

Policy Development and SEA Timeline of Stages

Key:	
Main Responsibility: Policy Officer	
Main Responsibility: SEA Officer	
Joint Responsibility/Collaborative Working	
Consultation Period	
Regular meetings required	

Week	1	5	9	13	17	21	25	29	33	37	41	45	49	53
Advice and guidance														
Produce project plan for new/updated PPS	★													
Complete Policy Development Checklist		★												
Issue letter of determination			★											
Produce draft PPS objectives/purpose			★											
Pre-screening/Screening/Screening Determination				★										
Screening consultation					4 week consultation (CA)									
Scoping														
Provide information on PPS to incorporate into Scoping Report														
Scoping Report consultation									5 week consultation (CA)					
PPS progresses									★					
Review Scoping Report responses and make amendments in ER														
Produce Environmental Report (ER)										★				
Include SEA recommendations in PPS										★				
Draft PPS and ER to Committee/Council (approval for consultation)														
Draft PPS and ER consultation												6-8 week consultation (CA and public)		
Review consultation responses and make amendments to ER and PPS												★		
Approval of PPS by Committee/Council and adoption														
Produce post-adoption statement														
Publish final PPS and SEA ER and submit to CA												★		

