



# Information Note 11

## BWW Streamlining

### Purpose

We have recently reviewed the BWW application and approval process following feedback from planners and staff and as a result we have agreed to make changes to the process. Some of these changes will require IT fixes in GLOS, which will not be carried out until later in the year. In the meantime, this document details the workarounds which will allow completion and approval of BWW cases.

These changes became effective from the 1<sup>st</sup> June 2010.

### Versions

Version 1.0: May 2010, original version

Version 1.1: June 2010, fully revised

### BWW streamlining process

This document lays out the workarounds in a chronological order for the case. We will update the BWW user guide in due course.

### Foundation Plan

#### Plan Background

You do not need to complete the History and Context fields. Instead you must include all relevant information in the Description field.

But, you must type "N/A" into the History and Context boxes.

#### Stakeholder report

Stakeholder report is no longer required. Instead planners must list stakeholders who will be contacted in the GLOS screens (Stakeholder tab).

You will need to upload a document to fool the system. I recommend you save a blank word document and upload.

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## CCF/PAWS assessments

### Management planner action

From the 1<sup>st</sup> June 2010, we will no longer pay for PAWS or CCF assessments, although the ecology and community assessments will remain unchanged.

- For cases at MP status before the 1<sup>st</sup> June any agreed PAWS or CCF assessments must be completed and attached as normal and will be grant-aided as normal
- PAWS & CCF assessments **will not** be grant-aided for cases pre-MP status prior to the 1<sup>st</sup> June 2010

To obtain the higher rates of grants (75%) for PAWS or CCF high-priority operations, GLOS will look for the relevant specialist assessment. You must select the relevant specialist assessment when completing the foundation plan and included text similar to "assessment selected to gain high rates of grant". The woodland officer will reduce the grant amount to zero for the assessment.

### Woodland officer action

When approving a foundation plan and the planner has selected either of these assessments then you must reduce the payment to zero.

To do:

- Go to the case, and Foundation Plan - Plan Summary
- Check the box marked 'Grant Reduced By FCW' (see below)
- Check each of the boxes for each specialist assessment

The screenshot shows a web-based form titled "Submit Plan for Approval" with a navigation bar at the top containing tabs for "Contact Details", "Plan Background", "Issues", "External Data", "Specialist Assessments", "Stakeholders", "Boundary Map", and "Plan Summary". The main content area is divided into several sections:

- Summary of Plan Preparation Grant and Specialist Assessment Grants:** A table with columns: Assessment Type, Whole Area, Self Assessment, Est Area (Ha), Zero Grant, and Grant (£).

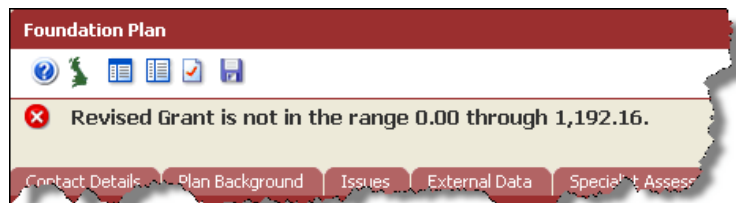
Assessment Type	Whole Area	Self Assessment	Est Area (Ha)	Zero Grant	Grant (£)
PAWS	N	Y	16.0	<input checked="" type="checkbox"/>	0.00
- Plan Preparation Grant:** 1,192.16
- Grant Reduced By FCW:** A section with a checked box and the text "Planner is Coed Cymru or contract". A "Reason:" field contains the text "test".
- Revised Plan Preparation Grant:** 1,192.16
- Total:** 1,192.16
- Confirmation:** A section with a checked box and the text "I confirm I have a contract with the applicant for the completion of this BWW management plan and application." Below this, it states "The standard time allowed to complete a Management Plan for a case is 42 days from receipt of FC approval for the Foundation Plan, if you require more time please enter the number of days required in the box provided." with a text input field containing "70" and the label "days".

At the bottom of the form, there is a "Save Foundation Plan" button and a "[back]" link.

FC Staff

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If you get a message as shown below, then you must also reduce the amount of grant in the 'Revised Plan Preparation Grant' box by 1p. This is due to a fault in the system.



For cases that are beyond FRA and where the planner has a) not selected any specialist assessments and b) now wishes to apply for the higher grant rates. The case must be updated by the Support team. This is only done at the request of the woodland officer and follows the same process as above.

## Foundation Plan Signing

It is no longer a requirement for the applicant to sign the foundation plan. The onus is now on the planner to ensure that the applicant is happy with the direction noted in the FP. The planners will not be eligible for severance fee, if the owner refuses to the final proposals.

When we approve a foundation plan, we will automatically move the case to management plan unless otherwise advised.

For cases at foundation plan signing (FRS) prior to 1<sup>st</sup> June 2010, the applicant will have to sign or the planner will have to advise the WO to move the case through.

### Woodland officer action

- First, approve the foundation plan as normal
- Select "Receive Foundation Report Signature (Non Electronic)"
- Select the applicants that have not signed
- Upload the "FCW Foundation Plan Signing Document.pdf" and submit
- Repeat for all case signatories.

## Management Plan

This section details the changes and workarounds for the management plan for a case.

### Sub-compartment details

There is no longer a requirement to complete the following in the sub-compartment tab:

Trees stocking  
Terrain  
Soil type  
DAMS  
Dbh

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average pole volume

Please note if you do complete these fields, then the woodland officer will check that they cross-reference with the WIG calculator.

## Features

You no longer need to complete the 'Long-term Vision' or the 'Operational priorities' within the features tab. But you must enter "n/a" in the fields. All relevant information must now be included in the 'General approach' field.

Desired Characteristics and Factors no longer mandatory, but you must 'n/a' for **one** desired characteristics.

You must still include your objectives and approach to the feature but summarised in the 'General Approach' field.