



Forestry Commission

# Our Simplification Plan

**‘Making regulation work for everyone’**

**December 2009**



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# 1 Introduction

The Forestry Commission is playing a full part in the cross-government exercise to ease the burden that government regulation imposes on business in England. We are doing this by taking forward the forestry-related elements of the exercise and examining the regulations we are responsible for.

We have long been committed to the principles of better regulation, and provide incentives and promote best practice to reduce the need for regulation. We also recognise the benefit of working closely with all our stakeholders to make sure that wherever possible, they can comply easily while maintaining the protection offered by the regulations.

In Great Britain (GB) we regulate felling to prevent loss of tree cover and planting to make sure that new woodland schemes are environmentally sound. We also enforce plant health regulations to protect trees and woodlands against potentially damaging pathogens. Our powers in these areas come directly from the Forestry Acts or Plant Health Acts. Consequently, there are relatively few regulations relating to forestry, just nine, within the scope of the recent Admin Burdens Measurement Exercise (ABME).

European Union (EU) Directives are a major influence, and six of our regulations originate from EU Directives. Our management in GB is however subject to most of the legislation that regulates other commercial enterprises, but like agriculture, is outside the scope of planning law.

The ABME calculated that the total administrative burden placed on our stakeholders by forestry regulation amounts to £1,459,520. We were set a net reduction target of 25% over five years. Although we exceeded the five-year target set for us in year one, we continued to look at what we might do for our stakeholders. We are pleased to report that by the end of year two we had measures in place that, for our stakeholders, have amounted to £391,655 gross savings. This delivers a net saving each year of 27% of the total administrative burden.

In addition, we also considered what we might do for those stakeholders (such as timber merchants and haulage contractors) who, although not affected by regulatory control, face administrative costs when dealing with us. These measures are also in place, saving these businesses £1,382,500 each year.

We have continued to look at what we might do to benefit our stakeholders. This, our latest simplification plan, demonstrates how the Forestry Commission has maintained an exemplary level of engagement with stakeholders on both new regulatory measures and policy changes.

In addition, we continue with the additional non-regulatory measures that will potentially save timber hauliers and contractors an additional £60,000 each year through further developments in e-business using readily available technology. There will be additional unquantifiable benefits. We are optimistic that we will implement these by the end of this financial year, with more to come next year. This will mean that the total savings to our stakeholders in the non-regulatory area of our activity will increase to some £1,442,500 each year.

A summary of savings against the admin burden baseline is in Table 1.

Table 1 Admin burden baseline

	<b>Dec-06</b>	<b>Dec-07</b>	<b>Dec-08</b>	<b>Dec-09</b>	<b>Dec-10</b>
<b>Admin Burden Baseline</b>	1459520	1459520	1459520	1459520	1459520
<b>Admin Savings</b>	375000	375000	391655	391655	391655
<b>Additional Admin Burdens (since baseline exercise)</b>	0	0	0	4000	4000
<b>Net Admin Burden Savings</b>	375000	375000	391655	387655	387655
<b>Percentage Reduction</b>	26%	26%	27%	27%	27%

## 2 Measuring admin burdens

### 2.1 Scope and objectives

The Admin Burdens Measurement Exercise (ABME) was launched by the Government in response to the Better Regulation Task Force's report, *Regulation: Less is More*, as part of the Chancellor of the Exchequer's Better Regulation Action Plan. The aim of the exercise was to measure the administrative costs incurred on the private and third sector as a result of central government, European or other international regulation.

The focus of the work has been on measuring the **administrative** costs of regulation rather than the compliance or policy costs. These are defined as:

*'the [recurring] costs of administrative activities that businesses are required to conduct in order to comply with the information obligations that are imposed through central government regulation.'*

The measurement exercise, undertaken in 2005/2006 by PricewaterhouseCooper (PwC), also identified and gathered the costs of activities which businesses would be likely to carry out regardless of whether the regulation being measured was in place. These activities, and the estimates for the 'business as usual' costs they represent, could distort the focus of our reduction efforts. The actual admin burden is the additional cost imposed by regulation, over and above what businesses would do anyway.

To make sure our reduction strategy focuses on areas where regulation adds specific additional burdens, the Forestry Commission took part in a cross-government process developed by Cabinet Office and agreed with business stakeholders to identify those activities within our total administrative cost which might be classified as 'business as usual'.

Following the measurement exercise, we have agreed departmental targets for year-on-year net reductions in administrative costs. In this way, the project will drive improvements in productivity and, consequently, economic performance. In this document we set out our detailed plans for realising our departmental target for administrative costs.

### 2.2 Departmental information

The Forestry Commission is a statutory body and a non-ministerial government department. We have responsibility for forestry throughout GB and manage nearly one million hectares of public forests. We act as the guardian of standards of British forestry and make sure that international forestry commitments are delivered. We conduct research, provide information, and offer grants for managing and expanding woodlands and forests.

Under the devolution settlement, we were designated as a cross-border public authority, this is a GB body delivering a devolved subject. Therefore, we now exercise most of our powers and duties separately and receive separate funding in England, Scotland and Wales. We are responsible for giving advice to, and

implementing, the separate and distinct forestry policies of the Secretary of State for Environment, Food and Rural Affairs, the Scottish Ministers and the Welsh Assembly Government.

Although forestry is a devolved matter and regulations emanating from the Scottish Government and Welsh Assembly were not included in the ABME, much of our regulatory activity, notably plant health and forest reproductive material (FRM), applies across GB. Our estimates in these areas (and in those non-regulatory activities where businesses incur costs when dealing with us) are therefore based on the reductions to businesses in England, Scotland and Wales.

Our aim is the sustainable management of existing woods and forests, and a steady expansion of tree cover to increase the many diverse benefits that forests provide to meet the needs of current and future generations.

## 2.3 Regulatory powers

As we mentioned in the introduction, the degree of legislative regulation of the forestry sector is not high. Typically, newer regulations have come from implementing European legislation, or reflect wider government initiatives, for example, in the area of rural development. Besides EU legislation, the majority of our regulatory authority comes from the Forestry Acts or Plant Health Acts. The areas that are covered are in Table 2. The admin burden associated with the regulations relevant to the areas of legislation, are summarised in Figure 1 and Table 3.

Through our powers and duties set out in the various Acts, our objective is to take the lead on behalf of the three GB administrations in developing and promoting sustainable forest management and to support its achievement nationally. The Forestry Commission fully supports the Better Regulation Agenda, which is at the heart of what the Government wants to deliver to increase UK productivity, modernise public services and influence economic reform in Europe. It is to ensure that the Government talks to stakeholders and delivers its policies in the best possible way.

Table 2 Legislation

Policy area	Type of regulation	Type of business affected
Grants and licensing: tree planting and management	English Woodland Grant Scheme.	Timber growers. Timber importers. General importers and exporters.
Grants and licensing: control of felling.	Forestry Act 1967 as amended.	Woodland and other landowners or

Policy area	Type of regulation	Type of business affected
Grants and licensing: environmental impact assessment	Environmental Impact Assessment (Forestry) (England and Wales) Regulations 1999.	managers. Forestry civil engineering.
Plant health	Plant Health (Forestry) Order 2005. The Plant Health (Forestry) (Amendment) Order 2006. Plant Health (Forestry) ( <i>Phytophthora Ramorum</i> ) (Great Britain) Order 2004. Plant Health (Wood Packaging Material Marking) Order 2006.	Mechanical engineering services. Plant and seed supply.
Forest reproduction	Forest Reproductive Material (Great Britain) (Amendment) Regulations 2006.	

Figure 1 Admin burden by regulation

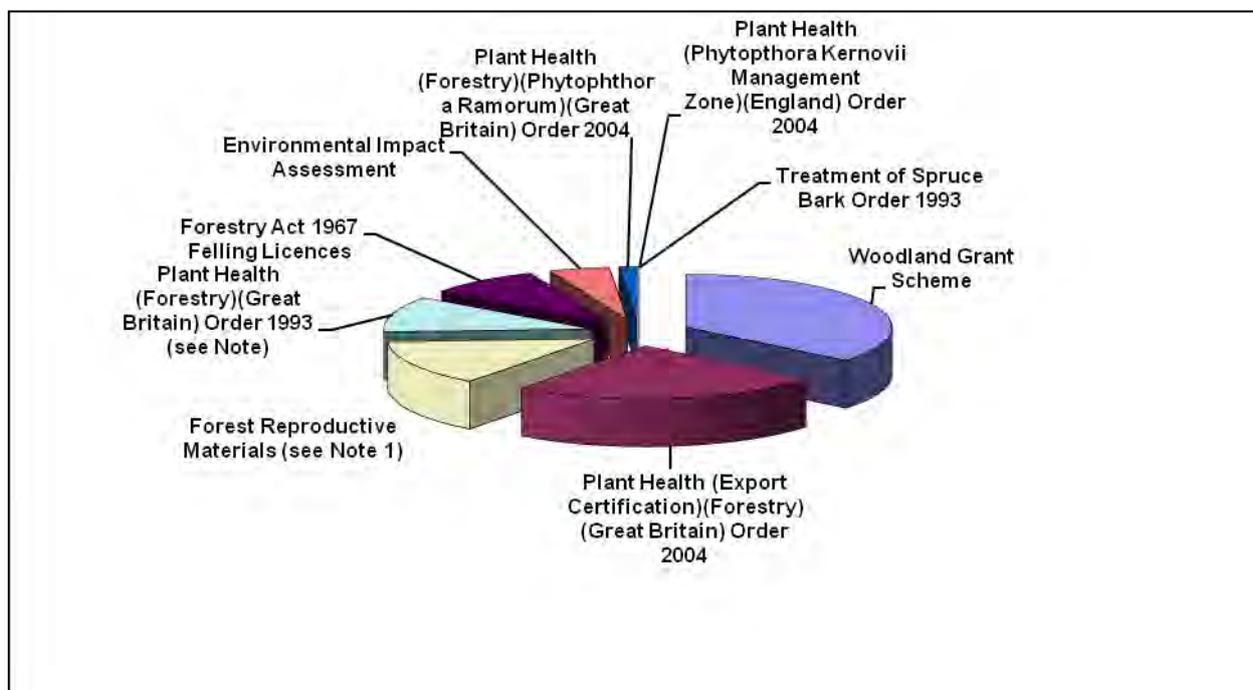


Table 3 Admin burden by regulation

Regulation	Total cost (£)
Woodland Grant Scheme	523652
Plant Health (Export Certification)(Forestry)(Great Britain) Order 2004	355,820
Forest Reproductive Materials ( <i>see Note 1</i> )	202,271
Plant Health (Forestry)(Great Britain) Order 1993 ( <i>see Note 2</i> )	159,801
Forestry Act 1967(as amended) Felling Licences	128,708
Environmental Impact Assessment	68,769
Plant Health (Forestry)( <i>Phytophthora Ramorum</i> )(Great Britain) Order 2004	20,417
Treatment of Spruce Bark Order 1993	53
Plant Health ( <i>Phytophthora Kernovii</i> Management Zone)(England) Order 2004	29
<b>Totals</b>	<b>1,459,520</b>

**Note 1.** We have calculated three of the burdens placed on our forest reproductive materials (FRM) stakeholders using a different wage rate to that used for similar FRM activities and equivalent activities for our other regulations. This was from one interview. We should have used the same wage rate for all. The result would have been a reduction in FRM costs.

**Note 2.** Plant Health Order totals include the costs to stakeholders of applying to be registered as a 'forestry trader' to engage in the import, production or movement of relevant material. The cost of registration is a one-off cost and the 'traders' have 'come on' the register over a number of years. However, we costed the burden on the basis of all 'traders' on the register at the time of the ABME. This is inconsistent with the way other regulations have been costed, such as our own FRM, where only the suppliers registering each year were included in the measurement.

## 3 Progress against the admin burdens target

We have continued to look at what we might do to benefit our stakeholders. In this plan, we show how we have maintained an exemplary level of engagement with stakeholders on both new regulatory measures and policy changes.

In this plan we set out how we have reduced the burden on our stakeholders in both the regulatory and non-regulatory areas of our activity. We have only included measures that we have implemented during the ABME.

Note, since the original business case was drawn up, the English Woodland Grant Scheme has been expanded to include additional legacy systems. Savings to both business and the FC will be recalculated during the post implementation review (PIR). Therefore, we have not included these savings.

We have reduced the plant health savings generated, mostly by reducing the number of phytosanitary certificates issued following the world-wide acceptance of the UK Wood Packaging Material Programme (ISPM15), to take account of the requirement on new businesses (maximum 10 each year) to register in the scheme following its move to be a legal requirement.

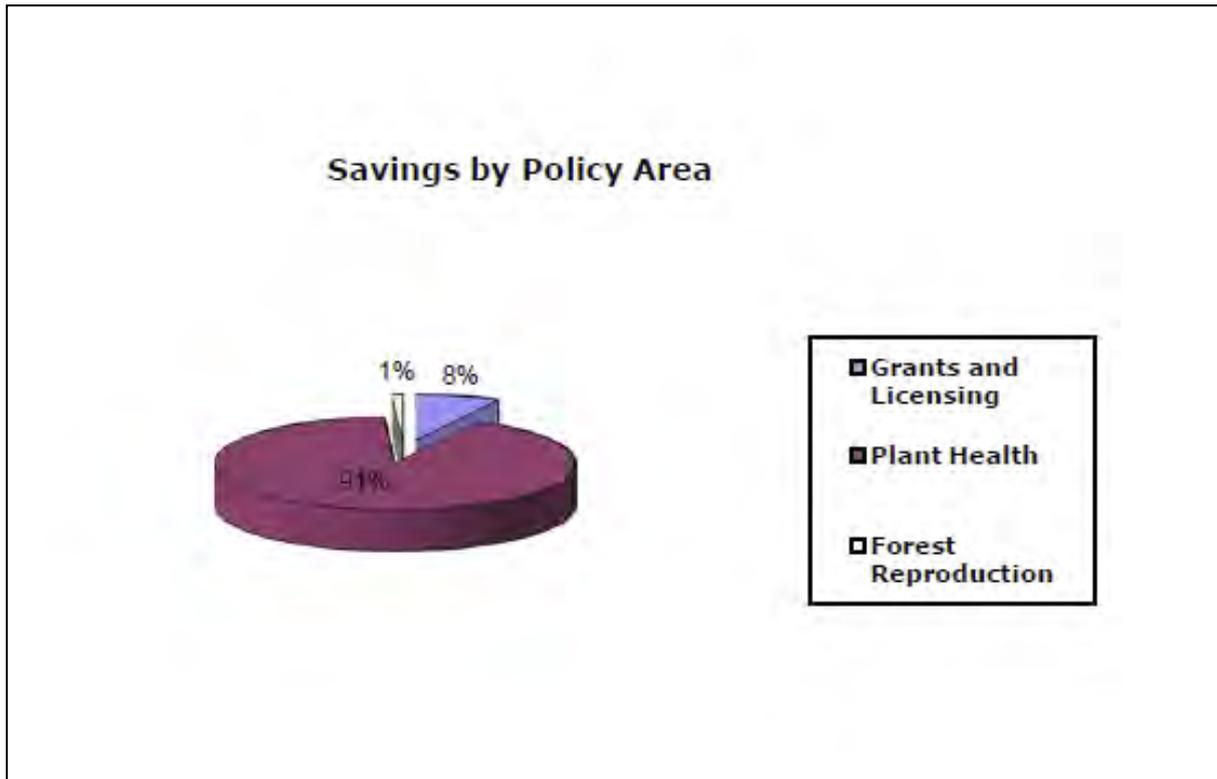
### 3.1 Summary of savings

To illustrate further, the savings are broken down in Table 3 and the chart in Figure 2 reflects the savings by policy area.

Table 3 Savings by policy area

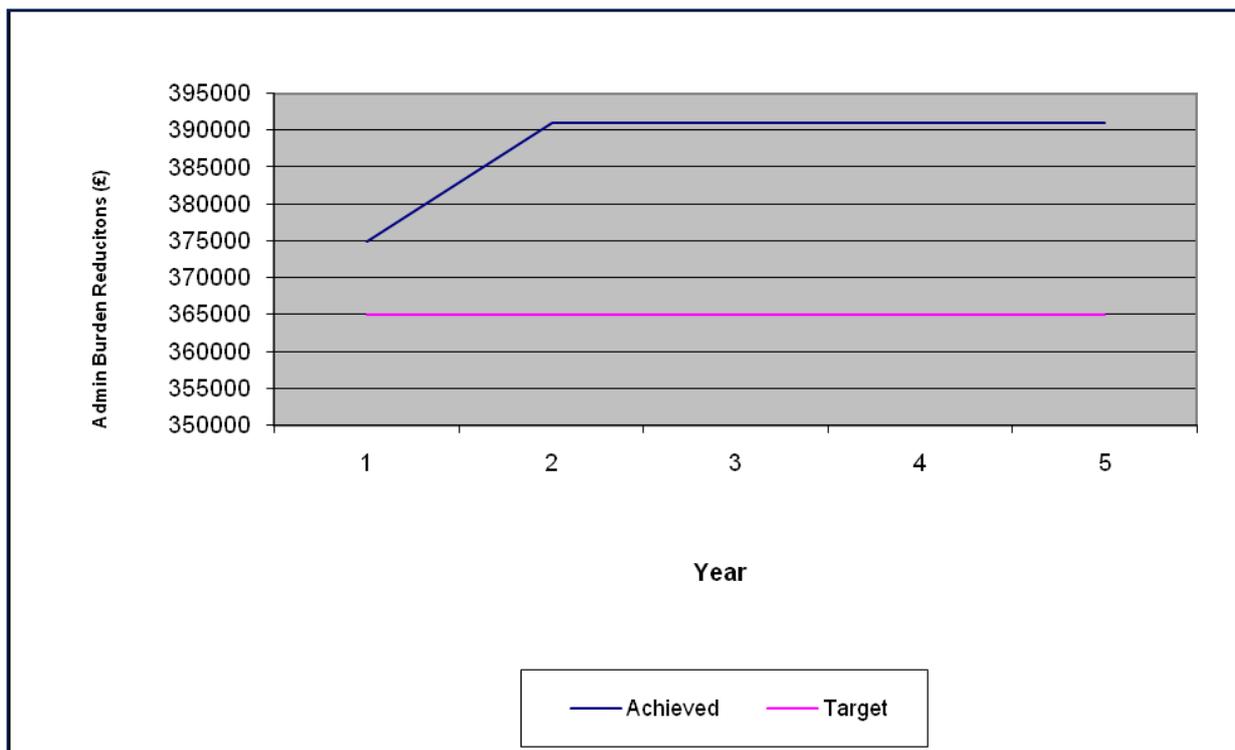
Item	Savings
Introduction of Wood Packaging Material Programme (ISPM 15)	341862
Plant Health (Forestry) Order 2005	53
Plant health forms review	25
Plant health – reduced frequency of inspections for maple from N.America	15855
Felling licences - removal of requirement to secure conviction	30000
FRM – acceptance of import certificate	220
FRM – acceptance of supplies document	3640
<b>Total</b>	<b>391655</b>

Figure 2 Savings by policy area



The trajectory in Figure 3 shows our achievement against the target set.

Figure 3 ABR trajectory



## 4 Non-regulatory savings

In addition to increasing our savings in regulatory areas, we are continuing with the additional measures that should save timber hauliers and contractors an additional £60,000 each year through further developments in e-business using readily available technology. There will be additional unquantifiable benefits. We are optimistic that we will implement these by the end of this financial year. This will mean that the total savings to our stakeholders in the non-regulatory area of our activity will increase to £1,442,500 each year, see Table 4.

Since our last plan, we have improved our e-Business systems and provided customers with an internet portal which enables them to ask for timber despatch approval, and includes confirmation by SMS (short messaging service). We expect this to achieve savings of about £10,000 per year, and is reflected in the revised figures in Table 4.

The savings have accrued to both businesses and the FC and that these have been categorized as public or private in Appendix 1 – Simplification table.

Table 4 Non-regulatory activity

Item	Savings
Electronic timber sales	210000
Electronic contract documentation	52500
Electronic data exchange with timber customer	1000000
Automated process for timber despatches and self billing	20000
Automated system for despatch approval	10000
Automated process for harvested timber volumes and self billing – harvesting contractors	50000
Automated process for purchase invoicing	20000
Automated process for self-billing – civil engineering contractors	20000
Self-billing – forest management contractors	50000
Internet portal for despatch approval	10000
<b>Total</b>	<b>1442500</b>

**Note:** Savings are calculated using the mid-point of estimated savings, for example for electronic timber sales, where we estimated savings of £1000 to £5000 each year for each customer. We show the savings as £3000 each year.

## 5 Past successes

The number of stakeholders affected by any one of our regulations varies between 25 and 2,500. The majority however affect less than 200. The impact that any one of our proposals might have on a particular sector is therefore limited. We are however committed to reducing the administrative burden placed on all our stakeholders. Our simplification proposals are therefore wide-ranging and encompass all aspects of our dealings with stakeholders, both regulated and non-regulated .

Details of all current FC simplification initiatives are in Appendix 1 – Simplification table. See Table 5 for these initiatives.

Table 5 FC simplification initiatives

Simplification	Impact on customers and stakeholder
Our amendment to the forest reproductive material guidance to make clear the regulatory and voluntary elements.	The changes have removed the previous misconception that we can use regulation to impose standards on end-users as well as suppliers.
The reduced frequency of inspection for maple imports from North America.	Reduces costs for importers at ports of entry – a direct response to our stakeholders requests for change.
Non-regulatory saving: e-Business for forestry.	A holistic, integrated package, which allows firms to buy timber and arrange deliveries electronically using modern, readily-available, easy-to-use communication and information technology. This is a more efficient process and gives greater operational flexibility for our customers and contractors.

### 5.1 External validation panel success

This year, we are pleased to report that one of our largest measures, the UK Wood Packaging Material Marking Programme ISPM15, has been validated by the External Validation Panel (EVP). Following the implementation of this programme, the number of certificates issued under the Plant Health (Forestry) (Export Certification) (Great Britain) Order dropped from 20,000 to 200 each year, saving the industry some £341,862 each year. This means that just over 87% of our savings have been externally validated.

The EVP plays an important challenge and quality assurance role, testing the assumptions and processes that support the reporting and verification of the top simplification measures delivered each year. The assessment involved testing a number of key areas:

- the original regulatory requirement;
- what has been done to reduce the administrative burden associated with this;
- the value of the reduction;
- what the department has done to validate this information with those affected by it (any independent validation); and
- any other supporting evidence, such any assumptions that have been made or how departments have communicated the changes to business.

Table 6 Other simplifications we are working on

<b>Regulatory</b>	
<b>Simplification</b>	<b>Impact on customers and stakeholders</b>
From 1 April 2009, UK Government buyers of timber and timber products must ask for evidence of its legality and sustainability. We are working with Defra to produce a protocol to help owners of small woodlands comply with these new requirements.	This measure will provide a mechanism for owners or small woodlands to demonstrate compliance with the requirements, thus enabling them to take part in procurement exercises. This will result in policy savings.
<b>Non-regulatory</b>	
Electronic auctions. In addition to selling timber by closed tenders, we are introducing an interactive English Auctions system. This will allow bidders to compete with each other on the open market for timber lots.	The system reduces administration and will provide a faster, more efficient service, providing benefits for the entire GB timber processing industry.

## 6 Stakeholder views

We are proud of our achievements in working with our many stakeholders.

One example of this is our Applicants Focus Group (AFG) which was set up in England to advise us on the implications for the forestry and woodlands sector of relevant government and EU-driven policy and practice changes.

The range of topics mainly focus on activities relating to grants, regulations and regional activity, but may cover other related topics. This has proved a very successful way of engaging with key stakeholders, and allows them the opportunity to make suggestions for improving our business.

As an example, following requests from AFG members on the requirements for guidance on grant aid for continuous cover forestry (CCF), FC England have produced helpful and much needed guidance which the industry has welcomed.

Some other examples are illustrated by the following quotes.

*"Electronic trading has saved us a full-time post; it is faster, more efficient, makes better data available, with no need for checking."*

**Neil Cowan (Howie Forest Products).**

*"It has long been identified that e-business within the forestry industry will have major benefits. The eFIDS system represents a real opportunity to develop greater communication between partners in the sector. It will improve hundreds of companies by introducing a common standard for conducting business."*

**Scott Shiells (Group Operations Manager, BSW Timber, in BSW press release, 05/06).**

*"The felling licence applications process works well because it is easy to understand, is on one form and can be completed at short notice."*

**Comment from a stakeholder to PricewaterhouseCooper during the ABME.**

*"I wish to thank the FC England team for their excellent guidance on the implementation of the amendments to the Habitat Regulations that came into force in August, which has received positive feedback from the sector."*

**Comment from a representative of the forestry management and ownership sector, in response to the implementation of the Habitat Regulations 2007.**

## 7 Awards

Building on the success of our *Guidelines for Regulating Wood Packaging Material in International Trade* which was a finalist in the Better Regulation category of the National Business Awards, this year the Forestry Commission has reached the finals of another award.

Our Sherwood and Lincs Forest District has recently been short-listed for the 'Delivery of Customer Service' category in the Civil Service Diversity and Equality Awards. During 2008/09, they have developed an innovative approach to working with a number of targeted groups within the community, which has enabled a much more diverse audience to experience the many benefits of trees, woods and forests.

## 8 Savings to the public sector

We have no public sector specific regulations. Generally, requests made to our front-line staff are for 'business-as-usual' information. This will include financial and performance information, and information to meet UK legislative requirements such as Data Protection Act notification. We have introduced efficiencies such as reduced returns, or the collection of information as a by-product of day-to-day operations, following an internal efficiency review.

However, the non-regulatory measures we have introduced to simplify processes and continue to develop e-business, have indirectly resulted in savings to the public sector, through reduced internal costs, in the region of £462,500 per year. We have explained these measures more fully in the Simplification Table in Appendix 1 – Section 12.

## 9 Savings to the third sector

### What is the third sector?

*Third sector organisations have been defined by HM Treasury in its publication called 'Exploring the Role of the Third Sector in Public Service Delivery and Reform (2005)' as those which:*

- *are non-governmental;*
- *are 'value-driven' – that is, that are primarily motivated by the desire to further social, environmental or cultural objectives rather than to only make a profit;*
- *principally reinvest surpluses to further their social, environmental or cultural objectives; and*
- *are in the place between state and the private sector.*

We do not claim any particular admin burden savings in this area, due to the nature of our work and the sector we deal with, which is very business focused. However, we do work with a wide range of third sector agencies and community organisations to deliver the environmental, social and economic aspirations of national forestry strategies. Engagement ranges from continual liaison through broader structures like Wildlife Link, through more targeted partnerships supported by memoranda of understanding, to specific local joint delivery projects.

Within the wider context of Defra's recently published third sector strategy, we will be working towards publishing our own third sector policy statement in early 2010. This will include further work on mapping, characterising and reviewing our relationships with third sector organisations with a view to refreshing and enhancing their efficiency and effectiveness.

As part of *England's Trees, Woods and Forests Strategy Delivery Plan 2008-2012*, we have identified a number of aims relating to improving the quality of life through working with key community stakeholders. These include the following.

- Establishing new strategic partnerships between Government, NGOs and voluntary and community agencies (the third sector) to promote trees, woods and forests as part of wider social delivery.
- Developing volunteering and skills development programmes to enhance the capacity of local people to play an active part in the green infrastructure of their community.
- Developing typical examples and demonstration projects for new social enterprises based on community use or management of trees, woods and forests.
- Working with key national partners to strengthen the integration of green infrastructure across the sustainable communities agenda and evolving regional and local delivery structures.

## 9.1 Delivering social engagement in Sherwood – a case study

As an example of how this is starting to come to fruition, our Sherwood and Lincs Forest District have recently been short-listed for the 'Delivery of Customer Service' category in the Civil Service Diversity and Equality Awards. This award recognises an individual or team who has achieved excellence in diversity of delivering customer services and may include:

- understanding and responding to customers from a particularly diverse range of users; and
- changing methods of work to provide better or more accessible services.

### **Social engagement in Sherwood**

Sherwood Forest District team manages 14,000 hectares of woodland in Nottinghamshire, Derbyshire, Lincolnshire and South Yorkshire. They provide a social engagement service to a wide range of users. Over 20 specialists, supported by a range of other staff, work with a variety of client groups from across the six strands of diversity and work on a number of coalfield regeneration sites where poverty and disadvantage are prevalent.

An analysis of local demographics and current visitor profiles to the public forest estate identified a range of under-represented groups. The team identified and built relationships with key partners and referring bodies to provide better access.

- During 2008/09 the team have become fine examples of social delivery in the outdoor environment, leading, in January 2009, to the award of the first 'Learning Outside the Classroom' quality badges for their education service.
- Community Ranger Vince Lennox recognised that the lesbian and gay community was under-represented. He contacted a number of local outdoor lesbian and gay groups and has arranged two sessions with two lesbian outdoor groups.
- Hannah Darcel, a health development worker has introduced 'Buggyfit', which is an outdoor alternative to post-natal exercise classes, involving mother, child and pushchair. Buggyfit classes are delivered to over 70 women weekly.
- The team has just started to promote the activities and services on offer, through local Polish newsletters, read by Polish communities within the Nottinghamshire and Doncaster areas.
- The team has developed their approach to working with mental health patients offering practical conservation activities, regularly.

**In summary, the team, in addition to their work with their existing customers, and managing the infrastructure on a number of forests and woodlands across the district, have developed an innovative approach to working with a number of targeted groups. This has enabled a much more diverse audience to experience the many benefits of trees, woods and forests.**

## 10 Simplifying EU regulation

Our country policy units and GB policy advisers keep a watching brief and give advice where necessary on regulations coming from the EU and other departments that will have an impact on forestry and therefore our stakeholders. Sustainable flood management, the Water Framework Directive, national soil strategies, pesticides policy and wildlife management are among the cross-UK environmental policies that have recently affected forestry alongside other land uses. To these we must add social issues such as:

- health and safety;
- urban renewal;
- social exclusion; and
- well-being.

Expertise in, or at least familiarity with, these areas is maintained at GB level to support countries, to provide co-ordinated FC input to policy development at the UK level, and to lessen the effects on our stakeholders.

An example of our efforts to transpose EU regulation in the least burdensome way was the changes to the Habitats Regulations that increase the legal protection given to protected species wherever they are found in England and Wales. Several of the species covered by the Regulations are found in woodland, and these therefore have implications for how we manage woodlands and carry out forestry operations. We have worked with partners in a range of national and specialist bodies to make sure that these changes are as far as possible, drawn into best practice guidance for sustainable forestry, rather than being an additional regulatory measure. In addition, to the written guidance, developed in conjunction with Defra and Natural England, we plan a series of regional workshops and seminars to help and advise woodland owners, managers and contractors on the changes.

Another example is the review undertaken with the Environment Agency on how woodland can contribute to meeting Water Framework Directive objectives.

The FC have responded to the industry about a change in policy (as of 1 April 2009) dictating that all government procurement of timber must come from a 'certified sustainable' source. The change in policy is not expected to have a huge impact on owners of large-scale woodland already in a recognised certification scheme ('Category A').

However, a substantial number of mainly smaller woodlands in England remain outside certification, for many reasons. These woodlands risk being excluded from supplying government markets unless they can provide alternative evidence of legality and sustainability under 'Category B'.

So we can find a solution for woodlands in this category, we are working with Defra and others to minimise this burden. They aim to produce a protocol that will help woodland managers meet the evidence requirements for sustainable procurement under Category B, while minimising any additional regulatory burden that might discourage sustainable woodland management.

## 11 Getting in touch

Reducing burdens is a continuing process, and we work closely with stakeholders to identify further simplifications, even where it does not have an impact upon the administrative burdens baseline. We welcome your views on ways in which we could improve regulation.

The best way to contact us is through the Better Regulation Executive website <http://www.betterregulation.gov.uk/idea/>. We look forward to hearing from you.

## 12 Appendix 1 – Simplification table

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<b>Regulatory activity</b>					
<p><b>Plant Health</b> – working with the wood packaging industry on the development of the UK Wood Packaging Material Marking Programme ISPM15 which enables registered manufacturers to provide readily identifiable wood packaging to exporters that meets other countries import requirements.</p> <p>The programme moved to a statutory footing in November 2006.</p>	Applications for permission or exemption.	China has until recently required all wood packaging material to be accompanied by a phytosanitary certificate issued by the Forestry Commission. In January 2006 China confirmed that they would accept ISPM15 compliant wood packaging material without a certificate.	Reduction in the number of certificates requested by exporters from 20,000 each year to just over 200.	£341,862 Admin. (Note, this was measured as £352,262 during ABME, but was subsequently reduced to take account of the requirement for new businesses to register in the scheme (maximum 10 each year). £45000 Policy.	January 2006.
<b>Plant health</b> – The Plant Health (Forestry) Order 2005.	Providing statutory information.	Revokes and consolidates previous regulation, notably the Plant Health (Forestry)	Simplifies the plant health legislative framework within which the forestry trade	Full burdens of understanding these regulations were not measured during the	October 2005.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
		(Great Britain) Order 1993 and its various amendments. It also implements a suite of European Directives and Council Decisions that amend several aspects of the plant protection regime in the community.	(importers and exporters) operates and therefore reduces the amount of time stakeholders spend gaining an understanding of the regulations and their obligations.	ABME therefore no savings ascribed. However, we can claim savings for revocation of the Spruce Bark Order under this measure: £53 admin.	
<b>Plant health</b> – forms review	Keeping records.	Removes unnecessary record keeping, and notifications. Where information is still needed, we will accept verbal undertakings or readily available alternatives.	Reducing the number of forms in use from 6 to 4.	£25 Admin.	March 2006.
<b>Plant health</b> - fees for plant health checks	Applications for authorisation	Reduced frequency inspection checks for maple from the Canada and the USA at the minimum levels adopted by the EU i.e. at 35% and 75% respectively.	Reduced cost burden to the industry.	Cost savings to importers of maple from North America – £15,855 each year. Policy – £2,205.	January 2008.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<p><b>Felling licences</b> - amendment of the 1967 Forestry Act via a Regulatory Reform Order to remove the requirement to secure a prior conviction.</p>	<p>Application for authorisation</p>	<p>The current situation has been shown through experience to create time-consuming and expensive bureaucracy with costs to the public, the FC and, in many cases, other public bodies perhaps best demonstrated by the following statistics (2003/04 in England and Wales):</p> <ul style="list-style-type: none"> <li>• total of 215 reported alleged illegal fellings;</li> <li>• 76 were fully investigated by FC staff; and</li> <li>• 15 went to court (via Defra Legal), 14 successful prosecutions.</li> </ul> <p>Restocking Notices were issued in all successful cases.</p>	<p>The majority of illegal fellings are accidental rather than malicious. This change will remove the link between the restocking notice and the prosecution, enabling the restocking to be enforced without the requirement for a prosecution. Additional benefit will be reduced time taken in investigation and prosecution, ensuring prompt restocking and reduced administrative input.</p>	<p>Stakeholders will no longer be faced with court costs. These have been notionally costed at £2000 per case giving a total saving of some £30,000 each year.</p> <p>FC will still be required to investigate all illegal fellings so the majority of these costs will remain. FC savings are therefore based solely on the follow-up work. We estimate that this will be about half (125 man-days) of FC time. There will also be savings in Defra legal (about 75%), the costs of which the FC is liable. Together these will provide a total saving of some £87,000 each year.</p>	<p>April 2006</p>

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<p><b>English Woodland Grant Scheme</b> – EWGS is part of the Defra family of environmental support. The FC operates this scheme under the England Rural Development Programme (ERDP).</p>	<p>Applications for subsidies or grants.</p>	<p>EWGS offers a range of six grant types within two basic categories of woodland stewardship and woodland creation. The associated IT system known as GLADE (grants and licences administration delivered electronically) will allow for the electronic exchange of grants and licence applications and grant claims between applicants and the Forestry Commission.</p>	<p>Reduced burden on stakeholders through:</p> <ul style="list-style-type: none"> <li>• simplified procedures including revised grant application forms;</li> <li>• provision of an ‘on-line’ Land Information Search (LIS), a map based tool that gives information about land designations or features, for example special protection areas, grant schemes on any chosen area, to help applicants draw up their applications;</li> <li>• the provision of free Ordnance Survey maps that applicants are required to submit as part of their application;</li> </ul>	<p>Since the original business case was drawn up, the system has been expanded to include additional legacy systems. Savings to both business and the FC will be recast during the Post Implementation Review.</p>	<p>Majority of stakeholder services now available. Spatial (mapping) provision planning to be implemented during remainder of 2006.</p>

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
			<ul style="list-style-type: none"> <li>• online guidance for applicants; and</li> <li>• applicants focus group.</li> </ul>		
<p><b>Forest reproductive materials</b> – amendments to the FRM regulations will implement some EU decisions.</p> <p>Stakeholders are currently required to submit details of material being imported. Until now they have done this by completing an FC form.</p>	Notification of activities.	The FC will now accept the import certificate which accompanies the material rather than requiring customer to complete the form.	Form will be scrapped.	Stakeholder population very small. Savings across the whole population of some £220 each year.	Spring or summer 2006.
<p><b>Forest reproductive materials</b> – supplies document replaces existing form.</p>	Notification of activities.	Accept supplies document which customer receives from supplier rather than requiring customer to complete existing on-line form (Excel spreadsheet).	Streamlines procedure for stakeholders and removes need for form (notification of exports). Supplies document provides same information as provided in on-line form but in a form more easily	Stakeholder population very small. Savings across the whole population of some £3,640 each year.	Spring or summer 2006.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
			understood by stakeholders.		
<b>Forest reproductive materials.</b>	Providing statutory information.	The guidance has been amended to clarify the regulatory and voluntary elements.	The changes, although minor, have removed the previous misconception that regulation can be used to impose standards on end-users in addition to suppliers. The distinction between the regulatory and voluntary elements also help us implement national forestry strategies, for example Forestry Commission Scotland's guidance on seed sources for planting native trees and shrubs, which advises planters in any part of Scotland what species are native to the locality and helps them to identify suitable seed sources for planting.	Negligible.	Spring 2007.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<b>Non-regulatory Activities</b>					
<b>Electronic timber sale tenders.</b>	Agreeing contracts.	The Commission currently harvests over 5 million cubic metres of timber each year. Over one third of this is sold by closed tender on the open market. The majority of these sales are now conducted electronically through e-Sales, the Commission's electronic timber sales system which replaces the previous system. The system is internet based and all customers must register and be approved before they can use it.	Registered customers can view all sales details and download copies of sale particulars and maps. There is also an integrated mapping service that allows customers interactive access to contract maps. Approved bidders may enter bids electronically for their company once sales are open for bidding. After the winner is selected all bidders are automatically told the outcome of each sale by email. The system reduces administration, provides a faster service, and there is less paperwork. GB Timber processing industry.	Dependent on level of business. Estimated savings £1,000-5,000 each year per customer (140). Split 50:50 FC and customer. £210,000 private.  £210,000 public.	January 2006.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<b>Electronic contract documentation.</b>	Agreeing contracts.	Provides timber customers with contract documents for negotiated timber sales electronically through eSales, the Commission's electronic timber sales system.	Reduced administration, faster service, less paperwork. GB timber processing industry.	Depends on level of business. Estimated savings £500- 1,000 each year for each customer (140) Split 50:50 FC and customer. £52,500 private. £52,500 public.	30 June 2006.
<b>Electronic data exchange with timber customers.</b>	Despatch or order processing.	Electronically accept and use despatch and invoice data and automatically update sales recording system.	Reduced administration, faster service, less paperwork. GB Timber processing industry.	Depends on level of business. Estimated £30-70,000 each year per timber buyer (20). £1,000,000 private. FC savings of £60,000 each year. Public.	Ongoing programme within industry.
<b>Automated process for timber despatches and self-billing – haulage contractors.</b>	Agreeing contracts.	Automated process to identify and validate timber despatches and generate self-billing payment to FC haulage contractors.	Reduced administration, faster service, less paperwork. GB timber haulage industry.	Dependent on level of business. Minimum of £1,000 each year per contractor (20). £20,000 Private	1 April 2006.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<b>Remote despatch approval using mobile technology.</b>	Applications for authorisation	Provides automated system to enable haulier or customer to request a despatch approval using mobile telephone technology. Includes confirmation by SMS.	Reduced costs, improved availability and faster service, increased productivity. GB timber haulage industry. GB Timber industry.	Dependent on level of business. Estimated reduction in admin costs of up to 50% for both Haulier or customer and FC. £10,000 private £10,000 public.	1 July 2006.
<b>Internet portal for despatch approval.</b>	Applications for authorisation	Provides internet portal to enable haulier or customer to request a despatch approval. Includes confirmation by SMS.	Reduced costs, improved availability and faster service, increased productivity, improved information. GB timber haulage industry. GB timber industry.	Depends on level of business. Estimated reduction in admin costs of up to 50% for both haulier/customer and FC. £10,000 private. £10,000 public.	June 2009.
<b>Automated process for harvested timber volumes and self-billing – harvesting contractors.</b>	Applications for authorisation	Automated process to identify and validate harvested timber volumes and generate self-billing payment to FC harvesting contractors.	Reduced administration, faster service, less paperwork. GB timber industry.	Depends on level of business. Minimum of £1,000 each year per contractor (50). £50,000 private. FC savings of £20,000 each year. Public.	Autumn 2007.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<b>Processing of purchase invoices electronically.</b>	Applications for authorisation	Automated process to identify and validate purchase invoices.	Reduced administration and costs. Various supply sectors.	Dependent on level of business. Minimum of £1000 each year supplier (20) £20000 private. FC savings of £20,000 each year.	Autumn 2007.
<b>Self-billing of FC civil engineering contractors.</b>	Applications for authorisation	Automated process to identify and generate self-billing payment to FC civil engineering contractors.	Reduced administration, faster service, less paperwork. UK civil engineering industry.	Dependent on level of business. Minimum of £1,000 each year contractor (20). £20000 private. FC savings of £10,000 each year. Public.	Autumn 2007.
<b>Input of timber stocks via mobile phones</b>	Applications for authorisation	Input of timber stocks by FC staff and external contractors by mobile phones.	Reduced input costs, more accurate information for both FC and customers, improved logistics planning for FC customers.	Unquantifiable benefits to timber and haulage industry of improved stock data. FC savings of £50000 each year. Public.	July 2008.

Title and brief description of the initiative and how it will be delivered	Type of Burden	Description of simplification measure	Outcome (including sectors to benefit)	Estimated cost savings	Milestones or deadlines for delivery
<b>Self-billing of FC forest management contractors.</b>	Applications for authorisation	Automated process to identify and generate self-billing payment to FC forest management contractors.	Reduced administration, faster service, less paperwork. UK forest management industry.	Dependent on level of business. Minimum of £1,000 each year per contractor (50) £50000 private FC savings of £20,000 each year. Public	July 2008.

## 13 Appendix 2 – Flow of new regulatory burdens

Title/policy area/measure /initiative	Type of burden	Description of new regulatory burden	Outcome (including sectors impacted)	Estimated cost burden; admin or policy	Milestones or deadlines for delivery or dependencies
<b>The Plant Health (Wood Packaging Material Marking) (Forestry) (Great Britain) Order 2006.</b>	Applications for permission or exemption.	Placed the previously voluntary Wood Packaging Material Marking Programme, on a statutory footing.	Provided a statutory footing for the programme underlining its official status, thus making sure that it remained acceptable to our trading partners and made it less likely that any would choose not to recognise wood packaging material manufactured in the UK.	The integrity of the programme was already well recognised and most wood packaging material manufacturers were registered with it. Implementation did not add any new burden to those already registered in the programme. New entrants to the programme are required to pay a one-off fee of £400 and (in common with all members of the programme) £320 every six months thereafter.  Policy: £81,920 (see note).	Came in to force 6 November 2006.  Implementation of the regulation was at the request of many of the members of the programme, as confirmed by the relevant trade associations, and aimed to make sure that those who attempted to compete unfairly, outside the programme and fraudulently, could be penalised if caught. UK.
<b>The Plant Health (Forestry) (Amendment) Order 2006.</b>	Introduced additional import requirements for sweet chestnut trees	Importers must have a phytosanitary certificate stating their products are	The Order introduced additional requirements to prevent the introduction of a new tree pest. It also clarified the definition of Russia,	Implementation did not add any substantial new burden, other than the cost of writing to confirm certain information given verbally.	Came in to force 6 November 2006.  The Order was required to implement EU emergency measures against a new pest.

Title/policy area/measure/initiative	Type of burden	Description of new regulatory burden	Outcome (including sectors impacted)	Estimated cost burden; admin or policy	Milestones or deadlines for delivery or dependencies
		pest-free.	required written confirmation of certain information when first provided verbally, and required traders to retain plant passports for one year.		
<b>Forest Reproductive Material (Great Britain) (Amendment) Regulations 2006</b>	Provided statutory information for third parties.	Implementation brought GB legislation up to date with EU legislation.	The Order introduced arrangements concerning imports from third countries and authorises certain derogations in respect of the marketing of <i>Pinus pinaster</i> . Also clarified for seed suppliers when and where we are involved in the process.	Negligible.	Came in to force 9 October 2006.
<b>Plant health.</b>	Additional import requirement.	Amendment to the EU Directive to implement controls against emerald ash borer.	Imports of, mainly, ash wood not currently subjected to import inspection and fees will need to be declared and inspected.	£4000 each year – Admin.	Came into force 1 April 2009.

### **Notes about this section of our plan**

This year, we have made some minor changes to the new regulatory burdens section of our plan. It was recognised that Plant Health (Fees) (Forestry) Regulations 2008 should not be entered to the regulatory burden section as it is a savings measure and does not place burden on business. This now features only in the regulatory savings section of the plan. We have also reassessed the small burden posed by the Plant Health (Wood Packaging Material Marking) (Forestry) (GB) Order 2006 – a regulatory measure introduced in 2006 in response to industry requests. This measure imposes a policy burden on business, rather than an administrative burden, and affects businesses registered after November 2006, when the scheme was given statutory status.

### **Consultation with small business: the small firms' impact test**

Ever since the voluntary programme was set up, the wood packaging material industry had made repeated requests for the programme to be given a statutory footing. The industry believed that without this, the international credibility of the programme might be prejudiced and there was no obvious barrier to prevent non-registered wood packaging material manufacturers from manufacturing and fraudulently marking wood packaging material and competing unfairly with those who had joined the programme. The regulation did not impose any new burden on those already within the programme who were authorised to manufacture and mark wood packaging material. It did, however, introduce penalties, which applied to those who attempted to operate outside the programme.

Discussion took place with United Kingdom Accreditation Service (UKAS) on whether a non-regulatory approach might be possible. UKAS confirmed that to give the industry the confidence they sought, regulation was the only correct avenue.