

Title: Defra Guidance Reforms 2016 IA No: Defra1869 RPC Reference No: Lead department or agency: Defra Other departments or agencies:	Impact Assessment (IA)			
	Date: 12/04/2017			
	Stage: Final			
	Source of intervention: Domestic			
	Type of measure: Other			
Contact for enquiries: Lu.Tolu@defra.gsi.gov.uk				
Summary: Intervention and Options				RPC Opinion: Green

Cost of Preferred (or more likely) Option				
Total Net Present Value	Business Net Present Value	Net cost to business per year (EANDCB in 2014 prices)	One-In, Three-Out	Business Impact Target Status Qualifying provision (£-245.5)
£430.49m	£430.49m	-49.1	In scope	

What is the problem under consideration? Why is government intervention necessary?

Over time, the accumulation of guidance documents issued by Defra and its agencies has made it difficult for businesses, particularly small businesses, to understand and comply with the relevant regulations or to use the relevant services. This diverts business resources, leading to inefficiency and can ultimately lead to impeding business growth. As part of the Red Tape Challenge, Defra committed itself to a fundamental overhaul of its guidance to make them simpler, quicker and clearer to use. This initiative is to correct a policy implementation failure rather than the original market failure which the original regulatory interventions were designed to correct

What are the policy objectives and the intended effects?

The policy objective is to reform all Defra and its agencies' guidance to design it around what users need and to write it to consistent style and standards to make it simpler, quicker and clearer to use. The intended effects are to save time and resources, to remove barriers to entry into markets, and create an even playing field, with no business having a competitive advantage over another. The intended effect is to reduce burdens on business and government and to release the highest value of the information collected.

What policy options have been considered, including any alternatives to regulation? Please justify preferred option (further details in Evidence Base)

Option 0: Do nothing;

Option 1: "All Defra policy areas". This option aligns the guidance reform approach for the Defra network. Defra is already implementing this option and so it is the only credible option.

Will the policy be reviewed? It will/will not be reviewed. If applicable, set review date: Month/Year				
Does implementation go beyond minimum EU requirements?			N/A	
Are any of these organisations in scope?			Micro Yes	Small Yes
			Medium Yes	Large Yes
What is the CO ₂ equivalent change in greenhouse gas emissions? (Million tonnes CO ₂ equivalent)			Traded:	
			Non-traded:	

I have read the Impact Assessment and I am satisfied that, given the available evidence, it represents a reasonable view of the likely costs, benefits and impact of the leading options.

Signed by the responsible SELECT SIGNATORY: _____ Date: _____

Summary: Analysis & Evidence

Policy Option 1

Description:

FULL ECONOMIC ASSESSMENT

Price Base Year 2013	PV Base Year 2016	Time Period Years 10	Net Benefit (Present Value (PV)) (£m)		
			Low: 213.50	High: 1064.23	Best Estimate: 430.49

COSTS (£m)	Total Transition (Constant Price) Years	Average Annual (excl. Transition) (Constant Price)	Total Cost (Present Value)
Low	Optional		
High	Optional		
Best Estimate	Nil	Nil	Nil

Description and scale of key monetised costs by 'main affected groups'

The only costs are implementation costs to government which are recorded in the 2015 version of this Impact Assessment

Other key non-monetised costs by 'main affected groups'

Maximum of 5 lines

BENEFITS (£m)	Total Transition (Constant Price) Years	Average Annual (excl. Transition) (Constant Price)	Total Benefit (Present Value)
Low	Nil	24.8	213.5
High	Nil	123.6	1064.2
Best Estimate	Nil	50.0	430.5

Description and scale of key monetised benefits by 'main affected groups'

Benefit to business of reduction in 1) business costs of finding out about & understanding guidance around £424m PV, 2) external advice costs around £7.0m PV,

Other key non-monetised benefits by 'main affected groups'

Government cost saving from reduced customer calls on information requests. Business benefits include 1) reduction in costs of contributing to guidance development, 2) greater confidence amongst businesses that they are compliant, 3) reduced barriers to entry for new entrants & existing businesses into new markets, and 4) more even playing field.

Key assumptions/sensitivities/risks

Discount rate (%) 3.5

Risks: 1) failing to fully implement the reforms 2) failing to put adequate business as usual arrangements in place 3) transitional uncertainty

Sensitivities: 1) Labour cost of business population affected 2) time saving from improved guidance 3) reduction in use of external help

BUSINESS ASSESSMENT (Option 1)

Direct impact on business (Equivalent Annual) £m:			Score for Business Impact Target (qualifying provisions only) £m:
Costs: 0.0	Benefits: 49.1	Net: 49.1	
			-245.5

Summary of total cost savings

Since the consultation stage Impact Assessment published in 2014 it has been possible to track the results of the first few years of this ongoing project. The feedback from consultation made it clear that simply reducing the quantity of guidance available (though very helpful in cutting down time in searching for the correct guidance, and removing outdated and complicated documents) was not sufficient for the full savings to be realized. Government guidance documents should always be made as clear as possible for the intended audience and this involves a process of learning and feedback from stakeholders. Therefore the most significant change we have made in this version of the impact assessment is divide the projects tasks into 'reducing guidance' which is the first stage of these changes and 'revising guidance' which generally takes places 6-18 months after the initial reductions have taken place.

As of May 2015 Defra had achieved an 80% reduction in the volume of guidance. However, still further work was required to continue reducing the volume through simplification and cutting out duplications, the current estimate of the expected total reduction achieved through this process is 89%. We have been able to map document by document the progress achieved so far (see Annex D for full list).

The internal reports show that only 59% of guidance documents had fully finished the planned process of reduction by May 2015, and only 23% could be considered fully revised and finalized. By May 2016 however a further 40.5% of the documents had fully completed their process of volume reduction and at present only a tiny percentage, 0.3%, of guidance need any further work in terms of the initially process of internal cutting down. The process for revising and finalizing guidance documents is still ongoing and only 12.6% of guidance documents were reported as being considered fully revised and finalised in this period.¹ The bulk of revision is expected to take place within the next year, but the benefits resulting from these savings will be recorded in a separate IA, expected to be written in May/June 2017.

Further IAs mapping the changes that will occur in 2017 and 2018 will be published in the future. The tables below map out the proportion of Defra's guidance documents that has/is due to be reduced and revised from this project, and the total savings to business this is expected to result in in 2015 prices.

Proportion of guidance reformed & revised

	Baseline	May 2015	May 2016	To be completed
Total number of pages of guidance (internal estimates)	97,696	19,230 (80% reduction)	10,903 (89% reduction)	
Proportion of guidance to have completed final reduction process'		59.2%	40.5%	0.3% (projected)

¹ These proportions were calculated using information from Defra's internal stocktake of the guidance reform program. Changes are broken down by area of guidance and the weight given each individual area of guidance is calculated by taking the number of pages the guidance started with minus the number it is expected to finish with, divided by the total expected reductions. A large number of documents were found to be obsolete and have been simply archived, these reductions have been included as part of the estimates for calculating the proportions for the first stage 'guidance reduced' but not for the second stage 'guidance revised'.

Proportion of guidance 'revised'		23.1%	12.6%	64.3% (projected)
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Estimated annual savings to business resulting from guidance reformed & revised

	May 2015	May 2016	Projected (May 2017 – May 2018)
Proportion of guidance 'reduced'	£54,782,529	£37,526,059	£278,054
Proportion of guidance 'revised'	£21,356,304	£11,675,235	£59,596,292
Total	£76,138,833	£49,201,294	£59,874,346

Evidence Base (for summary sheets)

Contents

1. Background and problem under consideration
2. Rationale for intervention
3. Policy objectives and the intended effects
4. Description of reforms and options considered
5. Assessment of the reforms (option 1)
6. Risk, assumptions and sensitivities
7. Impact on businesses
8. Small and Micro Business Assessment
9. Summary and implementation plan including Post Implementation Review

Annex A: Estimating Wage Rates

Annex B: Estimating Business Population

Annex C: List of changes in Guidance, by Topic, Work Stream and current status of progress.

1. Background and problem under consideration

This **final stage** Impact Assessment (IA) covers Defra and its agencies' guidance reforms ("smarter guidance") which are public commitments following the first phase of the Smarter Environmental Regulation Review (SERR). SERR was a commitment arising out of the Cabinet Office's Red Tape Challenge (RTC). This is the second in a series of IAs and covers changes that occur from May 2015 to May 2016. Unlike the impacts recorded in the previous IA which covers changes that occur up to May 2015, the costs and benefits are considered as 'in scope' under the new accounting system for one-in-three-out and the Business Impact Target Score.

During the RTC, stakeholders including members of the public were asked to provide their views on; which regulations are working and which are not, what should be scrapped and what should be simplified, as well as what can be done differently. Because the changes resulting from these reforms are implemented over a number of years a new IA for each year will be published.

Evidence from the RTC's review of Defra's environmental regulations suggested that environmental regulation had evolved in an ad hoc manner and 'can appear fragmented, overlapping, inconsistent and complex' and 'may act as an effective barrier to compliance and growth'.² Two specific areas of concern were highlighted 1) guidance documents issued by Defra and its agencies,³ and 2) data reporting requirements imposed by Defra and its agencies on businesses. The changes in data reporting requirements are discussed in a separate impact assessment.

This is a final stage IA for a non-legislative regulatory reform initiative. Given the non-legislative nature of the measure, formal Regulatory Policy Committee (RPC) scrutiny, as set out in the Better Regulation Framework Manual, is not required.⁴ However, given the scale of the estimated business savings and the likely scrutiny that the estimates may be subject to, Defra has made a request to the RPC to informally review the IA; the RPC has agreed to this request. The consultation-stage IA received a 'Green' rating from the RPC and feedback advising that the key assumptions that relate to business which had been presented within relatively large changes should be tested through consultation with stakeholders. An open consultation was conducted on these assumptions which received 78 responses. This consultation was very informative and several key estimates have been altered as result. These alterations were discussed with the Cutting Red Tape Challenge meeting which comprises of representatives of key stakeholder groups. A further closed dialogue consultation was published online inviting individual stakeholders to comment in more detail about the proposed changes but received no formal responses.

Scope

The scope of the guidance reforms is any external written content that explains to users what to do or how to do it or, more widely, expects action from businesses, other organisations and members of the public.⁵

This impact assessment covers reform of all guidance produced by Defra, Environment Agency, Natural England, the Animal and Plant Health Agency (APHA), the Rural Payments Agency (RPA), Marine Management Organisation (MMO), the Centre for

² Defra, Smarter Environmental Regulation Review: Phase 1 Report – guidance and information obligations, May 2013. (hereafter "SERR Phase 1 Report") <https://www.gov.uk/government/publications/smarter-environmental-regulation-review-phase-1-report-guidance-and-information-obligations>

³ This refers to the core Defra department and its agencies and arms length bodies.

⁴ BIS and BRDO, Better regulation framework manual, 10 July 2013 <https://www.gov.uk/government/publications/better-regulation-framework-manual>

⁵ The term "business" is used as a shorthand in this IA for all organisations affected by these reforms as result of using guidance or being required to report information.

Environment, Fisheries and Aquaculture Science (CEFAS), the Veterinary Medicines Directorate (VMD) and the Forestry Commission.⁶ Defra is in the early planning stages with the other relevant bodies (such as the Joint Nature Conservation Committee and the Drinking Water Inspectorate) so these are not included in this Impact Assessment.

Problem

Defra and its agencies' guidance has developed over many years in an ad hoc way in response to the introduction of regulations, evolving regulatory processes, funding and other schemes and the desire to promote best practice.

The SERR Phase 1 report, the guidance mapping exercise undertaken as part of it⁷ and subsequent evidence gathering (including online questionnaires and further guidance mapping)⁸ found that:

- there was no common approach or co-ordination to how guidance is produced, with individual teams across Defra and its agencies making their own decisions about when or how guidance is produced;
- there were over 7,000 guidance documents produced by Defra and its agencies running to over 120,000 pages⁹ (over 6,000 documents and 100,000 pages for environmental guidance);
- guidance was rarely designed around users, instead being presented as an analysis of the law or explanations of how systems operate;
- there were often multiple versions of the content on the same subjects or activities (for example, 32 government guidance documents and 340 pages on batteries waste), making it harder for users to work what applies to them and whether they have identified and read the right content;
- the reading age required to read Defra guidance was on average 18-21 years using the Fleisch reading ease scale, compared to an average UK reading age of nine years old;¹⁰
- content on the same subject was sometimes inconsistent or conflicting;
- documents were written in different styles and formats and sometimes extremely long and detailed; and
- documents were of varying quality and were sometimes inaccurate or either out-of-date or undated (31% were undated).¹¹

2. Rationale for intervention

The potential impacts of this situation include a number of unnecessary impacts compared

⁶ It also includes guidance produced by other government departments and agencies where there are joint responsibilities, for example Environment Agency is the regulator for batteries and electrical waste for which the Department for Business, Innovation and Skills (BIS) is the responsible department.

⁷ GHK, Defra Mapping Study – Final report, February 2014. (hereafter “GHK Mapping Study”) http://randd.defra.gov.uk/Document.aspx?Document=12231_DefraMappingStudy-FinalReport.pdf

⁸ These were internal analyses and the results have not been published.

⁹ See GHK Mapping Report.

¹⁰ SERR Phase 1 Report.

¹¹ GHK further guidance mapping, unpublished. Note that this is a lower proportion than the 40% cited in the SERR Phase 1 Report. The latter refers to environmental guidance only and is superseded by the GHK further guidance mapping, which was done afterwards and covers all of Defra's policy areas.

to the proposed reform. Specifically:

- increased time and costs for businesses and others to find, read and understand what to do, or in unnecessarily seeking professional advice;
- increased uncertainty for businesses and others as to whether they are compliant;
- increased perception of the burden and complexity of compliance as a deterrence to starting or expanding businesses;
- disproportionate costs, uncertainty and barriers to entry for smaller companies;
- inefficient use of government and business resources to develop and maintain guidance;
- reduced awareness of and compliance with regulations and other schemes; and
- an uneven playing field. That is, since the compliance requirements are unclear from the guidance documents, some businesses may under-comply. This reduces their costs and gives them an unfair competitive advantage over other businesses. Conversely, some businesses may over-comply, and face a competitive disadvantage.

3. Policy objectives and the intended effects

To reform all guidance so it is designed around what users need to do and know. The intended effect is to make it simpler, quicker and clearer for users to meet the requirements of regulations and apply for government schemes, thereby releasing time and resource to boost growth. It will also help achieve the underlying purpose of policies more effectively and reduce barriers to entry into markets.

4. Description of reforms and options considered

The reforms involve redesigning all guidance so that:

- all content is designed around what people need to do based on web statistics (searches, page views, page use information and web feedback) and other available user insight and research;
- there is a single version of what people need to do on GOV.UK, rather than multiple versions on different websites with no clear interlink between which is the definitive version and/or how the different versions link together;
- content focuses on what people need to know from government, clearly articulating what is required to meet the law or basic requirements of schemes and what is provided to help people comply. Good practice content on the methods that can be used to meet requirements is not provided;
- all content is written using GOV.UK's style guide and design standards which are developed to maximise readability and search engine optimisation;
- the overall volume of content (number of words) is reduced by at least 80%¹².

¹² This target, based on pilot work, was set to signal the scale of change that reform will entail.

To illustrate: guidance for batteries waste which is the first of 122 work-streams to be completed.

Before	After
<p>32 government guidance documents (issued by Environment Agency, Defra, BIS, Vehicle Certification Agency, National Measurement Office and Business Link).</p> <p>A total of 340 pages</p>	<p>5 government guides: one explaining succinctly what is required for each of those:</p> <ul style="list-style-type: none"> • manufacturing batteries • distributing batteries • retailing batteries • using batteries • treating and exporting batteries <p>A total of 21 pages, i.e. around 4 pages each</p>

The reforms are being managed by a central guidance team in Defra working alongside:

- central guidance teams or individuals within each of the agencies
- a central team of professional content designers with some content designers embedded within the Environment Agency and the Rural Payments Agency.

The central guidance teams work to prepare guidance reform plans for each of the 122 work-streams. These reform plans identify what future content is needed and include an audit of existing documents to be archived. The new content is then written by the content designers. A member of the central Defra team is assigned as a “product manager” to each work-stream to oversee the reform process. Much of the work is being done in tandem as organisational websites are moved onto the GOV.UK platform. A completion plan is then produced to identify all the actions required thereafter by March 2015.

The guidance reforms will be underpinned by business as usual governance arrangements to secure the benefits on an ongoing basis and embed continuous improvement.

Annex D provides a summary of each work stream, including the title and location of the revised guidance and the stage of development of the revision.

Options considered

Two options were considered, including:

Option 0: Do nothing

Under this option, there is no change to current policy.

Defra and its agencies’ guidance would remain largely as they are with the problems outlined above. Current guidance will migrate to GOV.UK. New guidance would continue to be created and existing guidance would be revised. The key aspect under this option is the *ad hoc* nature of the guidance produced; making it difficult for businesses to understand their compliance requirements.

Option 1: “All Defra policy areas”

This is the preferred option which was agreed by Defra Ministers and the Cabinet Office through the Red Tape Challenge. Option 1’s coverage of guidance and data reforms includes all Defra policy areas and all the agencies referenced in the section above.

Options considered in the analysis

Option 1 is assessed against option 0. This is the only option assessed as it has been agreed and is being implemented.

5. Assessment of the reforms (option 1)

This section monetises the impacts of option 1 compared to option 0, before estimating the net present value of option 1 against option 0, and discussing the non-monetised impacts. A summary table of the costs and benefits and their ranges is in table 4 below.

Method

The costs and benefits have been estimated using a variety of sources including cost data from Defra's network, programme implementation plans, published studies and expert judgement. Where assumptions are required on the basis of judgement they have been provided by those in the best position to do so.

The detailed method for estimating each impact is described below. Where there is significant uncertainty, estimates are provided within appropriate ranges; and the 'best estimate' has been tested and in some cases revised following open consultation, and advice from the Cutting Red Tape Steering Group.

The cost and benefits to government from having to administer these reforms have been accounted for in the previous IA, and there are no additional costs that occurred after May 2015 to be considered at this stage.

Reduced business costs to work out what applies and understand guidance

Reformed content is expected to be radically simpler, quicker and clearer to find, read and understand. Businesses will therefore save time in finding out and deciding what they need to do to comply with legal requirements or use services within Defra and its agencies' ambit. This covers the full range of circumstances when people need to find out about requirements or services including when requirements are introduced or changed, when setting up a new business or activity, when personnel within organisations change and improving or refreshing understanding of requirements.

Method

Three methods were considered to estimate the business savings from reformed guidance:

- 1) **Policy by policy:** This method assesses the time requirements for each regulation or scheme. This is the approach that was taken in the PWC admin burden measurement.¹³ It was also the approach taken to Defra's regulatory stock assessment which synthesised data from all historical Defra Impact Assessments.¹⁴
- 2) **Web statistics:** This method uses web data on the number of page views for each document and other supporting information such as bounce rates, page view duration and unique users. These are then applied to assumptions from qualitative

¹³ Defra, Administrative Burdens Measurement Exercise, Final report, July 2006
<http://archive.defra.gov.uk/corporate/policy/regulat/documents/abme-report0612.pdf> (hereafter "PWC report")

¹⁴ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69226/pb13623-costs-benefits-defra-regulatory-stock110816.pdf

work such as the effect report analysis of the time taken to absorb guidance.

- 3) **Stated business time:** This method is to use survey information on the time businesses state they spend finding out about their requirements and extrapolate up to the total business population.

None of these methods provides a complete answer: none has complete data and each has weaknesses.

The policy by policy approach tends to be on the basis of *ex-ante* estimates of the initial familiarisation time when individual regulations or amendments to them are introduced, whereas the evidence from GOV.UK suggests that most users refer to guidance when they are doing a specific task and that multiple rules may apply in those circumstances. It also does not systematically include estimates for re-familiarisation and staff turnover.

While complete data is now available on web statistics, there is no robust way to validate any assumptions made about the correlation between page views and numbers of users actually reading or referring to documents or about how long people spend reading documents.

The stated business time method provides a more holistic and realistic view of the total time businesses spend working out what they need to do. Its potential weaknesses are in reliably extrapolating up from the business population surveyed and in making any adjustments to reflect the scope of the reforms.

The stated business time method was chosen as the most reliable method for the estimates¹⁵.

Cost savings estimates

Using the stated business time method, the cost savings are a function of:

- time spent reading and understanding guidance per business;
- the relevant business population;
- the wage rate; and
- the reduction in time required.

Time spent reading and understanding guidance

There are three main sources of information surveying businesses on the time spent understanding environmental and other Defra guidance:

- 1) GHK study on micro businesses and environmental regulation¹⁶;

¹⁵ Specifically, stated business time overcomes the problem of the policy by policy approach in that it uses stated business behaviour rather than using initial familiarisation time which is not reflective of business behaviour. Stated business behaviour also implicitly accounts for re-familiarisation time and any additional time due to staff turnover. The stated business time is also superior to the web statistics method, since assumptions regarding how long people spend reading documents do not have to be made. For example, these assumptions may include average reading rates which are likely to differ for prose and technical texts, and assumptions on the average proportion of prose and technical content of a guidance document – the latter, if applied, would be a pure assumption with no evidential basis. Thus, applying the stated business time method would negate the need to make these further assumptions and introduce more uncertainty into the estimates.

¹⁶ GHK, Micro Business and Environmental Regulation Final report for Defra – BR0102, June 2011
<http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=17701&FromSearch=Y&Publisher=1&SearchText=BR01&SortString=ProjectCode&SortOrder=Asc&Paging=10#Description> (hereafter “GHK Micro Business study”)

- 2) Jigsaw business perceptions survey 2014;¹⁷ and
- 3) Information from interviews and online questionnaires done by Defra as part of SERR and implementation of the Smarter Guidance project through a dedicated web portal.

The first two are most reliable as they involved formal surveys with robust methods. The third did not but provides a good range of business views to cross-check estimates based on the first surveys.

As a starting point, findings from the Jigsaw study which surveyed a representative UK sample of businesses of all sizes excluding sole traders on environmental law issues were used.¹⁷ The results of the study are accurate to within +/- 7.1 percentage points at the 95% confidence level.

The Jigsaw study found that on average businesses spend 6.7 days per month on environmental law compliance issues, meaning that businesses spend **80.4 days per year on environmental law compliance issues**. This was applied to small, medium and large businesses.

Of this time, not all is spent on finding out about and understanding guidance; the study identifies the main burdens as information and keeping up to date (i.e. guidance related), supplying information and contact with Defra and its agencies. The PWC report found that 16% of time spent administering Defra measures was on familiarisation. While this provides a useful indication, it is out of date (from 2005 estimates) and familiarisation is likely to underestimate the true costs associated with guidance (as discussed above). **A range is therefore applied to the Jigsaw study results of between 10% and 25%**. At the consultation-stage IA, the lowest end of the range of '10%' was chosen as the best estimate. This estimate was an area that received a great deal of comment from respondents, with a clear indication that many respondents thought this should be considered an underestimate. The best estimate was increased to the mid-point of the range 17.5%, and this change was checked through informal follow up conversations with key stakeholders.

For micro businesses there is separate data, from the GHK Micro Business study which shows that on average micro businesses spend less than five hours per week finding out about and understanding their compliance requirements. A range of one to three hours per month has been used.¹⁸ Scaling this up across a year gives an estimated **12-36 hours per year spent by micro businesses**. Again the best estimate at consultation stage was chosen as the lowest end of the range, 12 hours, but following feedback received in the open consultation this has been altered to the mid-point of 24 hours.

Relevant business population

These estimates are then applied to the relevant population of business readers rather than the entire business population in Defra and its agencies' sectors, since studies (see below) show that not all businesses use government web sites as a source of information when finding out about and understanding their compliance requirements. Generally, business population estimates are derived from the national statistics produced by the Department for

¹⁷ Jigsaw research, Business perceptions Survey 2014, Report for NAO and BIS, 28 May 2014

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/314378/14-p145-business-survey-2014.pdf (hereafter "Jigsaw study")

¹⁸ For clarity, the findings from the GHK Micro Business Study quoted here are from GHK's in-depth telephone interviews with 58 businesses; this was not a representative sample and was part of their qualitative analysis, rather than the more robust statistical analysis. Thus, whilst 37 of the 58 micro businesses interviewed suggested that they spent fewer and five hours per week on activities relating to environmental regulations, this may not be representative of all micro businesses. Given this uncertainty, a range was applied to the analysis rather than applying a point estimate.

Business, Innovation and Skills (BIS)¹⁹. However, given that the BIS data did not provide a breakdown of the sectors to a granular level required for our analysis, data from the Office of National Statistics (ONS) was used instead. The ONS data estimates the number of businesses based on the number of businesses registered for Value Added Tax (VAT) and/or Pay As You Earn (PAYE). Thus, it underestimates the business population since it excludes those businesses that do not cross the VAT registration threshold.²⁰

The Defra central guidance team used reviewed the statistical business sectors and sub-sectors²¹ to identify those affected by Defra and its agencies guidance: see Annex B. This shows that there are 688k businesses affected by Defra policies, comprising 116k businesses that are classed as small, medium and large businesses, and 572k micro businesses. The widest coverage is for environmental guidance which cuts across many business sectors, whereas the other Defra topics affect more specific sectors such as agriculture, food manufacturing and vets. This analysis was cross-checked with previous cross-cutting IAs²² and was reviewed by the future regulation team in the Environment Agency.

Not all the businesses identified will use government as a source of information to find out about and understand their compliance requirements; thus the 688k businesses can be thought of as potential readers of guidance. The Jigsaw study found that **51% of businesses use government web sites** as a source of information on compliance with environmental law. Thus it is estimated that **59k small, medium and large businesses** and an estimated **292k micro businesses**, use government web sites. This estimate was checked at open consultation and there was not considered to be enough information to alter it, the vast majority of respondents either agreed with the assumption or stated they didn't know whether they agreed or not. Of those who did disagree with the assumption the accompanying comments were very mixed and there was no clear direction of whether this could be considered an underestimate or overestimate.

Wage rate

At consultation stage a range was used for wage rates of between £29 and £36 per hour (including a 30% uplift to account for non-wage labour costs). This figure was presented on the basis of productive hours, based on a report by Knox D'Arcy that managers in the manufacturing sector work 76% of the time. The consultation responses and comments supported the idea that guidance was read by a range of professions, and the responsibility for reading and understanding guidance was usually that of the 'manager' level. It was agreed to keep the range of salaries based on professions. Based on advice received from the RPC however the 'productive hours' element was removed from the calculations, bringing the average real hourly wage down between £21.4 and £25.4 per hour, with the mid-point £23.4 used as 'best estimate'. Annex A explains the basis for this range in more detail.

Reduction in time required

Section 4.1 describes the reforms and is the starting point to understanding the likely time saving. While the total volume of guidance content will reduce by 80%, both the volume that businesses have to read and time savings are expected to exceed 80%. This is because 1) content is designed specifically around the tasks that businesses are seeking to complete, based on evidence further constraining the volume of content any single user needs to read

¹⁹ BIS, Business population estimates, <https://www.gov.uk/government/collections/business-population-estimates>

²⁰ See <http://www.hmrc.gov.uk/vat/start/register/when-to-register.htm> for further details on VAT registration.

²¹ While these are predominantly businesses, they also include some public sector and other organisations also affected by environmental guidance

²² These were the Environmental Liability Directive IA and the environmental civil sanctions IA.

2) content is specifically designed to be read and understood quickly and without ambiguity, based on a consistent style and standards that have been developed through a body of user research 3) content and guides are structured and designed for “search engine optimisation” which means that it should be easy to find the right content quickly.

To illustrate with the batteries waste example referenced in section 4.1, before the reforms someone wanting to find out about the rules for batteries waste would return 32 government documents on a google search and would need to take time investigating which documents are relevant, which text within the documents is relevant and then seek to read and understand what they need to do by reference to explanations of the relevant laws. Once the reforms are implemented, users will get succinct instructions designed specifically around what they are doing.

As this was one of the underlying assumptions which carried the greatest level of uncertainty about what the time reductions will be across all types of business and Defra regulations a relatively wide range of 60-90% time saving was used, with a best estimate of ‘60%’. This was one of the areas where we received the clearest feedback from respondents, with the majority of respondents answering negatively to whether they agreed with this estimate. The comments frequently explained that it is not sufficient to cut the number of pages of guidance, though getting rid of duplications and out of date guidance is welcome, it was important to ensure that the new guidance was fit for purpose, that it contained enough detail and examples for new users to fully understand exactly how to comply. This corresponds to feedback Defra and regulators have received during the development of this program, and it is important lesson to remember in the future that developing guidance is an on-going project, and that guidance cannot be considered ‘finished’ until the new guidance has had a chance to be tested by the public, feedback received, and revisions made to make sure the new guidance is fully fit for purpose by the customer.

This issue was raised in a formal meeting with the Cutting Red Tape group which is made up of representatives from some of Defra’s chief stakeholders. Their feedback was that while this project was certainly effective and when the final stage of revision of guidance was completed then a 60% time saving in familiarity was a reasonable expectation, the benefits should not be recorded as occurring immediately after the first stage of reform has taken place, and instead should be considered improving with the revisions. It was agreed that benefits should be modelled as occurring in ‘phases’ over time. We asked the guidance and data team to provide information about what percentage of guidance can be considered ‘reduced’ i.e. had the number of pages reduced and had been presented in agreed format, and what percentage had been ‘revised’ i.e. had received feedback and checked and changes made to ensure it was still meeting customer’s needs.

We have remodelled the benefits to demonstrate **a saving of just 30% of time savings for the proportion of guidance following the initial ‘reforms’ rising to 60% for the proportion of guidance that can be considered fully revised.**

This insight is an extremely important finding, as while an 80% reduction in terms of number of pages cut from guidance was achieved by May 2015, further work is needed to continue reducing the number of guidance pages. The internal reports show that only 59.2% of the total planned cuts to guidance were completed before May 2015 and a further 40.5% of the planned cuts were achieved between May 2015 and May 2016. At present only a tiny percentage, 0.3%, of documents remain to be reduced. The process for revising and finalising is still ongoing and only 12.6% of guidance documents were reported as being considered fully revised and finalised in this period²³. The bulk of revision is expected to take

²³ These proportions were calculated using information from Defra’s internal stocktake of the guidance reform program. Changes are broken down by area of guidance and the weight given each individual area of guidance is calculated by taking the number of pages the guidance started with minus the number it is expected to finish with, divided by the total expected reductions. A large number of documents were found to be obsolete and have been simply archived, these reductions have been included as part of the estimates for calculating the proportions for the first stage ‘guidance reduced’ but not for the second stage ‘guidance revised’.

place within the next year, but the benefits resulting from these savings will be recorded in a separate IA, expected to be written in May/June 2017. Annex D provides an overview of the changes in guidance by area including estimates of when the final stage of revision has/will be taking place, including the titles and locations of the revised versions.

Table 1 Proportion of guidance reformed & revised

	May 2015	May 2016	May 2017	May 2018
Proportion of guidance 'reduced'	59.2%	40.5%	0.3%	
Proportion of guidance 'revised'	23.1%	12.6%	63.9%	0.4%

Thus the **range of cost savings is between £24m and £118m per year** with a best estimate of **£49m, as shown in Table 2.**

Table 2: Reduced business costs to read and understand guidance

	Low	High	Best
1. Time spent by small, medium and large companies on environmental law compliance issues (average hours per year)	80.4 days * 7.5 hours per average day = 603		603
2. Proportion of time spent on reading and understanding guidance (%)	10	25	17.5
3. Time spent by micro-businesses on reading and understanding environmental guidance (average hours per year)	12	36	24
4. Proportion of businesses using government websites (%)	51%		51%
5. Business population (No. of small, medium and large businesses)	116,000		116k
6. Business population (No. of micro-business)	572,000		572k
7. Wage rate	£21.4	£25.4	£23.4
8. Time saving from reducing guidance(%)	30%	45%	30%
9. Proportion of guidance reduced during May 2015 – May 2016	40.5%		40.5%
10. Time saving from revising guidance	30%	45%	30%
11. Proportion of guidance reduced during May 2015 – May 2016	12.6%		12.6%

Workings for annual cost savings from guidance reduction	Total option 0 business hours: (1x2x5)+(3x6) Multiplied by the wage rate (7) Multiplied by proportion using government websites (4) Multiplied by time saving from guidance reduction (8) Multiplied by proportion of guidance reduction achieved during May 2015 - May 2016 (9)		
Workings for annual costs saving from guidance revision	Total option 0 business hours: (1x2x5)+(3x6) Multiplied by the wage rate (7) Multiplied by proportion using government websites (4) Multiplied by time saving from guidance revision (10) Multiplied by proportion of guidance revision achieved during May 2015 - May 2016 (11)		
	Low	High	Best
Total annual cost savings per annum from guidance reduction (£m)	18.3	89.7	37.5
Total annual cost savings per annum from guidance revision (£m)	5.7	27.9	11.7
Total	24.0	117.6	49.2

Please note: numbers may not sum due to rounding

Reduction in businesses external advice costs

Simplifying guidance is expected to increase business and others' confidence in finding out and understanding their requirements with no or less external help than under option 0. It is also possible that some businesses switch to doing information reporting in-house rather than using external support as it gets easier to do. The latter is considered in the non-monetised impacts section rather than in this section. This was considered an indirect benefit to business but after consultation with the Regulatory Policy Committee this is now presented as a direct cost, as reducing these advice costs is one of the primary aims of the guidance reforms.

The first step is to identify the number of businesses who use external advisers. From analysis of the ONS data (Annex B), the relevant business population is 687,592 businesses in England. The Jigsaw study found that 43% of businesses use an external adviser to help them comply with environmental law; with each business spending on average £4,358 per year on all types of external advisers. Thus, the total amount spent by businesses on all types of external advisers is £1.3 billion per year. This was cross-checked against the ENDS report.²⁴

The ENDS report does not provide a break-down of the proportion of expenditure on identifying and explaining requirements. Therefore views were provided by an expert at a leading environmental consultancy that around 10% is for this type of advice. Given the uncertainty a wider range of 5-15% is used. Therefore, the business spend on consultants to help them find out and understand their requirements is estimated at £64-193m per year under option 0.

It has been estimated by a large trade body in the engineering industry that if the guidance reform aims were met the amount businesses have to spend on external consultants could

²⁴ The ENDS report (ENDs, Consultancy Market Guide 2012, August 2012) found that the total revenue of the environmental consultancy sector is £1.2 billion a year

reduce by around 15-20%. For the consultation stage impact assessment, given the uncertainty and the range of businesses involved a wider range of 10-25% was used. This gave projected savings to business from reduced spend on consultants to be in the range **£6.4m to £48.3m per year**. It was noted that this estimate could understate the true value as it only covers environmental law and not the other Defra policy areas covered by the reforms.

The open consultation received a number of negative responses to these estimated savings, with many commenting that this should be considered an overestimate. This topic was raised at the Red Tape Challenge Group, and as for estimates regarding time-saved in reading and understanding guidance the consensus was that while a 10% or even higher reduction in the costs spent on external businesses could be expected eventually from these reforms in guidance, this saving may not be felt immediately after the reductions in page numbers had taken place but rather could be expected to occur after feedback on the new guidance had been received and guidance revised accordingly. Therefore for final stage IA we have decided to apply a 10% saving only to the 13% of guidance which has not only been cut but that can be considered fully revised, reducing the best estimate of yearly savings to **£0.8m** per year. We assume that the best estimate is equivalent to the low estimate. However, we also adopt the higher end of the range (25% rather than 10%) to calculate the high estimate, of around £6m per year.

Loss of income to consultants

The loss of income to consultants is not quantified or included in the EANDCB calculations. It is however worth considering as part of the indirect impacts. The section above implies that as businesses reduce spend on external consultants there is a corresponding loss in consultancy revenue. The environmental consultancy sector recognises that there is likely to be a reduction in demand for advice on helping businesses understand their compliance requirements and is already seeking ways to compensate for this loss by seeking out new opportunities or expanding existing areas. For example, the 'sustainability policy and strategy' practice area was the only segment of environmental consulting to grow significantly (15%) during 2010.²⁵ This growth may be driven by an increased corporate social responsibility by businesses.

The ENDS report has highlighted that environmental consultants are proactively seeking out new opportunities overseas too; as evidenced by an 11.3% growth in international revenue in 2011. Thus, it is likely that overall negligible loss to consultant's income.

It should also be remembered that in economics terms any loss in direct fees to consultants is not the same as their direct overall loss; in competitive markets the effort of consultants (their cost of producing their advice) should be near to equal to fee they receive in exchange for it. Reducing the requirement for advice is still therefore an overall saving to the economy as a whole.

Non-monetised impacts

This section contains the impacts or potential impacts that are not, or not yet, possible to monetise. This is normally because insufficient data currently exists.

- **Reduction in business costs of contributing to guidance development.** The reformed approach to developing guidance involves getting targeted user feedback to supplement user analytics rather than a general approach of involving stakeholders in guidance development for example through steering groups and web consultations. The new approach should therefore save time and resource. Some

²⁵ <http://ehsjournal.org/http://ehsjournal.org/michael-bittner/analysis-of-the-uk-environmental-consulting-market/2011>

initial work has been done to estimate the potential savings (outlined in Annex C) but there is too much uncertainty about the likely number of consultations done each year. Views have so far been provided by Natural England but further information is needed from the other Defra organisations to be confident about using estimates that are representative across the Defra organisations. Therefore the estimates in Annex C are not included in the net present value.

- **Greater confidence amongst businesses that they are compliant.** This is because the legal requirements and the accompanying process and standards will be clearer.
- **Reduced barrier to entry.** Evidence suggests businesses find environmental regulations complex²⁶ and that it may be a barrier to setting up or expanding businesses. Making guidance simpler, quicker and clearer could therefore give businesses greater confidence that they can start up or expand activities that are covered by environmental and other Defra regulations. This could lead to increased economic activity and growth.
- **More even playing field.** To the extent that these reforms help correct undercompliance, any competitive advantages due to differing levels of compliance could be reduced and businesses will be able to compete on a more even playing field.
- **Effects associated with no longer providing good practice advice.** This aims to make it much clearer what is required by law and to provide greater room for innovation in meeting the requirements. There are already many organisations such as professional bodies, trade associations and wildlife and other NGOs and consultancies who provide

good practice advice but there are some areas where there is a demand for advice where less is currently available. In these cases organisations may either re-purpose existing government guidance from the archives or develop their own. The post implementation review will assess these effects.

Further work will be done to consider how these effects can be assessed as part of preparing for the post implementation review.

6. Risks

Programme governance arrangements include risk management to ensure the programme is implemented in a way that takes account of any risks. The significant residual risks that will require ongoing attention include:

- **Failing to fully implement the reforms.** The risk on guidance is relatively low as the current detailed plans show that the reforms will be complete during the first half of 2015 but this depends on retaining resources and input from across the relevant organisations. The risk on data is higher as a high proportion of the reforms are to be implemented in 2015 and 2016. Capital funding for IT reforms is agreed year to year so while there is funding in 2014/15, it cannot be guaranteed beyond that. Other

²⁶ <http://ehsjournal.org/http://ehsjournal.org/michael-bittner/analysis-of-the-uk-environmental-consulting-market/2011/> SERR Phase 1 report, GHK micro businesses study and Jigsaw study on business perceptions and online surveys done during implementation.

central funding required is in business plans. In addition to foregoing the benefits this would cause reputational damage.

- **Failing to put adequate business as usual arrangements in place.** This is relevant to both guidance and data reforms. It would arise if we cannot agree appropriate internal governance arrangements and controls. The consequence would be that guidance and data arrangements are not managed appropriately to ensure they respond to users' needs and are updated and that, at worst, guidance and data requirements start to proliferate again. Under these circumstances the benefits and savings identified would be reduced. This would also cause reputational damage.
- **Transitional uncertainty and impacts on those requiring guidance.** Priority is being given to maintaining customer service during the reforms so people can continue to find what they are looking for. This includes by ensuring any links to old content is redirected to the most relevant new content. All old content is also available through searching on the national archive but will not show up in general web searches. To the extent that some businesses are not able to find alternative sources of good practice advice easily or find it harder to access on the national archive, there could be some transitional uncertainty until other organisations adapt to provide what's needed.
- **Missed opportunity if other areas of government guidance are not reformed or reform in different ways.** Some areas of government policy have started similar reforms: such as for the highest transaction content on GOV.UK, development planning guidance, health and safety guidance and some elements of taxation guidance. The potential benefits of these reforms could increase if users were confident of getting the consistent standards and experience across all the services they use. This could unlock greater benefits, for example increased confidence in setting up businesses. This is less about risks of achieving the immediate impacts assessed in this IA than risking missing an opportunity.

7. OITO classification

This measure reduces the administrative burden on business and is in scope for the one-in-three-out process as well as the Business Impact Target score.

The direct benefits are estimated to be £50.0m every year; and the EANDCB is -£49.1m p.a. in 2014 prices and 2015 base year.

8. Small and Micro Business Assessment

The Government aims to reduce costs placed on small and micro businesses as a result of the regulations introduced under this session of parliament, and has introduced various policies to ensure such a cost reduction. One such policy is the Small and Micro Business Assessment (SaMBA).

The SaMBA is described in section 1.6 of the Better Regulation Framework Manual and applies to regulatory measures. It states that the default position is to exempt all small and micro businesses from any burdensome costs imposed by the new regulation. If this is not possible then 1) an argument must be put forward for why it is not proportionate to exempt small and micro businesses or 2) proposals for mitigating any costs on small and micro businesses must be put forward.

In the case of the preferred option (i.e. option 1), the smarter guidance reforms are de-regulatory in nature and are estimated to result in large savings to business (with a business NPV of £430m). A high proportion of these savings are for small and micro- businesses and they will benefit particularly given the resource constraints under which they typically operate. Thus, exempting these businesses from the reforms would be contrary to the Government’s policy of reducing costs to business. Note that for the guidance reforms the proposed reforms do not result in any changes in the underlying regulations. Thus, businesses that are already using the guidance will not need to re-read the revised guidance and incur familiarisation costs re-reading existing guidance that has been revised.

It has been estimated that 667k small and micro businesses may be affected by the preferred option (see Table 3). This is 97% of the potential business population. Of these, just over a half, are estimated to use government web sites as a source of information to find out about and understand their compliance requirements. Thus, exempting small and micro businesses from these reforms would not be compatible with achieving a large part of the intended benefits of the measure.

Table 3: Number of Small and Micro businesses

Sector	Potential small and micro business readers (1000s)	Estimated small and micro business users of Government web sites (1000s)
Agriculture fish and forestry	98	50
Mining	1	1
Manufacturing	99	50
Energy Supply	2	1
Water	2	1
Waste	7	3
Construction	208	106
Retail	43	22
Transport	40	20
Housing & Leisure services	146	75
Other services	4	2
Public services	17	8
Total	667	340

Note 1) number of potential business readers taken from ONS data (see Annex B for details), and 2) Jigsaw study finding that 51% of businesses use government web sites to find out and understand their compliance requirements used to estimate third column.

These business sectors were reviewed through open consultation and while additional sectors were suggested including Tourism, Animal Welfare, Landscape and Countryside, Marine Environment and Ecology where Defra regulation was likely to affect them these areas had either been taken into account e.g. through Agriculture, or Public Services, or in the case of Tourism it was felt that by including such a large area of the economy may

overestimate the total business population that can be considered as being directly affected by Defra's regulation. It was therefore decided to not attempt to expand the list of sectors; but it should be noted that the current list may be a slight under representation.

9. Summary and implementation plan including Post Implementation Review

Option 1 is the only option considered in this IA as it is currently being implemented in line with public commitments made. Table 4 provides a summary of the annual impacts of option 1 compared against option 0 and includes present values and the net present value. It shows that the best estimate of the net present value of option 1 is £430m, indicating that the benefits outweigh the costs, where monetised. The low and the high estimates of the net present value are £214m and £1064m respectively.

Defra will undertake a post implementation review of whether the smarter guidance and data reforms achieve (or look set to achieve) their expected impacts. The exact methodology for the review will be determined after a scoping phase exploring the options for conducting a proportionate evaluation, by focusing on key evidence gaps, and testing the key assumptions in the IA, where possible. This is likely to include analysis of relevant monitoring data, development and refinement of a logic model, and (if necessary) bespoke pieces of research, e.g. with users and stakeholders, to fill gaps in our understanding of the outcomes and impacts. The design of the review will be informed by relevant sources of guidance such as the HMT's Magenta Book. Quality assurance will be provided through Defra's analytical quality assurance process.

Table 4: Annual impacts of option 1 compared to option 0, £m

Impact	Year										Present value	
	1	2	3	4	5	6	7	8	9	10		
Benefit to business of reduction in business costs of finding out what applies and understanding the guidance following reductions in guidance												
Best	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	323.0
Low	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	18.3	157.5
High	89.7	89.7	89.7	89.7	89.7	89.7	89.7	89.7	89.7	89.7	89.7	771.7
Benefit to business of reduction in business costs of finding out what applies and understanding the guidance following revisions in guidance												
Best	11.7	11.7	11.7	11.7	11.7	11.7	11.7	11.7	11.7	11.7	11.7	100.5
Low	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	49.0
High	27.9	27.9	27.9	27.9	27.9	27.9	27.9	27.9	27.9	27.9	27.9	240.1
Benefit to business from reduction in external advice costs												
Best	0.8	0.8	0.8	0.81	0.8	0.8	0.8	0.8	0.8	0.8	0.8	7.0
Low	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	7.0
High	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	52.4

Annex A: Wage rates

Applicable basic salary rate

Defra and its agencies' guidance and information obligations will affect a wide variety of different types of businesses, professions and roles. This range typically includes, but is not limited to, owners of micro-businesses including farmers, general managers in small businesses and technical professionals working in larger businesses. Given this variety it is not currently feasible to model this accurately. The vast majority of personnel will fall into the following four categories in the Office of National Statistics' Annual Survey of Hours and Earnings (ONS's ASHE):

- Managers, directors and senior officials. This includes managers in a range of sectors. Median salary for group: £36,570.
- Professional occupations. This includes conservation and environment professionals. Median salary for group: £33,152
- Associate professional and technical occupation. This includes engineering technicians. Median salary for group: £28,500.
- Skilled trade occupations. This includes farmers. Median salary for group: £23,500.

When building estimates at the aggregate level however it is advisable to narrow down the range. While in some individual examples of companies it might be people at the very upper or lower end of the salaries described above, using these as upper and lower estimates for the whole business population would be misleading. To do so would give a range that assumes at one end for every business this work is done by director or senior official, and at the other a relatively low-paid skilled worker. Therefore while including the full range of professions is useful when considering a smaller group of businesses, when trying to describe a realistic range of outcomes for the impact of these changes at the economy-wide level it is sensible to consider what professions most commonly can be expected to be undertaking the work.

Reviewing the spread of sectors and sizes of business (summarised in annex B), types of roles likely to be involved, and estimated time input for different sizes of businesses, in particular that input will be lower for micro-businesses, it seems most likely that the true median salary will be within the range £28,500 and £33,152 before adjustment for non-wage labour costs and hours worked (see below). While it may not always be the same person within an organisation reading guidance and doing information requirements, this conclusion is likely to hold across both.

Business wage rate

The most appropriate job categories within the Office of National Statistics' Annual Survey of Hours and Earnings (ONS's ASHE) for the low estimate was the associate professional and technical occupation, and the high estimate was the professional occupation.

From the ONS's ASHE data Defra derived an hourly wage rate based on estimated hours worked. The business productive wage rate, for the low estimate, is estimated by taking the:

- Annual median salary of £28,500 for the associate professional and technical occupation from the ONS' ASHE,²⁷ and uplifting by 30% to account for non-wage labour costs as per the Standard Cost Model,²⁸ to give an annual cost of £37,050; Taking the total number of weeks in a year (i.e. 52 weeks) and adjusting for annual leave (4 weeks) and bank holidays (1.6 weeks) gives 46.4 productive weeks per year, or equivalently (assuming a five day working week) 232 days. Assuming an average working week of 37.4 hours or 7.5 hours per day (obtained from ASHE) gives an hourly working low business wage rate is around £21.4 per hour.
- Using the same methodology, the high business wage rate was estimated as £25.4 per hour. All the figures are the same, apart from the salary which is £33,152 and the hours worked per week is 36.6 from the ASHE.
- The best estimate is around £23.4 per hour, estimated as an average of the high and low estimates.

²⁷ The median (or middle) salary was used rather than the average (or mean) because the distribution of the salary data is skewed positively, with the bulk of the managers in this category earning less than the average. Thus, the average salary provides an overestimate of the salary earned by the majority of managers in this category. Further, the use of the median rather than the mean is in line with the ONS's recommendations regarding how to use ASHE in its Frequently Asked Questions document : <http://www.ons.gov.uk/ons/guide-method/method-quality/specific/labour-market/annual-survey-of-hours-and-earnings/annual-survey-of-hours- and-earnings/index.html>

²⁸ Better Regulation Executive, Measuring Administrative Cost: UK Standard Cost Model Manual, 29 September 2005. <http://webarchive.nationalarchives.gov.uk/20090609003228/http://www.berr.gov.uk/files/file44503.pdf>

Annex B

Table B.1: Total number of businesses in Defra sectors, in England

Sector	Sub-sectors included				
		Micro	Small	Medium	Large
Agriculture, forestry & fishing	01 Crop & animal production, hunting and related service activities; 02 Forestry & logging; 03 Fishing & aquaculture	95,200	3,240	305	35
Mining	05 Mining of coal lignite; 06 Extraction of crude petroleum & natural gas; 07 Mining of metal ores; 08 other Mining & quarrying	850	285	55	10
Manufacturing	10 Manufacture of food products; 11 Manufacture of beverages; 13 Manufacture of textiles; 14 Manufacture of wearing apparel; 15 Manufacture of leather and related products; 16 Manufacture of wood & of products of wood & cork, except furniture, manufacture of articles of straw and plating materials; 17 Manufacture of paper & paper products; 18 Printing & reproduction of recorded media; 19 Manufacture of coke & refined petroleum products; 20 Manufacture of chemicals & chemical products; 21 Manufacture of basic pharmaceutical & pharmaceutical preparations; 22 Manufacture of rubber & plastic products; 23 Manufacture of other non-metallic mineral products; 24 Manufacture of basic metals; 25 Manufacture of fabricated metal products, except machinery & equipment; 26 Manufacture of computer, electronic & optical products; 27 Manufacture of electrical equipment; 28 Manufacture of machinery & equipment n.e.c.; 29 Manufacture of motor vehicles, trailers & semi-trailers; 30 Manufacture of other transport-equipment; 31 Manufacture of furniture; 32 Other manufacturing.	77,570	21,515	6,010	1,065

Energy supply	35 Electricity, gas, steam & air conditioning	1,650	345	190	90
Water	36 Water collection, treatment & supply; 37 sewerage	1,200	500	120	20
Waste	38 Waste collection, treatment and disposable activities – materials recovery; 39 Remediation activities & other waste management services	5,005	1590	420	25
Construction	41 Construction of buildings; 43 Specialised construction activities	195,050	12,975	1,810	135
Retail	471 Retail sale in non-specialised stores; 472 Retail sale of food beverages, tobacco in specialised stores; 473 Retail sale of automotive fuel in specialised stores; 474 Retail sale of information & communication in specialise stores*	39,062	4,104	403	113
Transport	49 Land transport and transport via transport via pipelines; 50 Water transport; 51 Air Transport	34,720	5,335	1,360	330
Housing & Leisure	56 Food & beverage activities; 93 Sporting activities & recreation activities	107,965	38,225	3,630	220
Other services	75 Vets	2,920	1,355	65	0
Public services	84 Public administration & defence; compulsory social security	10,780	5,740	2,955	1,045
Total	n/a	571,972	95,209	17,323	3,088
Total	n/a	687,592			

Data estimated using ONS data based on VAT registration and PAYE registration.

Annex C List of changes in Guidance, by Topic, Work Stream and current status of progress

Topic	Workstream	Status - May 2016	Title (s)	Content location (collection and topic urls)
Access and Engagement	Commons	Reduced by May 2015 and not yet finalised	Carrying out works on common land; Common land: guidance for commons registration authorities and applicants; Managing common land; Set up a commons council; Common land and town or village greens: access your property by vehicle; Common land and town or village greens: how a claim of ownership can affect the land	https://www.gov.uk/guidance/carrying-out-works-on-common-land ; https://www.gov.uk/government/collections/common-land-guidance-for-commons-registration-authorities-and-applicants ; https://www.gov.uk/guidance/managing-common-land ; https://www.gov.uk/guidance/set-up-a-commons-council ; https://www.gov.uk/guidance/common-land-and-town-or-village-greens-access-your-property-by-vehicle ; https://www.gov.uk/guidance/common-land-and-town-or-village-greens-how-a-claim-of-ownership-can-affect-the-land
Access and Engagement	Caravan and Camping	Reduced and finalised by May 2015	Social clubs: get an exemption to camp without a licence	https://www.gov.uk/guidance/camping-and-caravanning-site-exemption-certificates-know-the-rules-and-how-to-apply
Access and Engagement	Coastal Access	Reduced and finalised by May 2015	Open access land and the coastal margin: how to restrict public access; England Coast Path: manage your land in the coastal margin	https://www.gov.uk/guidance/manage-your-land-on-the-england-coast-path ; https://www.gov.uk/guidance/open-access-land-and-the-coastal-margin-how-to-restrict-public-access
Access and Engagement	Countryside Code	Reduced and finalised by May 2015	The Countryside Code	https://www.gov.uk/government/publications/the-countryside-code
Access and Engagement	Greenspace	Reduced and finalised by May 2015	Visit national parks, nature reserves and green spaces	https://www.gov.uk/find-nature-reserves-national-parks-and-greenspaces

Access and Engagement	Local Access Forums (LAFs)	Reduced and finalised by May 2015	Local Access Forums: participate in decisions on public access Local Access Forums: role of the local authority	https://www.gov.uk/guidance/local-access-forums-participate-in-decisions-on-public-access https://www.gov.uk/guidance/local-access-forums-role-of-the-local-authority
Access and Engagement	National Nature Reserves (NNR)	Reduced and finalised by May 2015	National Nature Reserves: improved public access	https://www.gov.uk/government/publications/national-nature-reserves-improved-public-access
Access and Engagement	Open Access	Reduced and finalised by May 2015	Open access land: appeals Open access land: management, rights and responsibilities Open access land and the coastal margin: how to restrict public access	https://www.gov.uk/government/collections/the-countryside-and-rights-of-way-act-2000-access-appeals ; https://www.gov.uk/guidance/open-access-land-management-rights-and-responsibilities ; https://www.gov.uk/guidance/open-access-land-and-the-coastal-margin-how-to-restrict-public-access
Access and Engagement	Rights of Way (RoW)	Reduced by May 2016 but not yet finalised	Public rights of way: landowner responsibilities Public rights of way: local highway authority responsibilities	https://www.gov.uk/guidance/public-rights-of-way-landowner-responsibilities ; https://www.gov.uk/guidance/public-rights-of-way-local-authority-responsibilities
Access and Engagement	Outdoors for All (OfA)	Reduced and finalised by May 2015	No guidance content	No guidance content
Access and Engagement	Outdoor Learning (OL)	Reduced and finalised by May 2015	No guidance content	No guidance content

Access and Engagement	National Trails	Reduced and finalised by May 2015	No guidance content	No guidance content
Access and Engagement	Archived Documents	Reduced and finalised by May 2015		
Animal Health and Welfare	Animal Welfare in transport	Not yet reduced	Not yet reduced	Not yet reduced
Animal Health and Welfare	On farm Welfare	Reduced by May 2016 but not yet finalised	Beef cattle and dairy cows: on-farm welfare Beef cattle and dairy cows: welfare regulations Broiler chickens and breeder chickens: welfare regulations Deer: on-farm welfare Keeping farm animals and horses in extreme weather Keeping horses on farms Laying hens: welfare regulations Pig farming: welfare regulations Pigs: on-farm welfare Poultry farming: welfare regulations Poultry: on-farm welfare Rabbits: on-farm welfare Sheep and goats: on-farm welfare Sheep and goats: welfare regulations	https://www.gov.uk/topic/keeping-farmed-animals/animal-welfare
Animal Health and Welfare	Welfare of Animals at the time of killing (WATOK)	Reduced by May 2015 and finalised by May 2016	Welfare of Animals at the Time of Killing	https://www.gov.uk/government/collections/welfare-of-animals-at-the-time-of-killing
Animal Health and Welfare	Welfare in companion animals	Reduced by May 2015 and not yet finalised	Control dogs; Controlling your dog in public;	https://www.gov.uk/guidance/control-dogs ; https://www.gov.uk/control-dog-public

Animal Health and Welfare	Bovine and non-bovine TB	Reduced by May 2015 and not yet finalised	<p>Approved dedicated sale for TB restricted cattle</p> <p>Bovine TB: getting your cattle tested in England</p> <p>Bovine TB: how to spot and report the disease</p> <p>Bovine TB: deer owners compensation payments scheme</p> <p>How to deal with TB in non-bovine animals</p> <p>Bovine TB information notes</p> <p>Bovine TB testing intervals, 2016</p> <p>Holding a slaughter gathering for the sale of TB restricted cattle</p> <p>Pre-movement and post-movement TB testing of cattle in Great Britain</p> <p>Protecting cattle against TB infection in low incidence areas</p> <p>Protecting cattle against TB infection in high incidence areas</p> <p>TB isolation units for cattle: conditions of approval and operation</p> <p>Testing for TB in your herd in Scotland and Wales</p> <p>What happens if TB is identified in your herd in Scotland and Wales</p>	<p>https://www.gov.uk/topic/keeping-farmed-animals/bovine-tb</p>
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Animal Health and Welfare	Sheep, goat, deer and pig movement	Reduced by May 2015 and not yet finalised	<p>Sheep and goat keepers: how to report animal movements</p> <p>Report and record movements of sheep or goats to animal shows</p> <p>Deer movement: General licence for the movement of deer</p> <p>Pig keepers: report and record movements to or from your holding</p> <p>Pig movement: general licence for the movement of pigs</p>	<p>https://www.gov.uk/guidance/sheep-and-goat-keepers-how-to-report-animal-movements; https://www.gov.uk/guidance/report-and-record-movements-of-sheep-or-goats-to-animal-shows; https://www.gov.uk/guidance/deer-keepers-tagging-deer-and-reporting-their-movements; https://www.gov.uk/government/publications/deer-movement-general-licence-for-the-movement-of-deer; https://www.gov.uk/guidance/pig-keepers-report-and-record-movements-to-or-from-your-holding; https://www.gov.uk/government/publications/pig-movement-general-licence-for-the-movement-of-pigs</p>
Animal Health and Welfare	CITES licensing & bird registration	Reduced by May 2015 and not yet finalised	Endangered species: imports and exports and commercial use	<p>https://www.gov.uk/guidance/cites-imports-and-exports</p>

Animal Health and Welfare	Salmonella (Control Programme) inc. Poultry Registration	Reduced by May 2015 and finalised by May 2016	Salmonella: get your broiler flock chickens tested ; Salmonella: get your fattening turkeys tested ; Salmonella: get your egg-laying hens tested; Salmonella: get your breeding turkeys tested; Salmonella national control programmes: fees; Poultry Health Scheme: how to register	https://www.gov.uk/guidance/salmonella-get-your-broiler-flock-chickens-tested ; https://www.gov.uk/guidance/salmonella-get-your-fattening-turkeys-tested ; https://www.gov.uk/guidance/salmonella-get-your-egg-laying-hens-tested ; https://www.gov.uk/guidance/salmonella-get-your-breeding-turkeys-tested ; https://www.gov.uk/guidance/salmonella-national-control-programmes-fees ; https://www.gov.uk/guidance/poultry-health-scheme-how-to-register
Animal Health and Welfare	Disease prevention and control	Reduced by May 2015 and not yet finalised	Disease prevention for livestock and poultry keepers	https://www.gov.uk/guidance/disease-prevention-for-livestock-farmers
Animal Health and Welfare	Animal by-products	Reduced and finalised by May 2015	Guidance for the animal by-product industry	https://www.gov.uk/government/collections/guidance-for-the-animal-by-product-industry
Animal Health and Welfare	Pet Travel Scheme	Reduced by May 2015 and not yet finalised	Pet travel: entering and returning to the UK; Pet travel: travelling with assistance dogs; Pet travel: quarantine; Pet travel: checks on pets by transport carriers	https://www.gov.uk/take-pet-abroad ; https://www.gov.uk/guidance/pet-travel-quarantine ; https://www.gov.uk/guidance/pet-travel-travelling-with-assistance-dogs ; https://www.gov.uk/government/publications/pet-travel-checks-on-pets-by-transport-carriers

Animal Health and Welfare	Horse passports	Reduced by May 2015 and not yet finalised	Getting and using a horse passport; Authorisation to issue horse passports; Horse medicines and record keeping requirements	https://www.gov.uk/horse-passport ; https://www.gov.uk/authorisation-to-issue-horse-passports ; https://www.gov.uk/guidance/horse-medicines-and-recording-keeping-requirements
Animal Health and Welfare	BCMS	Reduced and finalised by May 2015	Guidance on keeping cattle, bison and buffalo in Great Britain	https://www.gov.uk/government/collections/guidance-on-keeping-cattle-bison-and-buffalo-in-great-britain
Animal Health and Welfare	Imports and Exports	Reduced by May 2015 and not yet finalised	Guidance on importing and exporting live animals or animal products	https://www.gov.uk/government/collections/guidance-on-importing-and-exporting-live-animals-or-animal-products
Animal Health and Welfare	Reporting Notifiable Diseases	Reduced and finalised by May 2015	Notifiable diseases in animals	https://www.gov.uk/government/collections/notifiable-diseases-in-animals
Animal Health and Welfare	Veterinary Medicines	Reduced by May 2016 but not yet finalised	Veterinary medicines guidance	https://www.gov.uk/government/collections/veterinary-medicines-guidance-notes-vmgns
Bee Health (remove as guidance is on BeeBase which is exempt from GOV.UK, M F)	Bee Health	Reduced and finalised by May 2015	No guidance content	No guidance content

Biodiversity	Biodiversity Strategy and general biodiversity	Reduced and finalised by May 2016	Biodiversity duty: public authority duty to have regard to conserving biodiversity	https://www.gov.uk/guidance/biodiversity-duty-public-authority-duty-to-have-regard-to-conserving-biodiversity
Biodiversity	Protected Species	Reduced by May 2015 and not yet finalised	<p>Badgers: surveys and mitigation for development projects</p> <p>Bats: surveys and mitigation for development projects</p> <p>Freshwater and migratory fish: surveys and mitigation for development projects</p> <p>Freshwater pearl mussel: surveys and mitigation for development projects</p> <p>Great crested newts: surveys and mitigation for development projects</p> <p>Hazel or common dormice: surveys and mitigation for development projects</p> <p>Invertebrates: surveys and mitigation for development projects</p> <p>Natterjack toads: surveys and mitigation for development projects</p> <p>Otters: surveys and mitigation for development projects</p> <p>Plants: surveys and mitigation for development projects</p> <p>Pre-submission screening service: advice on planning proposals affecting protected species</p> <p>Protected species and sites: how to review planning proposals</p> <p>Reptiles: surveys and mitigation for development projects</p> <p>Surveys and mitigation plans: protected species</p> <p>Water voles: surveys and mitigation for development projects</p> <p>White-clawed crayfish: surveys and mitigation for development projects</p> <p>Wild birds: surveys and mitigation for development projects</p> <p>Wild birds: surveys and monitoring for onshore wind farms</p>	https://www.gov.uk/topic/planning-development/protected-sites-species

Biodiversity	Protected sites	Reduced by May 2015 and not yet finalised	Ancient woodland and veteran trees: protecting them from development Conservation objectives for land-based protected sites in England: how to use the site advice Construction near protected areas and wildlife Developers: get environmental advice on your planning proposals Local planning authorities: get environmental advice on planning Natural England designations programme for areas, sites and trails Protected species and sites: how to review planning proposals Sites of Special Scientific Interest: designation Sites of special scientific interest: managing your land Sites of special scientific interest: public body responsibilities	https://www.gov.uk/topic/planning-development/protected-sites-species
CAP and RDPE Schemes	Single Payment Scheme (SPS)	Reduced by May 2015 and not yet finalised	SPS common land: commons with more eligible area to allocate; https://www.gov.uk/government/collections/rural-land-register ;	https://www.gov.uk/guidance/sps-common-land-commons-with-more-eligible-area-to-allocate ; https://www.gov.uk/government/collections/rural-land-register
CAP and RDPE Schemes	SPS Cross-Compliance	Reduced and finalised by May 2016	SPS cross-compliance guidance removed/withdrawn from GOV.UK	SPS cross-compliance guidance removed/withdrawn from GOV.UK
CAP and RDPE Schemes	Catchment sensitive farming	Reduced and finalised by May 2016	Catchment Sensitive Farming: reduce agricultural water pollution	https://www.gov.uk/guidance/catchment-sensitive-farming-reduce-agricultural-water-pollution
CAP and RDPE Schemes	Energy crops	Reduced and finalised by May 2015	Energy Crops Scheme: terms and conditions of your agreement	https://www.gov.uk/guidance/energy-crops-scheme-terms-and-conditions-of-your-agreement
CAP and RDPE Schemes	Environmental Stewardship	Reduced and finalised by May 2016	Environmental Stewardship: guidance and forms for existing agreement holders	https://www.gov.uk/government/collections/environmental-stewardship-guidance-and-forms-for-existing-agreement-holders

Chemical and Emerging Technologies	F Gas and ODS	Reduced and finalised by May 2015	F gas fridges and freezers; F gas: guidance for users, producers and traders	https://www.gov.uk/f-gas-fridges-freezers ; https://www.gov.uk/government/collections/eu-f-gas-regulation-guidance-for-users-producers-and-traders
Chemical and Emerging Technologies	GMOs	Reduced by May 2015 and not yet finalised	Guidance and reports on GM inspections	https://www.gov.uk/government/collections/guidance-and-reports-on-gm-inspections
Chemical and Emerging Technologies	POPs and PCBs	Reduced and finalised by May 2015	Polychlorinated biphenyls (PCBs): registration, disposal, labelling; Using persistent organic pollutants (POPs)	https://www.gov.uk/guidance/polychlorinated-biphenyls-pcbs-registration-disposal-labelling ; https://www.gov.uk/guidance/using-persistent-organic-pollutants-pops
Chemical and Emerging Technologies	REACH	Reduced by May 2015 and not yet finalised	How to comply with REACH chemical regulations; White asbestos: how farmers should handle and dispose of it	https://www.gov.uk/guidance/how-to-comply-with-reach-chemical-regulations ; https://www.gov.uk/white-asbestos-how-farmers-should-handle-and-dispose-of-it
Climate change adaptation	Climate change adaptation	Reduced by May 2015 and not yet finalised	Remaining content yet to be revised. No EA Climate Change Adaptation/Climate Ready pages transferred to GOV.UK.	Remaining content yet to be revised. No EA Climate Change Adaptation/Climate Ready pages transferred to GOV.UK
Development	Plan making & decision taking and Environmental considerations	Reduced by May 2015 and not yet finalised	Local planning authorities: get environmental advice on planning	https://www.gov.uk/guidance/local-planning-authorities-get-environmental-advice

Development	Contaminated land and soils	Reduced by May 2016 but not yet finalised	Contaminated land Land contamination: technical guidance	https://www.gov.uk/contaminated-land https://www.gov.uk/government/collections/land-contamination-technical-guidance
Development	Energy and Renewables	Reduced by May 2016 but not yet finalised	New hydropower scheme: apply to build one	https://www.gov.uk/guidance/new-hydropower-scheme-apply-to-build-one
Emergencies, pollution incidents etc.	Reporting Incidents	Reduced and finalised by May 2015	Report an environmental incident	https://www.gov.uk/report-an-environmental-incident
Emergencies, pollution incidents etc.	Pollution prevention	Reduced by May 2015 and not yet finalised	Remaining content currently being revised	Remaining content currently being revised
Energy, Carbon and other G. Gases	Carbon Reduction Commitment	Reduced by May 2015 and not yet finalised	Remaining content yet to be revised	Remaining content yet to be revised
Energy, Carbon and other G. Gases	Climate Change Agreement	Reduced by May 2015 and not yet finalised	Remaining content yet to be revised	Remaining content yet to be revised
Energy, Carbon and other G. Gases	EU Emissions Trading Schemes	Reduced by May 2015 and not yet finalised	Remaining content yet to be revised	Remaining content yet to be revised
Enforcement and Sanctions	Enforcement and Sanctions	Reduced by May 2015 and not yet finalised	Remaining content yet to be revised - most of this will become policy content, rather than guidance.	Remaining content yet to be revised - most of this will become policy content, rather than guidance.

Environmental permits	Environmental Permitting	Reduced by May 2016 but not yet finalised	Check if you need an environmental permit Change, transfer or cancel your environmental permit How you'll be regulated: environmental permits Standard rules: environmental permitting Risk assessments for your environmental permit Environmental permitting charges scheme: guidance from April 2014	https://www.gov.uk/topic/environmental-management/environmental-permits
Environmental permits	Environmental permitting LAPPC Guidance	Reduced by May 2016 but not yet finalised	Remaining content yet to be revised	Remaining content yet to be revised
Farming	Agricultural labour and wages	Reduced and finalised by May 2016	Agricultural labour: rights for workers and employers	https://www.gov.uk/guidance/agricultural-labour-rights-for-workers-and-employers
Farming	Land tenancy	Reduced and finalised by May 2016	Agricultural tenancies	https://www.gov.uk/guidance/agricultural-tenancies
FCRM	Flood risk management and coastal erosion management	Reduced by May 2015 and not yet finalised	Flood risk activities: environmental permits; Flood risk management planning: an overview Flood and coastal erosion: risk management authorities; Flood and coastal defence funding: submit a project proposal Flood and coastal defence: develop a project business case Flood and coastal defence projects: submit grant claims and financial reports Register your flood risk activity exemption: environmental permits Flood risk activity risk assessment for your environmental permits Develop a management system: flood risk activity for environmental permits Changes to your Flood Defence Consent after 6 April 2016 Exempt flood risk activities: environmental permitting regulations Check if you need permission to do work on a river, flood defence or sea defence	https://www.gov.uk/topic/environmental-management/flooding-coastal-change

Food	Food labelling: food information for consumers	Reduced by May 2016 but not yet finalised	Food labelling: giving food information to consumers; Food labelling and packaging Food standards: labelling, durability and composition	https://www.gov.uk/guidance/food-labelling-giving-food-information-to-consumers ; https://www.gov.uk/guidance/food-standards-labelling-durability-and-composition ; https://www.gov.uk/food-labelling-and-packaging
Food	Protected food and wine names	Reduced by May 2016 but not yet finalised	EU protected food names: how to register food or drink products	https://www.gov.uk/guidance/eu-protected-food-names-how-to-register-food-or-drink-products
Food	Products containing meat	Reduced by May 2016 but not yet finalised	Food standards: labelling, durability and composition	https://www.gov.uk/guidance/food-standards-labelling-durability-and-composition
Food	Specific product labelling and standards & composition: Fruit juice	Reduced by May 2016 but not yet finalised	Food standards: labelling, durability and composition	https://www.gov.uk/guidance/food-standards-labelling-durability-and-composition
Food	Specific product labelling and standards & composition: Bottled water	Reduced by May 2016 but not yet finalised	Food standards: labelling, durability and composition	https://www.gov.uk/guidance/food-standards-labelling-durability-and-composition
Food	Specific product labelling and standards & composition: Fish	Reduced by May 2016 but not yet finalised	Food standards: labelling, durability and composition	https://www.gov.uk/guidance/food-standards-labelling-durability-and-composition

Food	Organic labelling and standards, imports and Organic farming	Reduced by May 2016 but not yet finalised	Organic food: labelling rules; Importing and exporting food; Organic produce tests and inspections; Food labelling and packaging; Non-organic ingredients: get permission to use them; Organic products: import them into the UK; Organic farming: how to get certification and apply for funding	https://www.gov.uk/guidance/organic-food-labelling-rules ; https://www.gov.uk/food-safety-as-a-food-distributor ; https://www.gov.uk/guidance/organic-produce-tests-and-inspections ; https://www.gov.uk/food-labelling-and-packaging/organic-food ; https://www.gov.uk/guidance/non-organic-ingredients-get-permission-to-use-them ; https://www.gov.uk/guidance/organic-products-import-them-into-the-uk ; https://www.gov.uk/guidance/organic-farming-how-to-get-certification-and-apply-for-funding
Food	Specific product labelling: Jam	Reduced by May 2016 but not yet finalised	Food standards: labelling, durability and composition	https://www.gov.uk/guidance/food-standards-labelling-durability-and-composition
Food	Egg marketing/pr oduction	Reduced by May 2015 and not yet finalised	Remaining content yet to be revised	Remaining content yet to be revised
Food trade schemes	Horticultural Marketing Inspectorate	Reduced and finalised by May 2015	Comply with marketing standards for fresh fruit and vegetables	https://www.gov.uk/guidance/comply-with-marketing-standards-for-fresh-fruit-and-vegetables

Food trade schemes	Meat Technical Schemes	Reduced and finalised by May 2015	<p>The Beef Carcase Classification scheme: classify carcasses</p> <p>The Beef Carcase Classification scheme: guidance</p> <p>The Beef Carcase Classification scheme: inspections</p> <p>The Beef Carcase Classification scheme: keep records</p> <p>The Beef Carcase Classification scheme: register</p> <p>The Beef Carcase Classification scheme: work as a classifier</p> <p>The Pig Carcase Grading Scheme: dress and grade carcasses</p> <p>The Pig Carcase Grading Scheme: inspections</p> <p>The Pig Carcase Grading Scheme: keep records</p> <p>The Pig Carcase Grading Scheme: register</p>	https://www.gov.uk/topic/producing-distributing-food/meat-production
Food trade schemes	School Milk	Reduced and finalised by May 2015	<p>Apply to claim the school milk subsidy</p> <p>Calculate your school milk subsidy</p> <p>Eligibility for the school milk subsidy scheme</p> <p>How to claim a school milk subsidy</p> <p>Records school milk claimants must keep</p>	https://www.gov.uk/topic/farming-food-grants-payments/school-milk-scheme
Food trade schemes	Private Storage Aid	Reduced and finalised by May 2015	Private storage aid	https://www.gov.uk/topic/farming-food-grants-payments/private-storage-aid
Food trade schemes	Export Refund Rates	Reduced and finalised by May 2015	Export refunds	https://www.gov.uk/guidance/export-refunds
Food trade schemes	Dairy Producer Organisation	Reduced and finalised by May 2015	Dairy Producer Organisations: guidance	https://www.gov.uk/government/collections/dairy-producer-organisations-guidance
Food trade schemes	Certificates of Free Sale	Reduced and finalised by May 2015	Certificates of Free Sale	https://www.gov.uk/guidance/certificates-of-free-sale

Food trade schemes	Intervention	Reduced and finalised by May 2015	Intervention and Private Storage Aid schemes Intervention schemes for agricultural products	https://www.gov.uk/topic/farming-food-grants-payments/intervention-schemes
Food trade schemes	Promotion Schemes	Reduced and finalised by May 2015	Promotion schemes for agricultural products	https://www.gov.uk/guidance/promotion-schemes-for-agricultural-products
Food trade schemes	Sugars, Oil and Starch	Reduced and finalised by May 2015	Sugar Production Scheme	https://www.gov.uk/guidance/sugar-production-scheme
Food trade schemes	External Trade	Reduced and finalised by May 2015	Import and export Common Agricultural Policy (CAP) goods	https://www.gov.uk/government/collections/import-and-export-common-agricultural-policy-cap-goods
Freshwater Management	Aquatic animal movements	Reduced and finalised by May 2015	Aquatic animal health and movements guides	https://www.gov.uk/government/collections/aquatic-animal-health-and-movements-guides
Freshwater Management	Fish health/hygiene	Reduced and finalised by May 2015	Fish health checks; Prevent fish or shellfish diseases	https://www.gov.uk/guidance/fish-health-checks ; https://www.gov.uk/guidance/prevent-fish-or-shellfish-diseases
Freshwater Management	Freshwater fisheries	Reduced and finalised by May 2015	Get fishing or management rights for a shellfishery; Permission to move live fish to or from a fishery; Fish pass approval	https://www.gov.uk/guidance/permission-to-move-live-fish-to-or-from-a-fishery ; https://www.gov.uk/guidance/get-fishing-or-management-rights-for-a-shellfishery ; https://www.gov.uk/guidance/fish-pass-approval

Freshwater Management	Inland waterways management	Reduced and finalised by May 2015	Register a boat; Apply for a River Thames accommodation licence; Inland waterways: get permission to hold an event; The boater's handbook: basic boat-handling and safety River Thames: bridges, locks and facilities for boaters River Medway: bridges, locks and facilities for boaters Black Sluice Navigation: locks and facilities Information to help boaters on the River Wye River Ancholme: bridge heights, locks and facilities River Nene: bridge heights, locks and facilities River Great Ouse: bridge heights, locks, overhead power lines and facilities River Stour: locks and facilities Rivers Welland and Glen: locks and facilities Lydney Harbour: Information for boaters Rye harbour: passage, pilot and mooring information for boaters	https://www.gov.uk/topic/environmental-management/boating
Freshwater Management	Rod fishing	Reduced and finalised by May 2015	Buy a fishing rod licence; Freshwater rod fishing rules	https://www.gov.uk/fishing-licences ; https://www.gov.uk/freshwater-rod-fishing-rules
General Environmental Rules	Clean Air Act, smoke control areas and chimney heights	Reduced and finalised by May 2015	Smoke control areas: the rules; Garden bonfires: the rules	https://www.gov.uk/smoke-control-area-rules ; https://www.gov.uk/garden-bonfires-rules
General Environmental Rules	Local environmental quality	Reduced and finalised by May 2015	Local environmental quality	https://www.gov.uk/guidance/local-environmental-quality#other-local-environment-quality-problems
General Environmental Rules	Statutory nuisance	Reduced and finalised by May 2015	Nuisance smoke: how councils deal with complaints	https://www.gov.uk/guidance/nuisance-smoke-how-councils-deal-with-complaints
General Environmental Rules	Environmental noise	Reduced by May 2015 and not yet	Noise nuisances: how councils deal with complaints	https://www.gov.uk/guidance/noise-nuisances-how-councils-deal-with-complaints

		finalised		
Land Management	Agricultural waste	Reduced by May 2015 and not yet finalised	Manage waste on land: guidance for land managers	https://www.gov.uk/guidance/manage-waste-on-land-guidance-for-land-managers
Land Management	EIA (Agriculture)	Reduced and finalised by May 2016	EIA (Agriculture) regulations: apply to make changes to rural land	https://www.gov.uk/guidance/eia-agriculture-regulations-apply-to-make-changes-to-rural-land
Land Management	Heather and grass burning	Reduced and finalised by May 2015	Heather and grass burning: rules and applying for a licence	https://www.gov.uk/guidance/heather-and-grass-burning-apply-for-a-licence
Land Management	Hedgerows	Reduced and finalised by May 2016	Countryside hedgerows: regulation and management Appeal a hedgerow notice	https://www.gov.uk/appeal-hedgerow-notice ; https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management
Land Management	Nutrient management	Reduced by May 2015 and not yet finalised	Nutrient management: Nitrate Vulnerable Zones Storing organic manures in nitrate vulnerable zones Using nitrogen fertilisers in nitrate vulnerable zones; Grassland derogations for livestock manure in nitrate vulnerable zones; Nutrients, fertilisers and manures;	https://www.gov.uk/guidance/grassland-derogations-for-livestock-manure-in-nitrate-vulnerable-zones ; https://www.gov.uk/guidance/nutrient-management-nitrate-vulnerable-zones ; https://www.gov.uk/guidance/storing-organic-manures-in-nitrate-vulnerable-zones ; https://www.gov.uk/guidance/managing-nutrients-and-fertilisers ; https://www.gov.uk/guidance/using-nitrogen-fertilisers-in-nitrate-vulnerable-zones
Land Management	SSAFO	Reduced and finalised by May 2015	Storing silage, slurry and agricultural fuel oil	https://www.gov.uk/guidance/storing-silage-slurry-and-agricultural-fuel-oil

Land Management	Water use	Reduced and finalised by May 2015	Manage water on land: guidance for land managers	https://www.gov.uk/guidance/manage-water-on-land-guidance-for-land-managers
Landscape	Landscape	Reduced and finalised by May 2016	Landscape and seascape character assessments; Heritage properties: prepare a heritage management plan	https://www.gov.uk/guidance/landscape-and-seascape-character-assessments ; https://www.gov.uk/guidance/heritage-properties-prepare-a-heritage-management-plan
Marine Management	Marine regulation and licensing	Reduced by May 2015 and not yet finalised	Do I need a marine licence? Make a marine licence application; Fast-track and accelerated licensing; Marine licensing: fees; Apply to generate energy offshore; Apply to lay cables Check the public register of marine licence applications and decisions; Changes to marine licensing processes from 6 April; Generating energy offshore; Marine Licensing: sediment analysis and sample plans; Marine Licensing: impact assessments; Marine licensing: nationally significant infrastructure projects; Marine licensing: physical and chemical determinands for sediment sampling; Apply for a harbour order; Understand marine wildlife licences and report an incident;	https://www.gov.uk/topic/planning-development/marine-licences
Marine Management	Bathing waters	Reduced and finalised by May 2016	Bathing waters: list of designated waters in England; Bathing waters: apply for designation or de-designation	https://www.gov.uk/government/collections/bathing-waters

Marine Management	Marine fisheries management /enforcement	Reduced by May 2015 and not yet finalised	Quota management rules; Manage your fishing effort ;Manage and lease fishing quota; Calculate your fisheries catch limits; Closed fishing areasCurrent catch limits: 10 metres and under pool; Current catch limits: over 10 metre non-sector pool; Fish and land nephrops: vessels 10 metres and under; How to trace, weigh and distribute fish products; Join or leave a fish producer organisation; Apply for a scientific research dispensation; Fishing offences: Penalties and inspections; Engine power monitoring and testing;; How to manually report electronic logbook reports; How to report fishing activities using an electronic logbook software system; Record and submit sales notes: paper sales notes; Reduce dolphin and porpoise by-catch;Supply aquariums and zoos with marine species; Understand marine conservation byelaws; Apply for and register your vessel monitoring system device; Get a fishing vessel licence: over 10 metres and mussel seed; Fishing vessel licensing arrangements;Fishing vessel licence variations; Current catch limits: 10 metres and under pool; Current catch limits: over 10 metre non-sector pool; Fish and land nephrops: vessels 10 metres and under; Vessel monitoring system: apply for grant aid; Vessel monitoring system: data requestVessel monitoring system devices; Vessel monitoring system: manufacturers and engineers; Vessel monitoring system: register or re-register your device; Understand your fishing vessel licence	https://www.gov.uk/topic/commercial-fishing-fisheries/regulations-monitoring-enforcement ; https://www.gov.uk/topic/commercial-fishing-fisheries/vessel-licensing
Marine Management	Marine planning	Reduced by May 2015 and not yet finalised	Marine planning in England; Marine planning factsheets; Marine planning and development	https://www.gov.uk/topic/planning-development/marine-planning

Plant Health	Imports	Reduced and finalised by May 2016	Bringing food, animals or plants into the UK; Importing plants, fruit, vegetables or plant material to the UK; Importing trees and plants to England and Wales from the EU	https://www.gov.uk/bringing-food-animals-plants-into-uk/plants ; https://www.gov.uk/guidance/plant-health-controls ; https://www.gov.uk/guidance/importing-plants-fruit-vegetables-or-plant-material-to-the-uk ; https://www.gov.uk/guidance/importing-trees-and-plants-to-england-and-wales-from-the-eu
Plant Health	Exports	Reduced and finalised by May 2016	Exporting plants to non-EU countries; Exporting grain to non-EU countries	https://www.gov.uk/guidance/exporting-plants-to-non-eu-countries ; https://www.gov.uk/guidance/exporting-grain-to-non-eu-countries
Plant Health	Plant Passporting	Reduced and finalised by May 2016	Issuing plant passports to trade plants in the EU	https://www.gov.uk/guidance/issuing-plant-passports-to-trade-plants-in-the-eu
Plant Health	Scientific licensing	Reduced and finalised by May 2016	Moving prohibited plants, plant pests, pathogens and soil	https://www.gov.uk/guidance/moving-prohibited-plants-plant-pests-pathogens-and-soil
Plant Health	Licensing of non-native biocontrol agents	Reduced and finalised by May 2015	Licence to release non-native wildlife and plants	https://www.gov.uk/nonnative-wildlife
Plant Health	Plant Pests and Disease	Reduced by May 2015 and not yet finalised	Plant health controls	https://www.gov.uk/guidance/plant-health-controls#quarantine-pests
Plant Health	Seed certification and marketing	Reduced by May 2015 and not yet finalised	Apply to have seeds certified for marketing	https://www.gov.uk/guidance/the-marketing-of-agricultural-and-vegetable-seed-varieties

Plant Health	Plant breeders rights	Reduced and finalised by May 2016	Get plant breeders' rights to your new variety	https://www.gov.uk/guidance/plant-breeders-rights
Plant Health	National Listing	Reduced and finalised by May 2016	Add a new plant variety to the national list	https://www.gov.uk/guidance/national-lists-of-agricultural-and-vegetable-crops
Plant Health	Seed Potato Classification Scheme	Reduced by May 2016 but not yet finalised	The Seed Potato Classification Scheme	https://www.gov.uk/guidance/the-seed-potato-classification-scheme
Plant Health	Plant Health Propagation Scheme (PHPS)	Reduced by May 2016 but not yet finalised	Plant Health Propagation Scheme	https://www.gov.uk/guidance/plant-health-propagation-scheme
Soil protection/management	Soil Protection/Management	Reduced and finalised by May 2015	No guidance content (excludes cross compliance soil standards)	No guidance content (excludes cross compliance soil standards)
Sustainability	Eco-labelling, sustainability and performance standards (including ESOS)	Reduced and finalised by May 2016	ESOS	https://www.gov.uk/guidance/energy-savings-opportunity-scheme-esos
Waste Management and controls	Battery waste	Reduced and finalised by May 2015	Battery waste: retailer and distributor responsibilities; Waste batteries: treat, recycle and export; Waste batteries: producer responsibility; Waste batteries and accumulators: technical guidance	https://www.gov.uk/battery-waste-supplier-reponsibilities ; https://www.gov.uk/guidance/waste-batteries-treat-recycle-and-export ; https://www.gov.uk/guidance/waste-batteries-producer-responsibility ; https://www.gov.uk/guidance/waste-batteries-and-accumulators-technical-guidance

Waste Management and controls	Electrical and electronic equipment waste	Reduced by May 2015 and not yet finalised	Electrical waste: retailer and distributor responsibilities; WEEE: collecting used and waste electrical and electronic equipment; Waste electrical and electronic equipment (WEEE): reuse and treatment; Waste exemption: T11 repairing or refurbishing waste electrical and electronic equipment (WEEE); Waste electrical and electronic equipment (WEEE): exporting; WEEE: apply for approval as a producer compliance scheme; Waste electrical and electronic equipment (WEEE) public registers; Electrical and electronic equipment (EEE): producer responsibilities	https://www.gov.uk/electricalwaste-producer-supplier-responsibilities ; https://www.gov.uk/government/collections/producer-responsibility-regulations#waste-electrical-and-electronic-equipment-weee ; https://www.gov.uk/guidance/electrical-and-electronic-equipment-eee-producer-responsibility
Waste Management and controls	End of life vehicles	Reduced and finalised by May 2016	End of life vehicles (ELVs): guidance for waste sites	https://www.gov.uk/government/collections/producer-responsibility-regulations#end-of-life-vehicles-elvs
Waste Management and controls	Exporting and Importing Waste	Reduced and finalised by May 2015	Waste: import and export	https://www.gov.uk/guidance/importing-and-exporting-waste
Waste Management and controls	General waste rules	Reduced by May 2016 and not yet finalised	Dispose of business or commercial waste; Classify different types of waste; Waste exemptions: storing waste; Waste exemptions: treating waste; Turn your waste into a new non-waste product or material; Quality protocols: converting waste into non-waste products; Waste exemptions: disposing of waste; Waste acceptance at landfills; Burning waste; Waste duty of care code of practice Dispose of garden waste	https://www.gov.uk/topic/environmental-management/waste
Waste Management and controls	Hazardous waste	Reduced and finalised by May 2016	Dispose of hazardous waste; Hazardous waste: consignment note; Rejected loads; Returns; Segregation and mixing; Technical guidance on assessing and classifying hazardous waste (WM3)	https://www.gov.uk/dispose-hazardous-waste

Waste Management and controls	Packaging and packaging waste	Reduced and finalised by May 2016	Packaging waste: producer responsibilities; Packaging waste: become a packaging producer compliance scheme (PCS); Packaging waste: apply to be an accredited reprocessor or exporter; Packaging waste: environmental responsibilities	https://www.gov.uk/government/collections/producer-responsibility-regulations#packaging ; https://www.gov.uk/packaging-waste-designer-responsibilities
Waste Management and controls	Register as a waste carrier etc	Reduced and finalised by May 2016	Register as a waste carrier, broker or dealer (England)	https://www.gov.uk/waste-carrier-or-broker-registration
Water efficiency	Water efficiency	Reduced and finalised by May 2015	No guidance content	No guidance content
Water management	Oil storage	Reduced and finalised by May 2016	Storing oil at your home or business Oil storage regulations for businesses	https://www.gov.uk/topic/environmental-management/oil-storage
Water management	Supplying and treating water	Reduced by May 2015 and not yet finalised	Balancing water resources	https://www.gov.uk/guidance/balancing-water-resources
Water management	Water abstraction and storage	Reduced by May 2015 and finalised by May 2016	Water management: abstract or impound water Water management: apply for a water abstraction or impoundment licence Water management: managing your water abstraction or impoundment licence;	https://www.gov.uk/guidance/water-management-abstract-or-impound-water ; https://www.gov.uk/guidance/water-management-apply-for-a-water-abstraction-or-impoundment-licence ; https://www.gov.uk/guidance/water-management-managing-your-water-abstraction-or-impoundment-licence ;

Water management	Groundwater protection	Reduced by May 2016 but not yet finalised	Prevent groundwater pollution from solvents; Prevent groundwater pollution from underground fuel storage tanks; Sheep dip: groundwater protection code	https://www.gov.uk/guidance/prevent-groundwater-pollution-from-solvents ; https://www.gov.uk/guidance/prevent-groundwater-pollution-from-underground-fuel-storage-tanks ; https://www.gov.uk/guidance/sheep-dip-groundwater-protection-code
Unallocated - archived (including EA 10,000 pp)	Various	Reduced and finalised by May 2015	Unallocated- archived (including EA 10,000 pp)	