

INFORMATION NOTE

ES&P Policy Products – Customer User Guide

Number: IN 03/07

ES&P Sponsor: Alan Mayes	Date of issue: 31 May 07
Contact if different from ES&P Sponsor: Jonathan Wheelwright Tel: 94421 2221 (0121 311 2221)	
Who Should Read this: All DE Staff and CEstOs	
When it takes effect: Immediately	When it is due to expire: 31 May 08

Document Aim: To provide details on the revised suite of DE ES&P policy products that came into force on 2 Apr 07.

Category Structure & Products

1. All ES&P policy products now reside in a three-tier structure as set out below. Annex A gives more detail on each of the Policy Products:

Category	Policy Product
Strategic Policy Direction	<ul style="list-style-type: none"> The Defence Estate Strategy 2006 – In Trust & On Trust Strategic Statements Joint Service Publications (JSPs)
Policy into Practice	<ul style="list-style-type: none"> Practitioner Guides Policy Instructions
Communication	<ul style="list-style-type: none"> Information Notes - New Safety Alerts - New Case Studies - New ES&P:i The Stewardship Report on the Defence Estate Sanctuary Leaflets

2. The remainder of this Guide sets out the management arrangements for policy distribution. Development and Consultation arrangements will be the subject of a separate instruction.

Dissemination of Policy Products

3. Products will be published and disseminated in the following way:

- A copy will be placed on the DE Library website under Estate Strategy & Policy in the appropriate area dependant on the type of product. This page is also accessible from the ES&P website (ES&P Policy Products link at the right-hand side). Notification will also appear under the 'What's New' section of the site. Some Products will also be placed on the DE Internet site.
- All of this process is largely the same as happens now.

4. You will be informed the document has been published in the following way:

- DE Staff - via an announcement on the DENis Homepage. (The only exception to this is a Health & Safety alert which will be disseminated to staff by DEUK global e-mail). Other interested parties (including CEStOs, Health & Safety contacts etc) - via an email to focal points who are responsible for disseminating throughout their organisation/Branch.
- A summary list of policy that has been published in the preceding two months will also appear in each edition of ES&P:*i*.
- Again, much of the above is what happens already.

Numbering Of Policy Products

5. The following process will apply to the numbering of Policy Products:

- There will be a separate numbering system for each type of Policy Product. Each Product will be numbered sequentially (i.e. there will be a Safety Alert SA 01/07, Information Note IN 01/07 and a Policy Instruction PI 01/07). This will not apply to JSPs which are numbered under a different system and Sanctuary/Stewardship Report which are stand alone products.

Format and Design

6. A standard format will be adopted for all the products so that you can instantly recognise them as a policy product originating from DE ES&P. The same standard front cover will be used for all documents apart from Leaflets, JSPs and glossy publications. It contains issuing/contact information as well as an overview of the document itself. The Safety Alert front cover is the same design but the green title background has been replaced by red to reflect their urgent nature.

Shelf Life

7. As well as being categorised under the three main policy headings, Policy Products are also now categorised as to their shelf life, i.e. short term (usually 12 months but sometimes shorter dependant upon the policy product), medium term (2 to 3 years) and long term (4 to 5 years). These categories will also help us to review policy so that we have an imposed formal review cycle. The shelf life for each Policy Product is shown in the detailed information at Annex A.

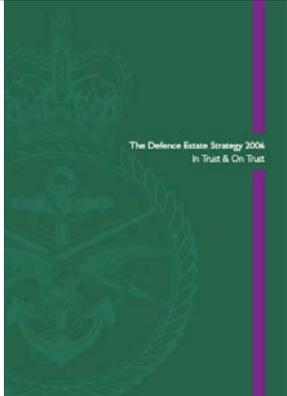
Further Information

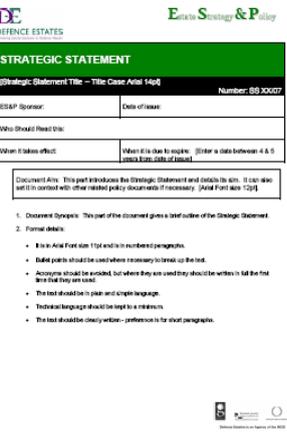
8. The Policy Product Focal Point for the Directorate is DE ESP-Parl Bus1 (currently Jonathan Wheelwright) and in his absence DE ESP-ProgMan1a (currently Iain MacDonald).

ES&P Policy Product Detail

Below is a summary of each Policy Product, including where appropriate, information on the detailed product format. They are shown grouped into the three categories with one product listed per page – please click on the appropriate link:

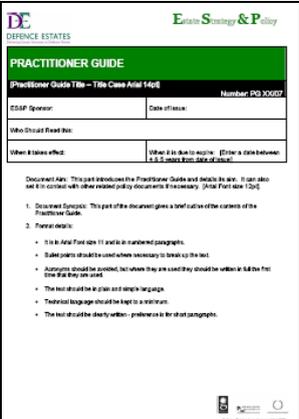
Category:
Strategic Policy Direction

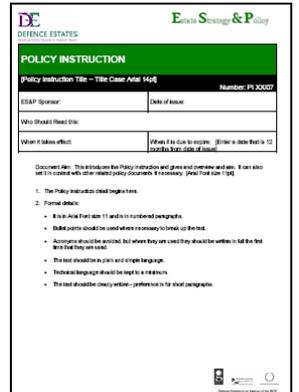
	<p><u>The Defence Estate Strategy 2006 – In Trust and On Trust (Long Life)</u> – Provides a framework for how the estate will be managed and developed to support operational training, and create a place where people want to work and live. It includes a vision, six strategic aims, priorities and measures of success.</p> <p>Aimed at all estate stakeholders: military commanders, service personnel, estate management practitioner, tenants, NGOs, service families, overseas, industry, wider government, members of the public.</p>
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	<p><u>Strategic Statement (Long Life)</u> – sets out high level approach for estate-related policy for the non-expert. Seeks to explain why important and what we need to do to lead and manage in line with its goals. Target audience – senior managers/ministers.</p>
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	<p><u>Joint Service Publication (Long Life)</u> – authoritative rules or guidelines with defence wide applicability of interest, i.e. JSP 362 (Defence Lands Handbook) & JSP 434 (Defence Construction in the Built Environment). Target audience – internal/external to DE.</p>
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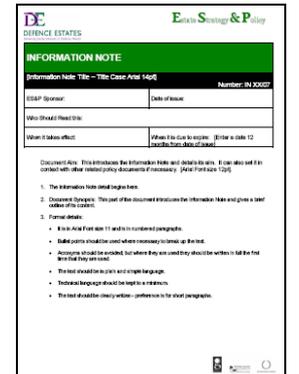
Category:
Policy Into Practice

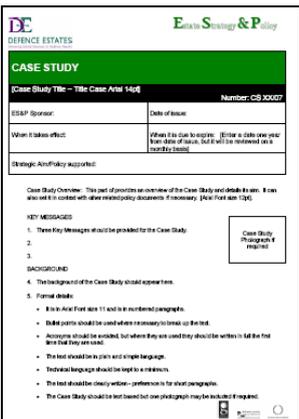
 <p>The thumbnail shows the cover of a 'Practitioner Guide' document. It includes the DE logo, 'Estate Strategy & Policy', and a header 'Practitioner Guide'. Below this is a table with fields for 'JSP Sponsor', 'Date of Issue', 'Who Should Read This', and 'When It Takes Effect'. A 'Document Aims' section follows, and then a list of 'Format details' including bullet points about font size, bolding, alignment, and language style.</p>	<p>Practitioner Guide (Long Life) – to provide detailed practitioner guidance to enable estate management staff from across the MOD to manage the defence estate efficiently and effectively, e.g. Town & Country Planning, SD Handbook. Guides can be large or small depending on the topic and its complexity. Target audience - internal/external to DE.</p>
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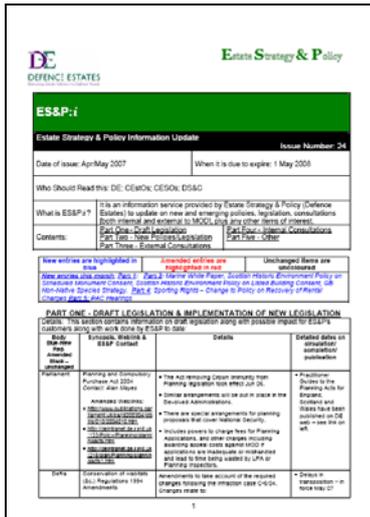
 <p>The thumbnail shows the cover of a 'Policy Instruction' document. It includes the DE logo, 'Estate Strategy & Policy', and a header 'Policy Instruction'. Below this is a table with fields for 'JSP Sponsor', 'Date of Issue', 'Who Should Read This', and 'When It Takes Effect'. A 'Document Aims' section follows, and then a list of 'Format details' including bullet points about font size, bolding, alignment, and language style.</p>	<p>Policy Instruction (Short Life) – primary in-year policy dissemination tool, promulgating in-year changes to Strategic Statements, JSPs and Practitioner Guides (may inform their review/update process); advice and guidance; new or amended legislation; new or amended policy; new or amended instructions, etc. extant for 12 months then to be reviewed (i.e. withdrawn, reissued, material incorporated into a Strategic Statement, JSP or Practitioner Guide). Will identify whether material is Immediate, Mandatory or Advisory (i.e. includes immediate/reactive 'H&S Notices'). Target audience - internal/external to DE.</p>
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Category:
Communication

	<p>Safety Alert (Short Life) – to promulgate immediate/reactive ‘Health & Safety Notices’. Target Audience – internal/external to DE.</p>
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	<p>Information Note (Short Life) – to provide information to customers. To be used for best practice, forewarning potential changes in legislation, Government policy, timetables, industry information etc. To be topical, relevant and focused – identify policy angle and implications for defence estate. Information Notes should complement and support ES&P:i. Target audience - internal/external to DE.</p>
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	<p>Case Study (Short Life) – to showcase/use as evidence projects and case studies that support and highlight the implementation of departmental policy and strategic aims for the defence estate. Target audience – primarily to be used by senior managers when in discussion with stakeholders to show examples of best practice.</p>
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ES&P:i
Estate Strategy & Policy Information Update
Issue Number 24
Date of issue: April-May 2007
When it is due to expire: 1 May 2008
Who Should Read this: DE, CEMC, CEMO, ES&P

What is ES&P:i?
This is an information service provided by Estate Strategy & Policy (Defence Estates) to update on new and emerging policies, legislation, consultations both internal and external to MOD, along with other items of interest.

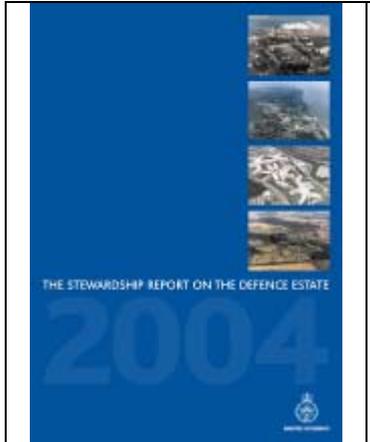
Contents:
Part One - Draft Legislation
Part Two - Legal Policy
Part Three - General Communications
Part Four - Other

See entries are highlighted in blue
Amendments are highlighted in red
Unchanged items are highlighted in green

Part One - DRAFT LEGISLATION & IMPLEMENTATION OF NEW LEGISLATION

Bill / Statute / Order / Regulation	Summary - What is it & ES&P context	Details	Detailed dates on operation / implementation / introduction
Planning and Community Act 2008 - Part 20 - Control of Advertisements	Advertisements (control)	The Act removing certain notices from Planning Regulations 2001 (PLN) at 20.	Provisions apply to the Planning Acts for England, Scotland and Wales. Notices on DE will need to be up to date.
Planning and Community Act 2008 - Part 20 - Control of Advertisements	Advertisements (control)	There are specific arrangements for planning notices that cover national security.	
Planning and Community Act 2008 - Part 20 - Control of Advertisements	Advertisements (control)	Includes powers to charge fees for planning applications, and other notices requiring planning consent. Also additional provisions are made in relation to advertising signs and signs attached to LPS or Planning Notices.	
Statute (Regulation of Information) Bill - Regulation 1984 amendments	Regulation of Information	Amendments to take account of the required changes to the Information Act 2004.	Check in consultation - in force May 07

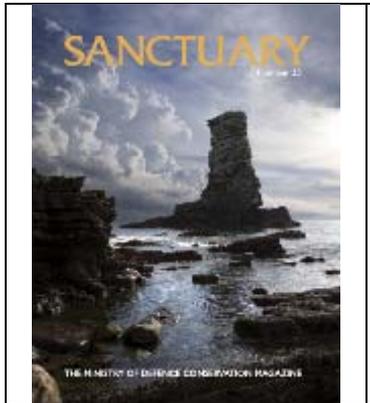
ES&P:i (Short Life) – bi-monthly information update on new and emerging policies, legislation, consultations, any other items of interest. It includes ES&P contact list, and an annex listing ES&P policy products by type since last edition. Target audience - internal/external to DE.



THE STEWARDSHIP REPORT ON THE DEFENCE ESTATE

Stewardship Report on the Defence Estate – implements the commitment in the Defence Estate Strategy *In Trust and On Trust* to report annually performance across a range of estate-related objectives, and to demonstrate that the MOD is discharging its obligations properly and acting responsibly in meeting the needs of the Armed Forces.

Aimed at all estate stakeholders: military commanders, service personnel, estate management practitioner, tenants, NGOs, service families, overseas, industry, wider government, members of the public.



SANCTUARY
The Heritage of Defence Conservation Magazine

Sanctuary – An annual publication about conservation of the natural and historic environment on the defence estate. It illustrates how MOD is undertaking its responsibility for stewardship of the estate in the UK and overseas through its policies and their subsequent implementation.

It is designed for a wide audience, from the general public to the people who work for us to volunteer as members of the MOD Conservation Groups.



SUSTAINABLE DEVELOPMENT ON THE MOD ESTATE
WHAT IS IT ALL ABOUT AND HOW IS MOD RESPONDING?
CLIMATE CHANGE AND ENERGY

"Development which meets the needs of the present without compromising the ability of future generations to meet their own needs"

Our ability to develop more sustainably will determine the speed and degree of climate change that we experience.

Leaflets – spreads information across DE/MOD/customer community in a simple format, e.g. published leaflet on energy savings tips and Sustainable Development leaflets.