



Building the benefits

Yorkshire and Humber Regional
Sustainable Development Framework -
Update 2003 - 2005

**YORKSHIRE
AND
HUMBER
ASSEMBLY**
Voice of the region

Introduction

By Cllr Peter Box, Chair of Yorkshire and Humber Assembly

'Yorkshire and Humber will be a recognisably world class and international region where the economic, environmental and social well being of all our region and its people advances rapidly and sustainably.'

This is the region's vision for the future; we are striving to build a more sustainable society that safeguards and improves our quality of life, environment and economy.

The Regional Sustainable Development Framework (RSDF) is a tool to help us to do this. First produced in November 2000, the RSDF promotes ways of achieving economic growth alongside environmental and social benefits.

The sustainability framework will be fully reviewed in 2005, but in the interim this document, the RSDF Update 2003-05, has been published to update and invigorate the process. It concentrates on two priorities - integrating sustainability into policy and decision making and developing a regional approach to tackling climate change.

The Update is a short and accessible version of the framework but retains the 3 key elements: the 15 aims, the action plan and the sustainability appraisal. Much of the background and supporting information in the original RSDF has not been included in this document but is still available in the version posted on the Yorkshire and Humber Assembly website - www.yhassembly.gov.uk

My gratitude is expressed to all those who took part in the consultation on this document. Your comments and suggestions have helped to shape and improve the framework, making it more robust and effective in bringing about a sustainable future. I hope that you will continue to work with us to put sustainable development at the heart of decision making across the region.

Cllr Peter Box

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A photograph of two cyclists on a grassy hillside. The cyclist in the foreground is wearing a white t-shirt with 'MOORE' on it, black shorts, and a white helmet. The cyclist behind is wearing a yellow and green jersey and a pink helmet. They are both pushing their bicycles up the hill. The background shows a vast valley with rolling hills and a small pond under a clear blue sky.

Part 1: The strategy

What is the Regional Sustainable Development Framework?

The Regional Sustainable Development Framework (RSDF) is the mechanism to realise the Yorkshire and Humber vision for a sustainable region expressed in *Advancing Together**.

“Yorkshire and Humber will be a recognisably world class and international region where the economic, environmental and social well-being of all our region and its people advances rapidly and sustainably”

The RSDF seeks to ensure that sustainable development is an integral part of policy and decision-making at regional, sub-regional and local levels throughout Yorkshire and Humber.

What is sustainable development and what does it mean for Yorkshire and Humber?

Sustainable development is essentially about improving the quality of life. To achieve this we need to break free from existing models and mindsets. While economic growth remains an important ingredient for a better

*Copies of *Advancing Together* are available from YHA, see back cover for contact details.

quality of life, it can also increase pollution and deplete and waste resources. There can be social costs, too, as many people remain excluded from the benefits of increased wealth. In some cases they actually suffer negative consequences as a result of increased economic activity.

Sustainable development means finding a way to improve quality of life now and in the future by breaking the link between economic growth and environmental damage/social exclusion. It means developing our economy in a way that avoids pollution, protects and enhances natural habitats, uses resources efficiently and tackles social inequalities to ensure that people in this region and elsewhere are able to enjoy the benefits.

Sustainable development depends upon simultaneously achieving the following four aims in an integrated way:

- Social progress that meets the needs of everyone
- Effective protection and enhancement of the environment
- Maintenance of high and stable levels of economic growth and employment
- Prudent use of natural resources.

These are the national objectives for sustainable development and they have been translated into 15 aims for this region. Pursued together, they will improve the sustainability of Yorkshire and Humber and take the region closer to the vision in Advancing Together.

But what will the vision of a sustainable region look like? Here are some thoughts based on existing regional strategies to illustrate what the region could be by 2020 . . .

Land use and transport

Better land use and transport planning will mean that more of people's everyday needs for work and services, like shopping, education, healthcare and entertainment, are located close to where they live and readily accessible by good quality public transport. Maximum use will be made of previously developed land and existing buildings for development. People will use their cars less and car clubs in towns, cities and villages will make cars available to people who are not able or choose not to buy a car. There will be increasing use of bio-fuels in private cars and hydrogen fuel cells in buses and utility vehicles.

Employment

More people will be able to get rewarding, high quality employment and the diversity of the population will be reflected in the workforce at all levels. A much greater proportion of people in their 50s and 60s will be in work and there will be opportunities for those who choose to work beyond normal retirement age. It will be accepted that people who work are entitled to enjoy a balance between work and their personal lives and long hours will be unusual. Varied employment opportunities will be available across a range of sectors and across all parts the region including areas that in the past suffered severe economic decline.

Education and skills

Lifelong learning will be a reality. The region will have an aspirational learning culture in which people of all ages and abilities continually update their skills, both to take advantage of employment opportunities and to further their own interests and knowledge. Learning provision will be more flexible and meets the needs of employers and learners. The region will have high levels of skills and will have supported the development of a number of world-class firms. A much higher proportion of the population of all ages will have experience of higher education and the number with poor levels of literacy will have been reduced substantially. People will be much more aware of sustainability and make choices at home and at work, such as what they buy and how they travel, that support sustainable development.

Housing

There will be good quality homes in successful neighbourhoods that are designed to meet the needs and aspirations of existing and future residents. New homes, designed and built in a sustainable way, will encourage diverse and mixed - income communities and will cater for the changing demographics of the region. Improved energy efficiency in homes will have helped to eradicate fuel poverty and inadequately heated homes.

Health and well-being

Life-expectancy will continue to rise and we will have started to address the inequalities in health between the richest and poorest people in the region. Older people will be healthier than previous generations with higher expectations in terms of health, leisure and work. A reduction in car use and changes within the industrial infrastructure will have had a positive impact on people's health. In addition, more people will be adopting lifestyles with healthy diets and more physical activity. Health services will be increasingly focused on the prevention of illness rather than dealing with its effects.

Energy and climate change

Gas and coal will still be important fuels but there will be an increasing use of renewable energy from biomass and inland and off-shore wind turbines. In addition, there will be more electricity generated in local/community renewable energy and combined heat and power plants. The region will have reached its target to produce 20% of energy from renewable sources. The impacts of climate change will be evident with warmer summers and more episodes of stormy weather. The potential risk of flooding will have increased in many areas but will be managed by tackling water run-off in upstream areas, managed retreat of the flood defence line around parts of the Humber Estuary and improved flood defences. The region will have reached its target to reduce emission of greenhouse gases by 20% by 2010 and will be working to reduce emissions further still.

Natural environment

River water quality will have improved with the majority of rivers in the region classed as good quality. Similarly, air quality will have improved across all parts of the Yorkshire and Humber, and the number of days in the year when levels of air pollutants are moderate or higher will be very low. There will be a much more integrated approach to conserving biodiversity in the region. Important sites, such as Special Protection Areas and Sites of Special Scientific Interest will continue to be protected but other opportunities to enhance wildlife, for example in greenspaces in urban areas, on agricultural land and creating new broad-leaved woodlands, will be commonplace. Climate change will have begun to have an impact on some species and habitats and this will be being monitored.

Consumption and waste

Goods will be designed and manufactured to produce less waste and to be more re-usable and recyclable. More community-based organisations will be involved in schemes to re-use and recycle goods, provide washable nappy services and produce good quality compost. The amount of waste produced per person will have fallen and the target to recycle a third of household waste by 2016 will have been achieved. The Centre of Excellence for Recycling set up more than 15 years earlier will have helped the development of a strong market for recycled materials and a range of businesses will have set up in the region to reprocess and market recycled goods.

How does the RSDF work?

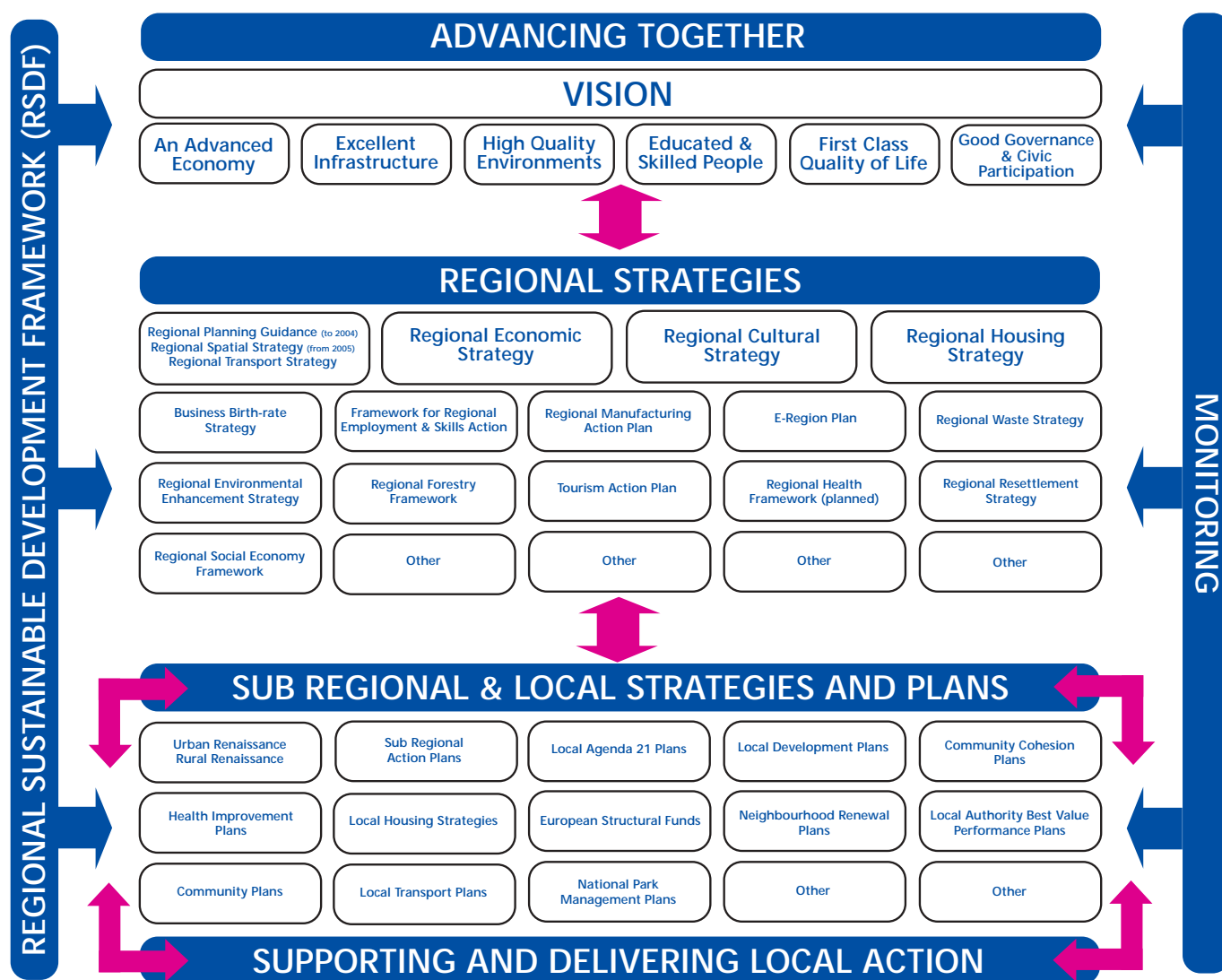
The RSDF sets out the aims for sustainable development so that they can be integrated with other regional and local strategies, a combined focus that is designed to ensure a consistent approach.

An appraisal tool has been developed, based on the 15 aims of the RSDF. This is a tool to make sure that sustainability and in particular, this region's vision for sustainability, is embedded within all strategies and action plans. Further details on the sustainability appraisal are given in part 3 of this document on page 17

The RSDF also has an action plan to promote increased understanding of sustainable development and encourage policy and decision-makers across the region to make it central to their work.

The relationship between the RSDF and the region's strategies and action plans is illustrated on page 10.

Relationship between RSDF and other strategies and action plans



Background and the role of RSDF Update 2003-2005

The Government requires that Regional Sustainable Development Frameworks should be drawn up in every English region and that they should set out the sustainable development context for all other regional strategies.

The Regional Chamber's Sustainability Commission developed the original RSDF on behalf of the Regional Chamber for Yorkshire and Humber. The Regional Chamber adopted the RSDF on 16th November 2000. Since then the Regional Chamber has reorganised to become the Yorkshire and Humber Assembly (YHA). The Assembly, alongside the Sustainability Commission (see section on page 12), is now responsible for the development and implementation of the RSDF.

A full review of the RSDF will take place during 2005 under new government guidelines on sustainable development. This review will also benefit from research currently being undertaken on the effectiveness of the regional frameworks in all of the English regions.

This is an interim revised version of the RSDF for the period 2003-2005. Its purpose is to renew and re-focus efforts to promote sustainability and its integration into policy and decision-making across the region and take account of the developing nature of RSDFs.

The Government White Paper on the development of regional governance, Your Region, 'Your Choice -

Revitalising the English Regions'* sets out the lead role that regional assemblies, like the YHA, should take to ensure that regional strategies are developed and implemented in an integrated, co-ordinated way. The paper specifically mentions the key role of regional sustainable development frameworks to underpin this process and join up other regional strategies.

'Sustainable communities: building for the future'** is a new action programme produced by the Government to provide decent homes and good quality local environments in every region. The programme identifies the importance of using regional sustainable development frameworks to ensure that the work undertaken for the programme contributes to regional sustainable development aims.

The RSDF Update also provides an opportunity to review and update the action plan to concentrate on priorities. The first priority, as mentioned earlier, is integrating sustainable development into policy and decision-making. The second priority is to support the development of a regional approach to tackling climate change.

The 15 aims and cross-cutting themes

The aims and cross-cutting themes of the RSDF remain the same. The aims are:

- Good quality employment opportunities available to all
- Conditions enabling business success, economic growth and investment
- Education and training opportunities building the skills and capacities of the population
- Safety and security for people and property
- Conditions and services engendering good health
- Culture, leisure and recreation opportunities available to all
- Vibrant communities participating in decision making
- Local needs met locally
- A transport network maximising access whilst minimising detrimental impacts
- A quality built environment and efficient land use patterns making good use of derelict sites, minimising travel and promoting balanced development
- Quality housing available to everyone
- A bio-diverse and attractive natural environment
- Minimal pollution levels
- Minimal greenhouse gas emissions and a managed response to the effects of climate change
- Prudent and efficient use of energy and natural resources with minimal production of waste

The cross-cutting themes are:

- Social inclusion and equity across all sectors
- A partnership and participative approach
- Geographic adaptation to meet the needs of rural and urban communities
- Creativity, innovation and appropriate use of technology

*Your Region, Your Choice - Revitalising the English Regions, Office of the Deputy Prime Minister (ODPM), 2002 - copies are available from ODPM website at www.communities.odpm.gov.uk

**Sustainable communities: building for the future, Office of the Deputy Prime Minister (ODPM), 2003 - copies available from ODPM website at www.communities.odpm.gov.uk

Each of the 15 aims of the RSDf has associated with it a number of objectives that help to explain the meaning and purpose of that aim. These objectives are particularly useful in the sustainability appraisal process. The objectives in this updated version of the RSDf differ from those in the original version as they have been amended to take better account of health and community issues and developments in other policy areas such as climate change and transport. The objectives for each of the 15 aims are set out in Appendix 1.

Role of the Sustainability Commission

The Yorkshire and Humber Assembly has five commissions: Quality of Life, Regional Planning and Infrastructure, Economy, Education and Skills and Sustainability. The purpose of these commissions is to ensure that a broad range of sectors and interests are involved in the work of the Assembly. The Sustainability Commission has a specific remit to co-ordinate the development and delivery of the RSDf and ensure that sustainability is integrated into the work of the other commissions. It has adopted a work programme to guide its activity. The terms of reference for the Commission and its current membership are included in Appendix 2.

Organisations involved in sustainable development in Yorkshire and Humber

Advancing Together is the region's strategic framework, published by the Yorkshire and Humber Assembly. It describes the region's vision for a sustainable future and sets out six objectives to achieve that vision. They are:

1. An advanced economy
2. Excellent infrastructure
3. High quality environments
4. Educated and skilled people
5. First class quality of life for everyone
6. Good governance and civic engagement

The 15 aims of the RSDf set out how the region will move towards these six objectives in a sustainable way, ensuring a consistent and strategic approach at all times.

The Yorkshire and Humber Assembly, through the Sustainability Commission leads the development, delivery and monitoring of the 15 aims in the RSDf.

But this work is only part of what is taking place in the region and many other organisations are engaged in promoting and delivering sustainable development. The roles and responsibilities of some of these organisations are summarised in Appendix 3.

Indicators

A set of indicators for Yorkshire and Humber has been developed for Advancing Together that will be used to chart progress towards the regional vision. This set of indicators brings together a range of social, environmental and economic measures. The indicators for the RSDf Update are based on these indicators but also include additional ones that will be able to provide more detailed insight into the state of sustainability in the region.

The set of indicators is detailed in Appendix 4. The Advancing Together Indicators are denoted with an asterisk.

The indicators provide a baseline against which future progress can be evaluated. The YHA and Sustainability Commission will monitor the indicators and the results will be included in annual progress reports. The first indicator report will be produced in February 2004 and thereafter the updates will be included in Progress in the Region. It is acknowledged that further work is needed to develop the indicators so that they provide a more effective measure of sustainability. Work on this will be undertaken during 2004/5 and fed into the full review of the framework in 2005.

Part 2: The action plan



Introduction

The action plan in the original RSDF detailed a whole range of activities that were taking place in the region at the time to progress sustainability. It also identified new activities that could take place. A review of action was undertaken at the end of 2002. The findings of this review are summarised below:

- Key partners, such as Yorkshire Forward, the Government Office for Yorkshire and Humber and the Environment Agency, have taken forward many of the new activities that were attributed to them in the action plan
- Some actions that were not progressed had not been attributed to the appropriate strategies or plans
- Many organisations were not aware that they had been included in the action plan and allocated specific activities to undertake
- The action plan included wide-ranging activities, many of which were taking place irrespective of the RSDF and within the remit of other strategies or programmes

In addition it was noted that there were concerns from many organisations in the region that a more comprehensive approach was needed to address climate change.

Taking account of these results and the developing role of the RSDF the new action plan is more selective and places more emphasis on actions that need to be taken to address the following key priorities:

1. to integrate sustainability into decision - and policy-making across the region, and
2. to support policy development and action on energy and climate change and facilitate the development of a more comprehensive and co-ordinated approach to this issue.

The plan, accordingly, is divided into 3 sections:

- Raising awareness of sustainability and the RSDF
- Promoting the integration of RSDF aims into regional, sub-regional and local policies and action plans
- Energy and climate change

The action plan is not intended to be a summary of all the work that is now taking place; such an audit will take place in 2005 during the complete review of the RSDF. In addition, the action plan does not propose actions to take forward each of the 15 sustainability aims as these should be addressed through the other regional strategies, such as the Regional Economic Strategy and the Regional Housing Strategy, which are linked to service delivery. How well this is being achieved will be considered as part of the full review in 2005.

Effective monitoring of the action plan is very important. The Sustainability Commission will report progress annually, the first report to be produced in September 2004. Organisations that have agreed to be the lead partner on a particular action will co-ordinate the delivery of the action, monitor progress and report this to the Sustainability Commission.

The following abbreviations are used to identify partners:

- YHA - Yorkshire and Humber Assembly
- GOYH - Government Office for Yorkshire and Humber
- YF - Yorkshire Forward
- LAs - Local Authorities
- CA - Countryside Agency
- EA - Environment Agency
- PCT - Primary Care Trust
- LSP - Local Strategic Partnership
- FC - Forestry Commission
- LSC - Learning Skills Council
- SHA - Strategic Health Authority
- YHSPN - Yorkshire and Humber Sustainability Practitioners Network

Action plan

Action	Lead (and main partners)
1. Raising awareness of sustainability and the RSDF	
1.1 Include a section on sustainability, the RSDF and the sustainability appraisal in the YHA, GOYH and YF websites by July 2003.	YHA (GOYH & YF)
1.2 Develop a regional portal for sustainable development by December 2003 that identifies and signposts web-based sources of advice on sustainable development across the UK and within the region.	GOYH (YHA & YF)

<p>1.3. Hold a regional conference in 2004 to inform the review of RSDF that:</p> <ul style="list-style-type: none"> • demonstrates sustainability in action • celebrates current activity in the region • reports on progress towards targets, & • explores the region's target for reducing greenhouse emissions. 	YHA (YF & GOYH)
<p>1.4 All key bodies in the region by March 2005 to:</p> <ul style="list-style-type: none"> • develop sustainability statements • report on social, economic and environment activities and impacts in annual reports • undertake sustainability appraisals of major strategies, plans and projects. 	YHA, GOYH, YF, EA, CA, LAs, PCTs, LSPs, FC, SHAs, LGCs
<h2>2. Promoting the integration of RSDF aims into regional, sub-regional and local policies and action plans</h2>	
<p>2.1 Implement a programme from April 2003 that inspires and trains Local Strategic Partnerships to integrate sustainability in the development, implementation and review of their community plans.</p>	YHA GOYH & LAs
<p>2.2 Work with all four sub-regional partnerships to encourage the partnerships to integrate sustainability into the development of the sub-regional action plans and look for opportunities to develop or support flagship sustainability projects.</p>	YF
<p>2.3 Liase and work with local authorities in the region, the LGMB and the IdEA to encourage the adoption of good practice in local government in addressing sustainability.</p>	YHA (LAs & YHSPN)
<p>2.4 Increase the support available to organisations undertaking sustainability appraisals (July 2003 onwards).</p> <ul style="list-style-type: none"> • Provide free copies of the RSDF sustainability appraisal handbook • Include "downloadable" versions of the sustainability appraisal matrices on the YHA web site • Provide tailored training courses on undertaking and understanding information and appraisals. 	YHA (YF)
<p>2.5 Implement an annual programme to evaluate and provide feedback on a sample of completed sustainability appraisals (March 2004 onwards).</p>	YHA
<p>2.6 Develop a joint process for undertaking Strategic Environmental Assessments* and sustainability appraisals that can be used to appraise development plans (eg Regional Spatial Strategy, Local Strategic Frameworks).</p>	YHA & GOYH (LAs)
<h2>3. Energy and climate change</h2>	
<p>3.1 Formulate a regional climate change action plan by March 2004 that addresses both adapting to the effects of climate change and reducing emissions of greenhouse gases for the period to 2020.</p>	YHA (GOYH, EA, YF, LAs)
<p>3.2 Develop an integrated approach to energy policy issues across the region in accordance with the 2003 Energy White** Paper that addresses transport, planning, renewable and non-renewable energy supplies, efficiency and conservation as well as housing and affordable warmth by April 2005.</p>	GOYH, YHA & YF

*Strategic Environmental Assessment Directive (2001/42/EC) Draft Guidance, Office of the Deputy Prime Minister, 2002 - copies are available from the ODPM website at www.planning.odpm.gov.uk

**Our energy future - creating a low carbon economy, Department of Trade and Industry (DTI), 2003 - copies are available from the DTI website at www.dti.gov.uk



Part 3: The sustainability appraisal

Sustainability appraisal - what does it mean?

Sustainability appraisals are tools that enable sustainability aims to be built into the process of developing policies, actions plans and projects. They work by assessing how well a proposal, whether it is a regional strategy, a local economic development plan or a grant application, meets a predetermined set of sustainability aims. The results of an appraisal show how a proposal is likely to contribute to sustainable development and where improvements can be made. Appraisals can be used to evaluate different possible options to identify which is the most sustainable. The results of an appraisal should be used to inform decisions made on the proposal to make it more sustainable. To be most effective a sustainability appraisal should be part of the proposal of developing a process from the very start.

It is important to remember that sustainability appraisals are a means to an end: a way to help us build sustainability into everyday business, whether it is formulation of strategies, delivering services or designing and implementing projects. At the moment taking account of sustainability is not second nature and appraisals provide a means to ensure that we take account of sustainability, methodically and consistently until it becomes an automatic process.

What is the RSDF sustainability appraisal?

The RSDF is a straightforward appraisal system that enables a proposal to be developed and evaluated using the 15 aims in the RSDF. It can be summarised into the following stages:

- A. INITIAL SCAN. An initial scan of the contribution the proposal makes towards the 15 sustainability aims. This should take place at a very early stage in the development of the proposal.
- B. OPTIONS APPRAISAL. If a choice of options is being developed for the proposal, then an appraisal of each option should be undertaken.
- C. FULL APPRAISAL. Once a final proposal has been agreed a full and detailed appraisal should be undertaken to identify positive and negative impacts, propose mitigation measures for negative impacts and select indicators to monitor the sustainability of the proposal when it is implemented. If the full appraisal indicates that there is likely to be significant impact in a particular area, such as health, then a more detailed examination of this should be undertaken.
- D. MONITORING. This takes place when a proposal is implemented to see how the proposal performs against the outcomes expected from the appraisal.

Using the RSDF sustainability appraisal

The RSDF sustainability appraisal is already used to evaluate and improve regional level strategies and plans, including the Regional Economic Strategy, Regional Planning Guidance and Regional Waste Strategy. It is also used with some sub-regional initiatives such as the Sub-regional Action Plans. Many local authorities and local strategic partnerships, such as the North Lincolnshire Local Strategic Partnership and Primary Care Trust, have adopted the RSDF appraisal method and adapted it to fit their local circumstances.

Support and advice on sustainability and on how to use the sustainability appraisal is available from the Assembly. In addition further details on the RSDF appraisal system and guidance on how to use it are contained in the RSDF Sustainability Appraisal handbook. Copies are available on the YHA website and hard copies can be obtained by contacting the address inside the back cover. The handbook contains the matrices and the checklist of aims and objectives that should be used to undertake the appraisal, and copies of these are also included in this document in Appendix 5.

Appendix 1: Aims, objectives and cross-cutting themes

Aims and objectives

(the objectives for each aim are listed as bullet points beneath the aim)

1. Good quality employment opportunities available to all

- The development of employment opportunities that match and enhance the skills of the local workforce
- The development of economies and employment opportunities in those areas that have suffered economic decline or with above average or seasonal unemployment levels
- Promote or support equal employment opportunities
- Promote healthy working lives (including health and safety at work, work-life/home-life balance, healthy workplace policies and access to occupational health)
- Offer employment opportunities to disadvantaged groups (including people with mental health problems, disabilities and people from black and ethnic minority groups)
- Ensure employment opportunities are accessible by public transport

2. Conditions which enable business success, economic growth and investment

- Support the voluntary sector and /or promote volunteering
- Maximise local skills
- Encourage investment
- Enhance competitiveness through advice, mentoring and/or support
- Set up and support local and regional supply chains
- Increase investment in plant, machinery and R&D
- Support community-based businesses and/or support local self-help schemes e.g. credit unions

3. Education and training opportunities to build skills and capacities

- Promote lifelong learning and widening participation in lifelong learning activities
- Provide appropriate on-the-job training
- Improve levels of basic skills and/or information/communication technology (ICT)
- Support the voluntary sector and/or promote volunteering
- Ascertain skills/skills training gaps and/or promote specialised training for areas in transition
- Build the confidence, self-esteem and capacity of individuals
- Provide and promote sustainable development education

4. Conditions and services to engender good health (If health impacts are a significant result of the activity, consider a health impact assessment)

- Improve equitable access to health service (pay particular attention to groups of people most excluded and in highest need)
- Improve the quality and integration of health services
- Promote positive health and prevent ill-health
- Address health inequalities (address the gap between those with worst health and those with better health)

5. Safety and security for people and property

- Reduce crime through design measures
- Address the causes of crime and/or reduce crime through intervention
- Prevent re-offending
- Provide crime and safety advice
- Reduce fear of crime
- Reduce causes of accidents (including measures to reduce road accidents such as speed restrictions and traffic calming)

6. Vibrant communities to participate in decision making

- Build social and community capital, capacity and confidence

- Increase community participation in activities and/or in the democratic process
- Where appropriate, devolve decision-making to communities
- Support civic engagement
- Encourage supportive personal and community networks
- Improve and increase community facilities

7. Culture, leisure and recreation activities

- Increase provision of culture, leisure and recreation (CLR) activities/venues
- Increase non-car-based access to CLR activities
- Increase participation in CLR activities by tourists and local people
- Provide support for CLR providers and/or creative industries
- Preserve, promote and enhance regional culture and heritage
- Improve access and affordability of CLR facilities which engender health, quality of life and learning

8. Local needs met locally

- Provide direct support for local traders and suppliers through advice, information and training
- Support the formation, maintenance and use of local and regional supply chains for goods and services
- Ensure that essential services (e.g. health services and shops) and resources to serve communities are within reasonable non-car based travelling distance
- Provide appropriate housing for local needs
- Support the vibrancy of city, town and village centres
- Investigate information/communication technology (ICT) links to connect geographically remote and disadvantaged groups to services and resources
- Support and encourage sharing of information/resources and co-operative ways of working

9. A transport network which maximises access whilst minimising detrimental impacts (If transport impacts are a significant result of the activity, consider a transport impact assessment)

- Reduce the need to travel by increasing access to key resources and services by means other than the car (e.g. by improving public transport)
- Provide/improve/promote information about alternatives to car-based transport
- Support less use as well as more efficient use of cars (e.g. car sharing)
- Improve access to opportunities and facilities for all groups
- Make the transport/environment attractive to non-car users (e.g. pedestrians and cyclists)
- Improve the environmental performance of vehicles
- Encourage freight transfer from road to rail and water
- Encourage employers to develop green travel plans for staff travel to/from work and at work

10. A quality built environment and efficient land use patterns that make good use of derelict sites, minimise travel and promote balanced development

- Promote the development of communities with accessible services, employment, shops and leisure facilities
- Improve the resource efficiency of buildings (water, waste, energy, density, use of existing buildings, designing for a longer lifespan)
- Prevent inappropriate development in flood plains
- Increase the use of sustainable urban drainage (which reduces run-off and improves water quality)
- Increase safety and security in buildings and developments
- Ensure new developments provide essential services accessible without use of a car and are accessible by public transport
- Ensure new development is well designed and appropriate to its setting
- Support local distinctiveness

11. Quality housing available to everyone

- Make housing available to people in need (taking into account requirements of location, size, type and affordability)
- Enable people to obtain and maintain tenancies
- Improve the quality of housing stock (increase safety and security, reduce unfit housing, improve accessibility for people with disabilities)

- Improve the energy efficiency and insulation in housing to reduce fuel poverty and ill-health
- Increase use of sustainable design and sustainable building materials in construction
- Reduce the number of empty and difficult to let properties

12. A bio-diverse and attractive natural environment (If environmental impacts are a significant result of the activity, consider an environmental impact assessment)

- Protect and enhance existing priority habitats and species and provide for appropriate long term management of wildlife habitats
- Protect and enhance individual features such as hedgerows, drystone walls, ponds and trees
- Increase understanding of ways to create new environmental assets and restore wildlife habitats
- Make use of opportunities wherever possible to enhance the environment as part of other initiatives
- Increase the quality and quantity of woodland cover in appropriate locations using native species
- Protect and enhance the region's rivers, estuary and coastal waters
- Promote, educate and raise awareness of the enjoyment and benefits of the natural environment and biodiversity and promote access to wildlife on appropriate sites

13. Minimal pollution levels (If environmental impacts are a significant result of the activity, consider an environmental impact assessment)

- Clean up contaminated land
- Reduce air, water, land, noise and light pollution from current activities and the potential for such pollution
- Raise awareness about pollution and its effects
- Provide support, advice and encouragement for the business sector to reduce pollution
- Promote innovative and less harmful uses of potential pollutants
- Include measures and research to identify and reduce pollution
- Reduce the risk of pollution incidents and environmental accidents

14. Minimal greenhouse gas emissions and a managed response to the effects of climate change (If environmental impacts are a significant result of the activity, consider an environmental impact assessment)

- Reduce greenhouse gas emissions from transport
- Reduce methane emissions from agriculture, landfills and past and present mining activities
- Reduce greenhouse gas emissions from domestic, commercial and industrial sources
- Increase energy efficiency in all sectors
- Research and monitor the likely effects of climate change and provide evidence and advice on the predicted consequences for affected areas and sectors
- Plan and implement adaptation measures for the likely effects of climate change
- Increase the amount of energy from renewable sources that is generated and consumed in the region
- Reduce risk from flooding

15. Prudent and efficient use of energy and natural resources with minimal production of waste

- Increase efficiency in water, energy and raw material use
- Develop renewable energy/resources
- Make efficient use of land (appropriate density, protect good agricultural land, use brownfield land in preference to Greenfield sites)
- Increase prevention, re-use, recovery and recycling of waste
- Increase awareness and provide information on resource efficiency and waste
- Reduce use of non-renewable resources

Cross-cutting themes

i. Social inclusion and Equity across all sectors

- Does the activity consider different ways to overcome barriers to communication and participation?
- Does the activity address the needs of disadvantaged and minority groups?
- Does the activity address the needs of older and younger people?
- Does the activity address the needs of disabled people?

- Does the activity promote religious and racial understanding and address racism and other forms of discrimination?
- Is the activity likely to cause increased tension or distrust between communities?
- Does the activity reduce health inequalities?

ii. A partnership and participative approach

- Does the planning of the activity involve working in partnership and involve affected groups?
- Does the activity enable less well-resourced groups to take part?
- Does the activity take steps to consult and involve “difficult to reach” groups?
- Does the management of the activity involve stakeholders?

iii. Geographic adaptation to the needs of rural and urban communities

- Does the activity take into account the varying needs and circumstances of the different types of rural and urban communities?

iv. Creativity, innovation and the appropriate use of technology

- Does the activity take steps to increase innovation?
- Does the activity take steps to use technology appropriately?

Appendix 2: The Sustainability Commission

Terms of Reference

The Sustainability Commission exists:

- To help translate the core values and vision of the YHA into practical policies and to develop, implement and evaluate the effectiveness of such policies through working groups
- To lead on the development, delivery and monitoring of the RSDF
- To help integrate sustainability into the work of YHA and its Commissions
- To provide a source of expertise for the development of strategies and policies relating to improving sustainability in Yorkshire and Humber
- To facilitate links between regional and local policies to encourage the deployment of regional sustainability aims
- To act as the link, on behalf of YHA, with the National Sustainable Development Commission and the Local Sustainability Unit at IDEa
- To act as a consultative forum for the wider YHA
- To provide a role in identifying regional issues and concerns and the global implications of activities in Yorkshire and the Humber
- To provide representation as appropriate to YHA's scrutiny panels

Some of these functions are the role of the full Commission whilst others can be more effectively taken forward by specific task groups established to carry out pieces of work which the wider Commission identifies.

Membership (Dec 2003)

Name	Organisation	Name	Organisation
Ian Smith	English Heritage	David Owen	Govt Office
Craig Johnson	Education for Sustainable Development	Sarah Lund	Yorkshire Water
Adrian Booth	East Leeds Primary Care Trust	Doug Robinson	North Linc C.C.
Lawrence Jones-Walters	Yorkshire Forward	Gill Graham	CPRE
Andrew Wood	Regional Environment Forum	Richard Wilson	English Nature
Bob Williams	Ground Work	Matthew Beck	Earth Centre
Cllr AW Barker	Hambleton Council	Mike Feist	Countryside Agency
Cllr Heather Garnett	North Yorkshire C.C.	Patrick Ferguson	East Riding C.C.
Crispin Thorn	Forestry	Philip Webber	Kirklees Metropolitan Council
David Andrews	Yorkshire Tourist Board	Rev. Aileen Walker	Churches Regional Commission
	Economy Cross Commission	Sarah Want	Business In The Community
David Brooks	Hull C.C.	Stefan Sykes	Yorkshire Universities
		Tony Edwards	Environment Agency

Appendix 3: Roles and responsibilities of organisations taking action for sustainable development in Yorkshire and Humber

Organisation	Roles and Responsibilities
1. Local Authorities	Local authorities have a wide range of statutory responsibilities and discretionary powers that enable them to provide services to benefit the communities they serve. Services include social welfare, education, environmental health, waste management, economic development, housing and planning. They also have specific opportunities to address sustainable development through Local Action 21 (formerly Local Agenda 21) and a new power to promote the social, economic and environmental well-being of the areas they serve as well as a duty to integrate sustainability into community plans and development plans. Many local authorities also promote sustainable development by being community leaders and developing ways of working that demonstrate sustainability in practice.
2. Government Office for Yorkshire and Humber	The core purpose of the Government Office is to explain and deliver the Government's national objectives in a co-ordinated way appropriate to the region. The over-riding aim is to contribute to sustainable development through the regional development and delivery of Government policies and programmes including, for example: <ul style="list-style-type: none"> National Strategy for Neighbourhood Renewal New Deal for Communities Crime Reduction Partnerships Regional Planning and Transport
3. Yorkshire Forward	Yorkshire Forward is responsible for overseeing the development and delivery of the Regional Economic Strategy. Objectives have been set in the Regional Economic Strategy to deliver improved economic prosperity by 2010 through integrated sustainable development. The strategy includes a target to reduce greenhouse gas emissions in the region by 20% of 1990 levels by 2010.
4. Environment Agency	The Agency has a range of regulatory responsibilities that contribute to sustainable development including preventing and controlling pollution to air, land and water, waste management, water resources, flood defence, conservation and regulating the environmental impact of major industries. In addition, the Agency promotes and supports the introduction of economic incentives and other non-regulatory approaches to achieving sustainable development, such as by promoting the sustainable use of resources in planning guidance and building regulations. The Agency also helps businesses become more sustainable by improving the regulatory process and access to environmental information for businesses and the public, and promoting pollution prevention and waste minimisation in industry.
5. Local Strategic Partnerships	Local Strategic Partnerships formulate community strategies or plans. The partnerships have a responsibility to integrate sustainability into their strategies and plans and deliver it on the ground.
6. Countryside Agency	The Countryside Agency is the statutory body set up to advise government and work, both nationally and regionally, to ensure a high quality of life for people in the countryside and a high quality countryside that everyone can enjoy. It acts as a champion and watchdog for the English countryside and, through research, demonstration and delivery, seeks to influence policies and develop practical solutions to rural problems that advance economic, social and environmental objectives in an integrated way.

7. WWF	<p>WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which people live in harmony with nature by:</p> <ul style="list-style-type: none"> Conserving the world's biological diversity Ensuring that the use of renewable resources is sustainable Promoting the reduction of pollution and wasteful consumption
8. English Heritage	<p>English Heritage is the Government's lead body for the historic environment in England. We are responsible for protecting the best of this country's unique legacy of historic buildings, landscapes and archaeological sites for the benefit of this and future generations. English Heritage works in partnership with the central government departments, local authorities, voluntary bodies and the private sector to:</p> <ul style="list-style-type: none"> Conserve and enhance the historic environment Broaden access to the heritage Increase people's understanding of the past
9. CPRE (Campaign to Protect Rural England)	<p>The CPRE exists to promote the beauty, tranquility and diversity of rural England by encouraging the sustainable use of land and other natural resources in town and country.</p>
10. Forestry Commission	<p>The Forestry Commission is the Government department responsible for the protection and expansion of Britain's forests and woodlands. It contributes to the principles of sustainable development through the creation of new woodlands and the management of existing woodlands both in the private sector and through Forest Enterprise on the Forestry Commission Estate. Forestry is recognised as a sustainable land use which can deliver social, economic and environmental benefits.</p>
11. Learning and Skills Councils (LSCs)	<p>The LSCs seek to ensure that by 2020 young people and adults in England will have the knowledge and production skills matching the best in the world. In Yorkshire, the four LSCs are represented on the Yorkshire and Humber Forum for Sustainable Development Education. This ensures that the impact of sustainable development and its related skills for the workforce are effectively developed.</p>
Yorkshire Tourist Board	<p>Yorkshire Tourist Board, the regional tourism agency provides advice and guidance on sustainable development through the "Green Audit Kit" and the Sustainable Development Tourism Accreditation Scheme in addition to the marketing activity that encourages the use of public transport.</p>
Metro	<p>Metro (West Yorkshire Passenger Transport Executive) is the sub-regional body with responsibility for public transport. Metro has a strategic planning role as well as roles to facilitate, procure and provide public transport services.</p>

Appendix 4: Proposed Indicators

Sustainable Development Aims and associated proposed indicators

1 Good quality employment opportunities available to all, and 2 Conditions which enable business success, economic growth and investment

- Employment*
- Enterprise*
- Economic growth*
- Productivity*
- Rural economy*
- Innovation*
- Investment*

3 Education and training opportunities which build the skills and capacity of the population

- Young people's education and skills*
- Basic skills*
- Workforce skills and training*
- Higher level skills*

4 Conditions and services which engender good health

- Health

5 Safety and security for people and property

- Crime*
- Community well-being*

6 Vibrant communities which participate in decision making

- Deprivation*
- Civic participation*

7 Culture, leisure and recreation activities available to all

- Culture*

8 Local needs met locally

- Access to services

9 A transport network which maximises access whilst minimising detrimental impacts

- Traffic volume*
- Transport use*

10 A quality built environment and efficient land use patterns that make good use of derelict sites, minimise travel and promote balanced development

- Land reuse*
- Listed buildings

**Indicates included in Advancing Together.*

11 Quality housing available to everyone

- Housing quality*
- Housing completions*
- Housing affordability*

12 A bio-diverse and attractive natural environment

- Biodiversity*
- Area of woodland cover

13 Minimal pollution levels

- Air quality*
- Water quality*

14 Minimal greenhouse gas emissions and a managed response to the effects of climate change

- Emissions of greenhouse gases*
- Energy consumption*

15 Prudent and efficient use of energy and natural resources with minimal production of waste

- Waste*
- Energy efficiency of housing

**Indicates included in Advancing Together.*

Appendix 5: The RSDF sustainability appraisal matrix and summary form

Sustainability appraisal matrix
(Impact: (TO BE USED AS A GUIDE ONLY) Positive: YY, Y, y, Neutral:), Negative: n, N, NN)

Title of Activity & Status:			
Objective/Activity:			
SUSTAINABLE DEVELOPMENT AIM	IMPACT	COMMENT ON IMPACT	POTENTIAL IMPROVEMENTS
<p>1. Good quality employment opportunities for all</p> <ul style="list-style-type: none"> ● Will it provide employment opportunities for local people? ● Will it promote or support equal employment opportunities? ● Will it promote healthy working lives (including health and safety at work, work-life/home-life balance, healthy workplace policies and access to occupational health)? ● Will it offer employment opportunities to disadvantaged groups (including people with mental health problems, disabilities and people from black and ethnic minority groups)? ● Will it ensure employment opportunities are accessible by public transport? 			
<p>2. Conditions for business success, economic growth and investment</p> <ul style="list-style-type: none"> ● Will it support the voluntary sector and/or promote volunteering? ● Will it maximise local skills? ● Will it encourage investment? ● Will it enhance competitiveness through advice, mentoring and/or support? ● Will it set up and support local and regional supply chains? ● Will it increase investment in plant, machinery and R&D? ● Will it support community-based businesses and/or support local self-help schemes e.g. credit unions? 			

SUSTAINABLE DEVELOPMENT AIM	IMPACT	COMMENT ON IMPACT	POTENTIAL IMPROVEMENTS
<p>3. Education & training to build skills and capacity</p> <ul style="list-style-type: none"> ● Will it promote lifelong learning and widening participation in lifelong learning activities? ● Will it provide appropriate on-the-job training? ● Will it improve levels of basic skills and/or information/communication technology (ICT)? ● Will it support the voluntary sector and/or promote volunteering? ● Will it ascertain skills/skills training gaps and/or promote specialised training for areas in transition? ● Will it build the confidence, self-esteem and capacity of individuals? ● Will it provide and promote sustainable development education? 			
<p>4. Conditions and services to engender good health</p> <ul style="list-style-type: none"> ● Will it improve equitable access to health service (pay particular attention to groups of people most excluded and in highest need)? ● Will it improve the quality and integration of health services? ● Will it promote positive health and prevent ill-health? ● Will it address health inequalities (address the gap between those with worst health and those with better health)? 			
<p>5. Safety and security</p> <ul style="list-style-type: none"> ● Will it reduce crime through design measures? ● Will it address the causes of crime and/or reduce crime through intervention? ● Will it prevent re-offending? ● Will it provide crime and safety advice? ● Will it reduce fear of crime? ● Will it reduce causes of accidents (including measures to reduce road accidents such as speed restrictions and traffic calming)? 			
<p>6. Vibrant communities making decisions</p> <ul style="list-style-type: none"> ● Will it build social and community capital, capacity and confidence? ● Will it increase community participation in activities and/or in the democratic process? ● Where appropriate, will it devolve decision-making to communities? ● Will it support civic engagement? ● Will it encourage supportive personal and community networks? ● Will it improve and increase community facilities? 			

SUSTAINABLE DEVELOPMENT AIM	IMPACT	COMMENT ON IMPACT	POTENTIAL IMPROVEMENTS
<p>7. Culture, leisure and recreation for all</p> <ul style="list-style-type: none"> ● Will it increase provision of culture, leisure and recreation (CLR) activities/venues? ● Will it increase non-car-based access to CLR activities? ● Will it increase participation in CLR activities by tourists and local people? ● Will it provide support for CLR providers and/or creative industries? ● Will it preserve, promote and enhance regional culture and heritage? ● Will it improve access and affordability of CLR facilities which engender health, quality of life and learning? 			
<p>8. Local needs met locally</p> <ul style="list-style-type: none"> ● Will it provide direct support for local traders and suppliers through advice, information and training? ● Will it support the formation, maintenance and use of local and regional supply chains for goods and services? ● Will it ensure that essential services (e.g. health services and shops) and resources that serve communities are within reasonable non-car based travelling distance? ● Will it provide appropriate housing for local needs? ● Will it support the vibrancy of city, town and village centres? ● Will it investigate information/communication technology (ICT) links to connect geographically remote and disadvantaged groups to services and resources? ● Will it support and encourage sharing of information/resources and co-operative ways of working? 			

SUSTAINABLE DEVELOPMENT AIM	IMPACT	COMMENT ON	POTENTIAL
<p>9. Transport network to max access and min negative impacts</p> <ul style="list-style-type: none"> ● Will it reduce the need to travel by increasing access to key resources and services by means other than the car (e.g. by improving public transport)? ● Will it provide/improve/promote information about alternatives to car-based transport? ● Will it support less use as well as more efficient use of cars (e.g. car sharing)? ● Will it improve access to opportunities and facilities for all groups? ● Will it make the transport/environment attractive to non-car users (e.g. pedestrians and cyclists)? ● Will it improve the environmental performance of vehicles? ● Will it encourage freight transfer from road to rail and water? ● Will it encourage employers to develop green travel plans for staff travel to/from work and at work? 			
<p>10. Quality built environment and efficient land use patterns that make good use of derelict sites, minimise travel and promote balanced development.</p> <ul style="list-style-type: none"> ● Will it promote the development of communities with accessible services, employment, shops and leisure facilities? ● Will it improve the resource efficiency of buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)? ● Will it prevent inappropriate development in flood plains? ● Will it increase the use of sustainable urban drainage (which reduces run-off and improves water quality)? ● Will it increase safety and security in buildings and developments? ● Will it ensure new developments provide essential services accessible without use of a car and are accessible by public transport? ● Will it ensure new design is well designed and appropriate to its setting? ● Will it support local distinctiveness? 			

SUSTAINABLE DEVELOPMENT AIM	IMPACT	COMMENT ON IMPACT	POTENTIAL IMPROVEMENTS
<p>11. Quality housing available to all</p> <ul style="list-style-type: none"> • Will it make housing available to people in need (taking into account requirements of location, size, type and affordability)? • Will it enable people to obtain and maintain tenancies? • Will it improve the quality of housing stock (increase safety and security, reduce unfit housing, improve accessibility for people with disabilities)? • Will it improve the energy efficiency and insulation in housing to reduce fuel poverty and ill-health? • Will it increase use of sustainable design and sustainable building materials in construction? • Will it reduce the number of empty and difficult to let properties? 			
<p>12. Bio-diverse and attractive environment</p> <ul style="list-style-type: none"> • Will it protect and enhance existing priority habitats and species and provide for appropriate long term management of wildlife habitats? • Will it protect and enhance individual features such as hedgerows, drystone walls, ponds and trees? • Will it increase understanding of ways to create new environmental assets and restore wildlife habitats? • Will it make use of opportunities wherever possible to enhance the environment as part of other initiatives? • Will it increase the quality and quantity of woodland cover in appropriate locations using native species? • Will it protect and enhance the region's rivers, estuary and coastal waters? • Will it promote, educate and raise awareness of the enjoyment and benefits of the natural environment and biodiversity and promote access to wildlife on appropriate sites? 			

SUSTAINABLE DEVELOPMENT AIM	IMPACT	COMMENT ON IMPACT	POTENTIAL IMPROVEMENTS
<p>13. Minimal pollution levels</p> <ul style="list-style-type: none"> ● Will it clean up contaminated land? ● Will it reduce air, water, land, noise and light pollution from current activities and the potential for such pollution? ● Will it raise awareness about pollution and its effects? ● Will it provide support, advice and encouragement for the business sector to reduce pollution? ● Will it promote innovative and less harmful uses of potential pollutants? ● Will it include measures and research to identify and reduce pollution? ● Will it reduce the risk of pollution incidents and environmental accidents? 			
<p>14. Minimise “green house gas” emissions and managed response to climate change effects</p> <ul style="list-style-type: none"> ● Will it reduce greenhouse gas emissions from transport? ● Will it reduce methane emissions from agriculture, landfills and past and present mining activities? ● Will it reduce greenhouse gas emissions from domestic, commercial and industrial sources? ● Will it increase energy efficiency in all sectors? ● Will it research and monitor the likely effects of climate change and provide evidence and advice on the predicted consequences for affected areas and sectors? ● Will it plan and implement adaptation measures for the likely effects of climate change? ● Will it increase the amount of energy from renewable sources that is generated and consumed in the region? ● Will it reduce risk from flooding? 			

SUSTAINABLE DEVELOPMENT AIM	IMPACT	COMMENT ON IMPACT	POTENTIAL IMPROVEMENTS
<p>15. Prudent, efficient use of energy, natural resources, minimal waste production</p> <ul style="list-style-type: none"> ● Will it increase efficiency in water, energy and raw material use? ● Will it develop renewable energy/resources? ● Will it make efficient use of land (appropriate density, protect good agricultural land, use brownfield land in preference to greenfield sites)? ● Will it increase prevention, re-use, recovery and recycling of waste? ● Will it increase awareness and provide information on resource efficiency and waste? ● Will it reduce use of non-renewable resources? 			
<p>(i) Social inclusion and equity across all sectors</p> <ul style="list-style-type: none"> ● Does the activity consider different ways to overcome barriers to communication and participation? ● Does the activity address the needs of disadvantaged and minority groups? ● Does the activity address the needs of older and younger people? ● Does the activity address the needs of disabled people? ● Does the activity promote religious and racial understanding and address racism and other forms of discrimination? ● Is the activity likely to cause increased tension or distrust between communities? ● Does the activity reduce health inequalities? 			
<p>(ii) A partnership and participative approach</p> <ul style="list-style-type: none"> ● Does the planning of the activity involve working in partnership and involve affected groups? ● Does the activity enable less well-resourced groups to take part? ● Does the activity take steps to consult and involve "difficult to reach" groups? ● Does the management of the activity involve stakeholders? 			
<p>(iii) Geographic adaptation to the needs of rural and urban communities</p> <ul style="list-style-type: none"> ● Does the activity take into account the varying needs and circumstances of the different types of rural and urban communities? 			
<p>(iv) Creativity, innovation and the appropriate use of technology</p> <ul style="list-style-type: none"> ● Does the activity take steps to increase innovation? ● Does the activity take steps to use technology appropriately? 			

Appraisal summary report proforma

Name of Project:
Name/Organisation of Appraiser:

Date of Appraisal Submission:
Project Leader:

Summary of Proposed Activity:

Aims of the RSDF that are/should be particularly relevant to the project and expected current impact

RSDF Aims	Relevant (tick all appropriate)	Expected current impact (YY, Y, y, O, n, N, NN ¹) Use as a guide only
Good employment opportunities available to everyone		
Conditions which enable business success, economic growth and investment		
Education and training opportunities which build the skills and capacity of the population		
Conditions and services which engender good health		
Safety and security for people and property		
Vibrant communities which participate in local decision making		
Culture, leisure and recreation opportunities available to all		
Local needs met locally		
A transport network which maximises access whilst minimising detrimental effects		
A quality built environment and efficient land use patterns that make good use of derelict sites, minimise travel, and promote balanced development		
Quality housing available to everyone		
A biodiverse and quality natural environment		
Minimise pollution levels		
Minimise greenhouse gas emissions and a managed response to the effects of climate change		
Prudent and efficient use of energy and natural resources and minimal production of waste		
(i) Social inclusion and equity across all sectors		
(ii) Partnership and participative approach		
(iii) Geographic adaptation to urban and rural needs		
(iv) Creativity, innovation and appropriate use of technology		

¹ YY = highly positive, Y = positive, y = weakly positive, O = neutral, n = weakly negative, N = negative, NN = highly negative.

RSDF Aims	Relevant (tick all appropriate)	Expected current impact (YY, Y, y, O, n, N, NN ¹) Use as a guide only
Key Conclusion		
Suggested Improvements		
Sources of assistance/advice		



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