should be assigned both an 'urgency rating' and an 'importance rating' based on the definitions below.

15. Urgency Rating

1	2	3
Low (no) Urgency – action is for medium-term or long-term review / confirmation / delivery of policy	Medium Urgency – action will need to be delivered in the short-term (~0 to 5 years) to review / confirm / deliver policy	High Urgency – action is required immediately to review / confirm / deliver policy

16. Importance Rating

1	2	3
Low Importance – for other actions which are not directly relevant for policy setting or policy implementation	Medium Importance – action is required for policy implementation	High Importance – action has direct relevance for policy setting

17. Potential Dependencies

This subsection can be used to capture any other factors that the action is reliant on in order to be delivered e.g., securing funding, change in legislation or actions by other parties).

18. Enabling Actions (*if applicable*)

This subsection can be used to refer to any other actions that could help investigate or resolve any dependencies that influence delivery of the original action.

Section 6: Costs, Funding, and Resources

19.   **Estimated Cost of Action (*if applicable*)**

20.   **Estimated Funding Source (*if applicable*)**

21.   **On a Funded Programme? Which One? (*if applicable*)**

22.   **Estimated Resource Requirements (*if applicable*)**

These subsections are for capturing costs, funding / programme and resource requirements needed to deliver an action over the 20-year time period.

Section 7: Outcomes

23.   **Are Changes to the SMP Required?**

This is required to be completed either once the action is complete, or whenever a clear outcome has been reached (e.g., for ongoing actions).
If the outcome does not require changes to be made to the SMP, then enter 'no'.

Section 8: Action References

24.   **Does the Action link to any Current Action(s)?**

Please review the up-to-date SCBCEG Action Plan to identify if the proposed action is linked to any current actions. This will improve the synergy between actions and raises the awareness of similar and related actions.

25.   **If Yes, please provide the Action Reference Number(s)**

Please refer to the format used on the SCBCEG Action Plan e.g., 01_1.1.

Section 9: Additional Comments

Use this subsection to provide any further comments (e.g., reasons as to why sections are missing, uncertainties, where more resources are required etc.)