



# Air Quality Review and Assessment Report Submission Website

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**March 2010**



# Report Submission Website

Launched Feb 2009 to help Local Authorities prepare and submit their annual Review and Assessment Reports.



## UK Local Authority Air Quality Review and Assessment Reporting System

### Sign in

Username

Password

Please note that both fields are case-sensitive

If you work for a Local Authority that does not currently use this system, but would like to start, please **contact the Administrator.**

**Quick links:**

**Review and Assessment Helpdesk Website**

**R&A FAQ Website.**  
This link will take you to a FAQ on the Review and Assessment Website, explaining the Review and Assessment process

### Welcome to the Reporting System

This website has been provided on behalf of Defra and the Devolved Administrations, for the use of UK Local Authorities. Its purpose is to assist Local Authorities in the Local Air Quality Management process, by providing a convenient route for them to submit their annual Air Quality Review and Assessment reports.

This web-based system allows Local Authorities to first complete a questionnaire, listing all the potential sources of relevant pollutant emissions in their District or Borough. They then download a report template, for either an Air Quality Updating and Screening Assessment report, or an Air Quality Progress Report, as applicable. The report is then completed off-line, and submitted electronically via this site, for review by Defra and the Devolved Administrations.

The system may also be used to submit reports which are not based on the template provided here.

### Review and Assessment timetable

LAQM activity	Completion date	Which authorities?
Updating and Screening Assessment	End of April 2009	All authorities
Detailed assessment	End of April 2010	Those authorities that identified the need for a detailed assessment in their May 2009 Updating and Screening Assessment
Progress report	End of April 2010	All authorities (whether or not they are doing a detailed assessment).

The site is developed and operated on behalf of Defra by AEA.

# LA users can ...

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- **Update their contact details, so that Appraisers and Approvers know who to contact**
- **Complete an optional preliminary questionnaire for each type of report, to help identify the main pollution sources, exposure locations and issues.**
- **Download a report template, to use as the “skeleton” for the report (Progress Reports and U&SA’s)**
- **Submit their finished report electronically.**
- **Track the progress of the appraisal process.**

# We wanted your feedback...

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Early in 2010, when most Local Authorities had completed their 2009 Updating and Screening Assessments but not started on their 2010 Progress Reports, we invited feedback from all who had used the system.

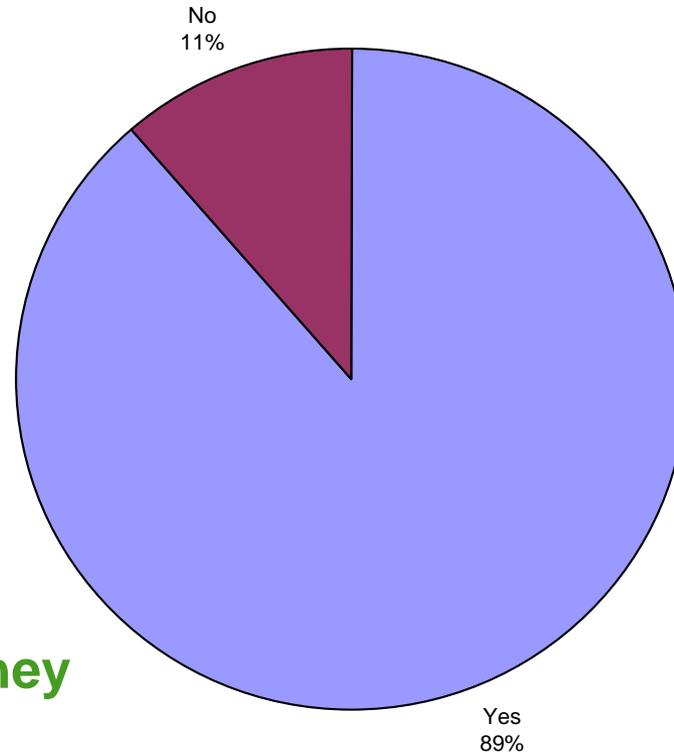
- Short (10 question) feedback form, to be completed on-line via the RSW itself
- Open from 20<sup>th</sup> Jan – 19<sup>th</sup> Feb
- Opportunity to give free comment as well as answer specific questions

# Did Local Authorities use it?

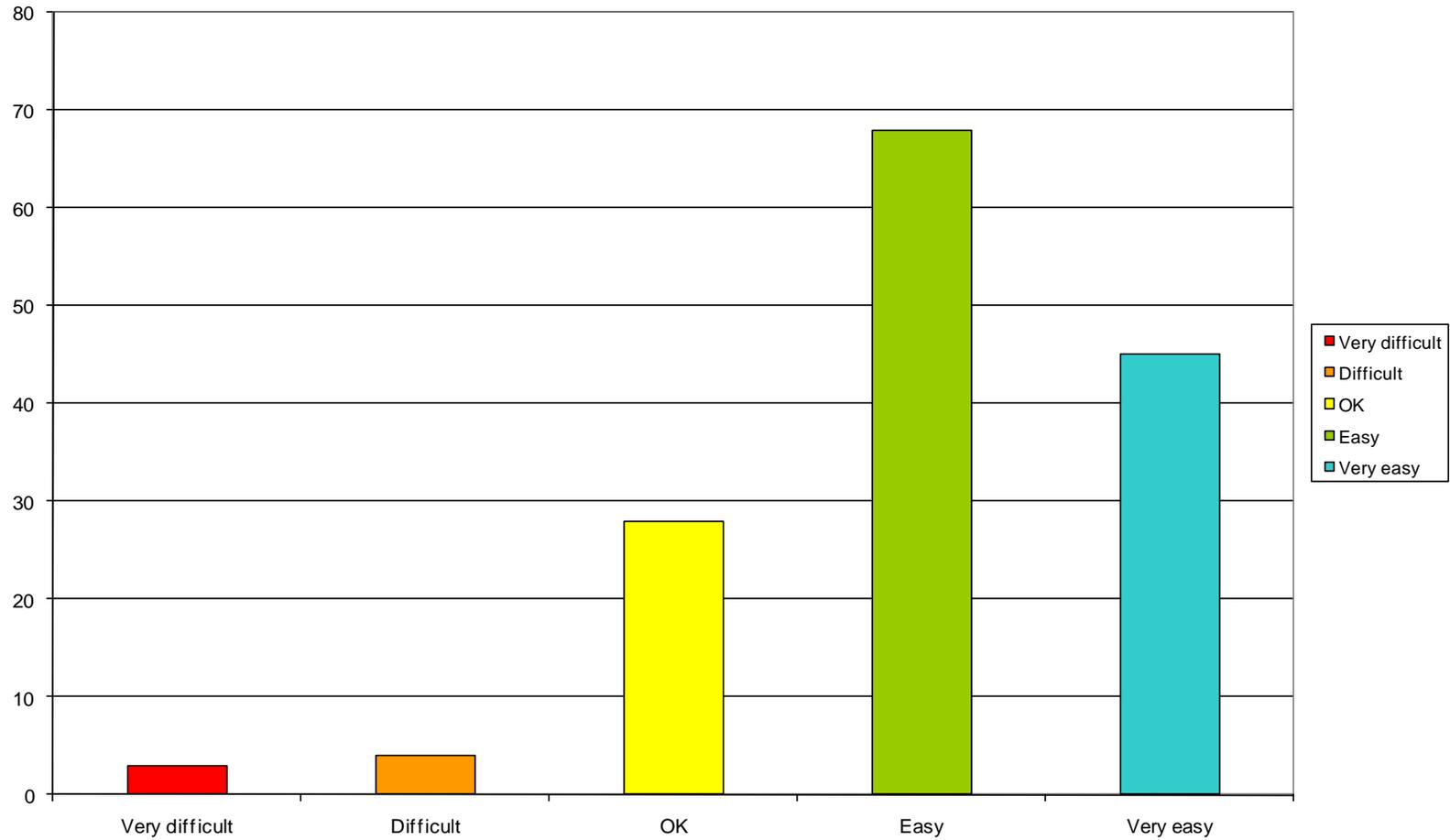
**89% used it. Main reasons for not doing so:**

- **Consultant did it for them**
- **Mistakes/misunderstandings**
- **Pre-conceived idea it would be difficult.**

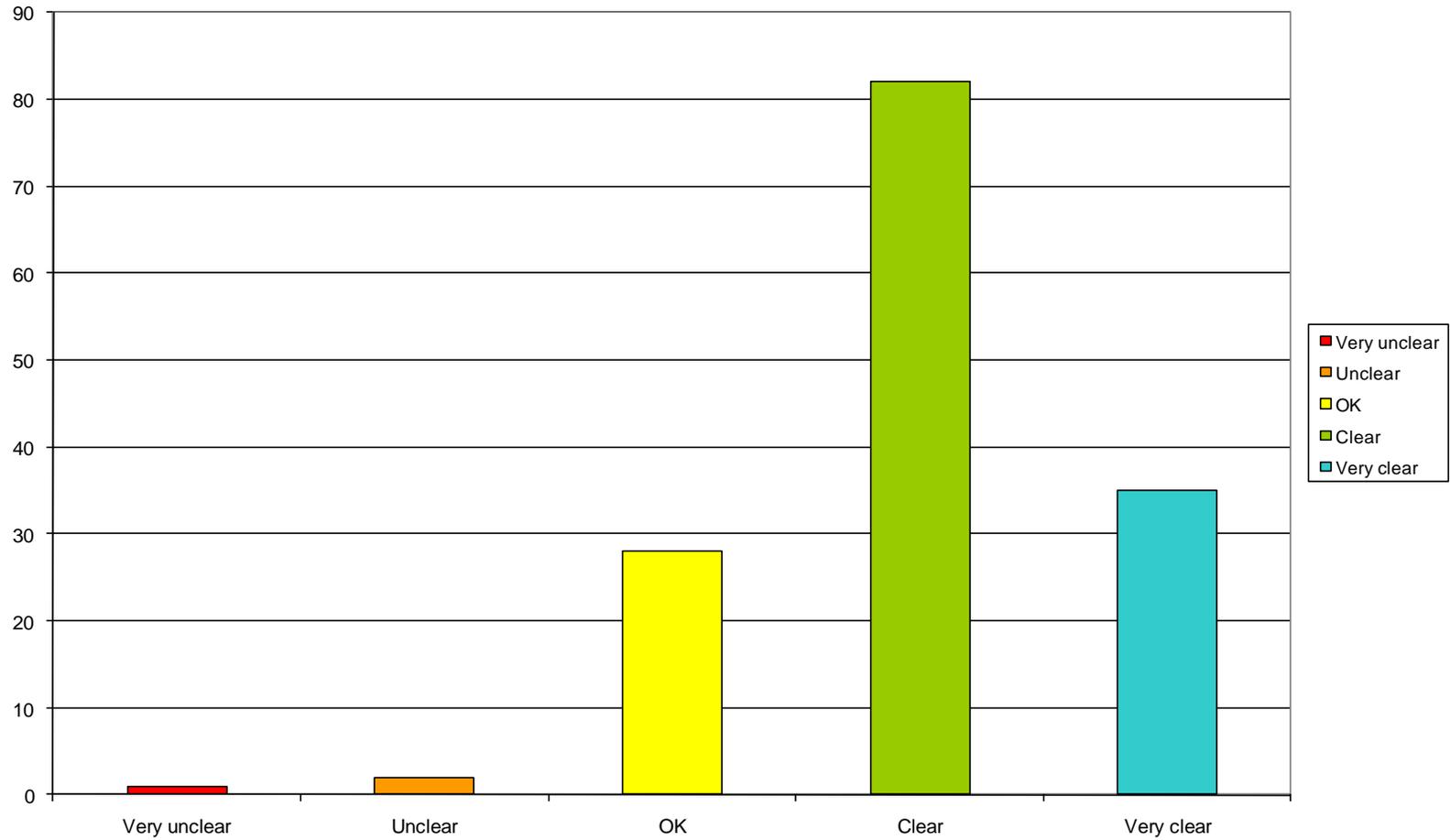
**(None e-mailed/phoned to say they could not access the site.)**



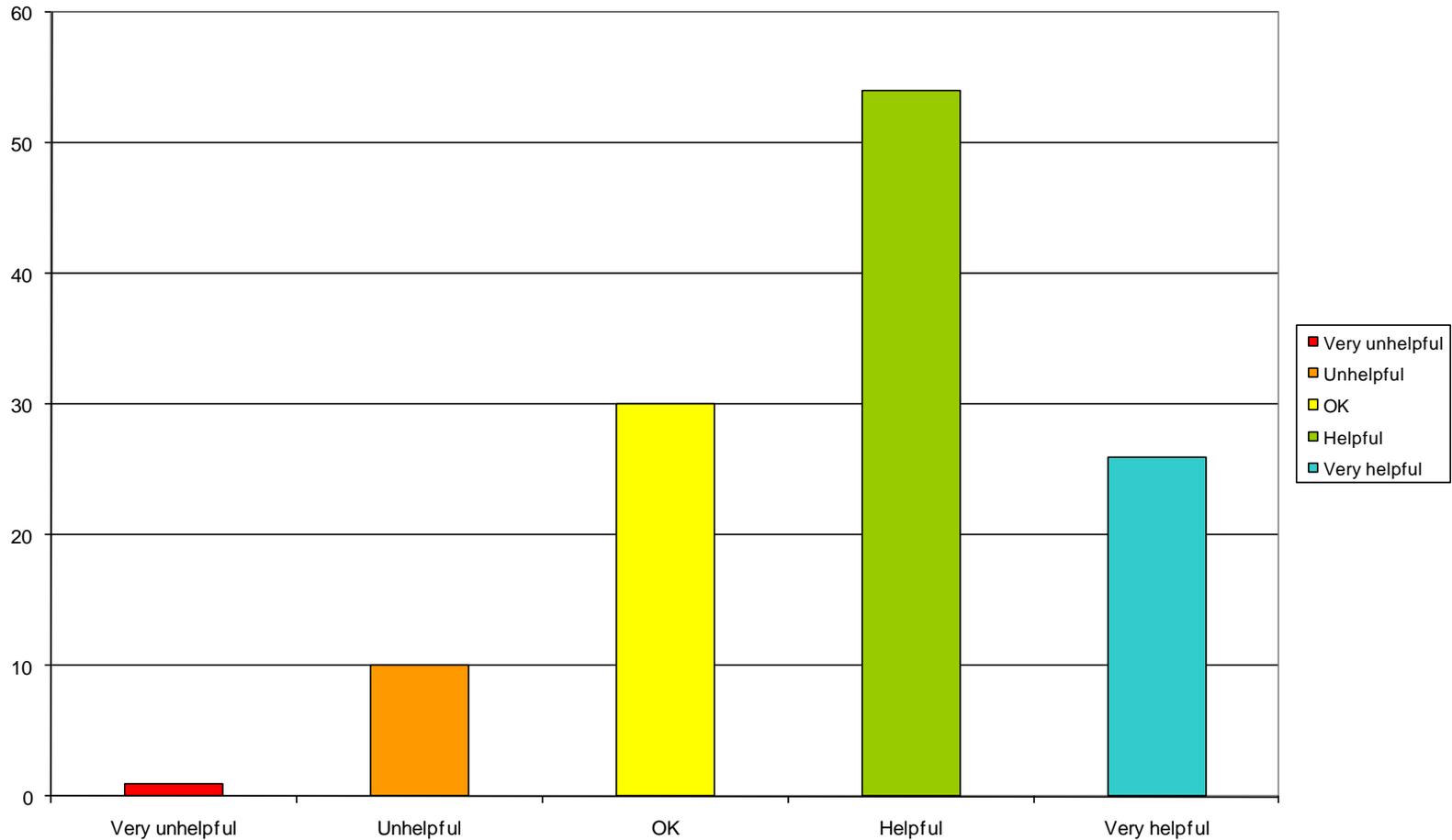
# RSW was rated easy to use ...



# Instructions considered clear ....



# Preliminary questionnaire “helpful”



# Preliminary questionnaire – comments

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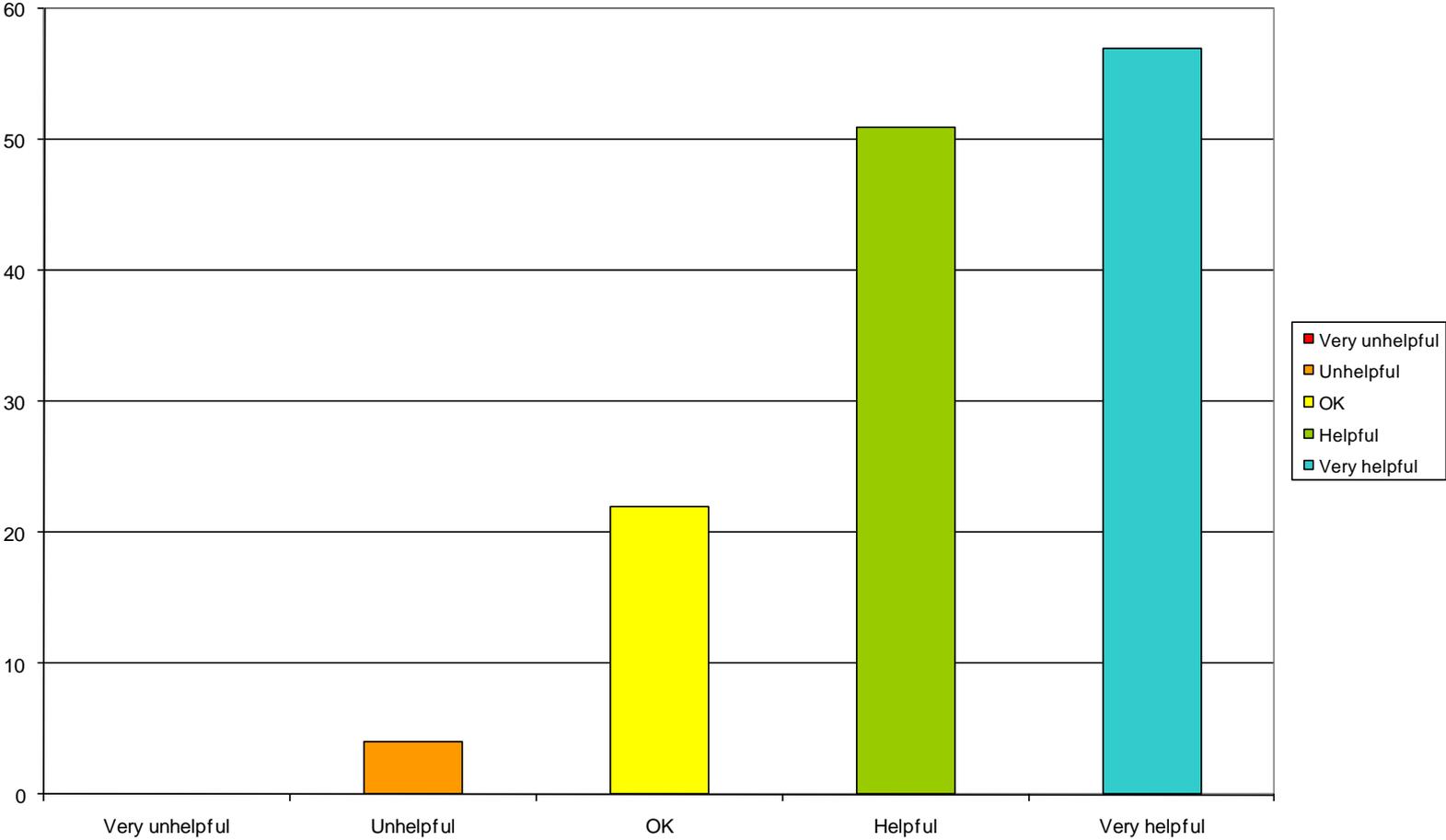
**Preliminary questionnaire was optional and not all LAs used it.**

- **Some did not consider it was necessary, or served a useful purpose**

- **Some misunderstood its purpose: they expected their answers to determine the structure of the template, although it was clearly explained that it would not do this.**

**However, those who used it rated it on average “helpful” so we decided to continue to provide it, for optional use.**

# Template was rated “very helpful” ...



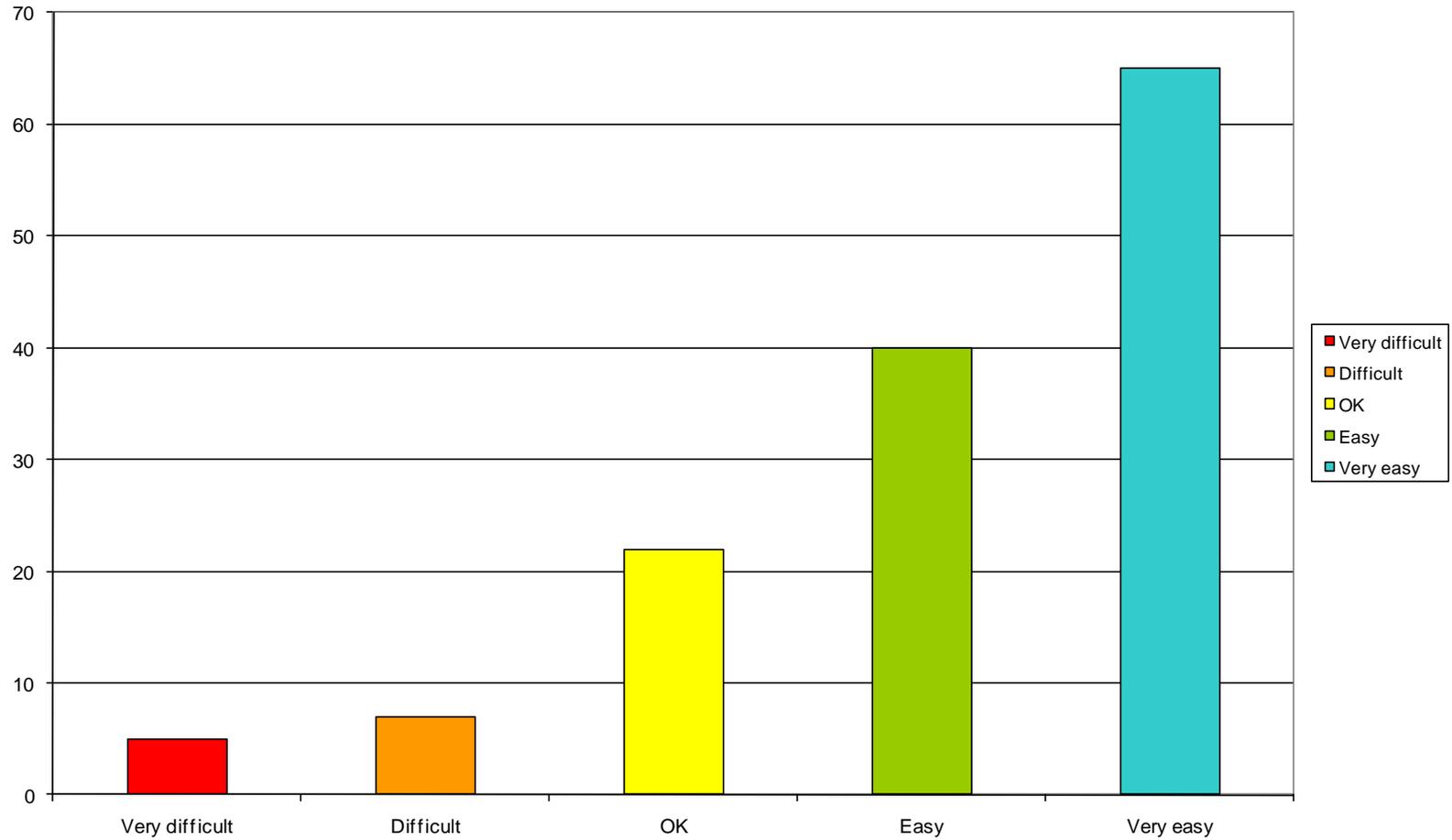
# Template comments

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- **Very positive feedback on this.**
- **However, there were some problems with formatting (e.g. page numbers disappearing)**
- **Some felt its structure was too prescriptive, or that large parts weren't relevant to them.**

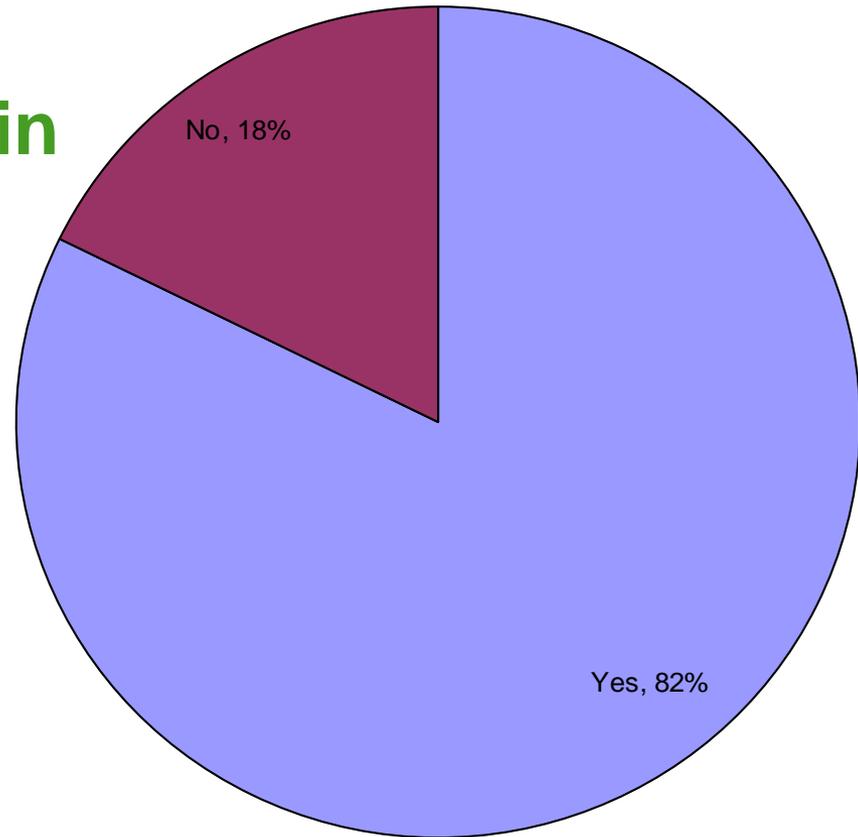
**Overall, most comments were positive.**

# Ease of uploading



# Most submitted the report in pdf format...

**18% were able to submit their reports in pdf format, as recommended ...**



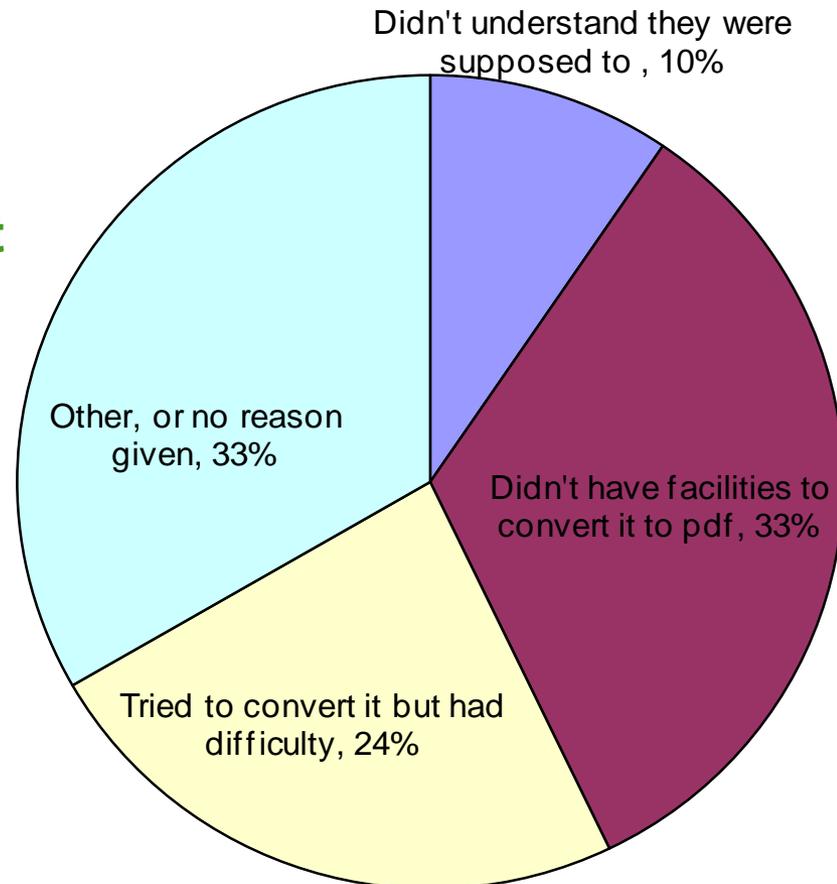
# Reasons for not using pdf format....

**Did not understand it was recommended (10%)**

**Didn't have software to convert it (33%) – *note – a link to free pdf software was provided***

**Attempted to convert it but encountered difficulties (24%)**

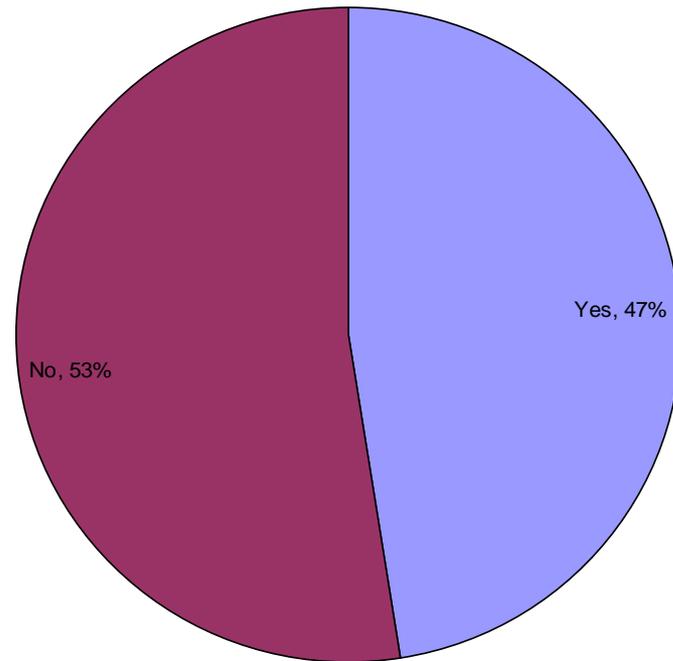
**Other reason, or no reason given (33%).**



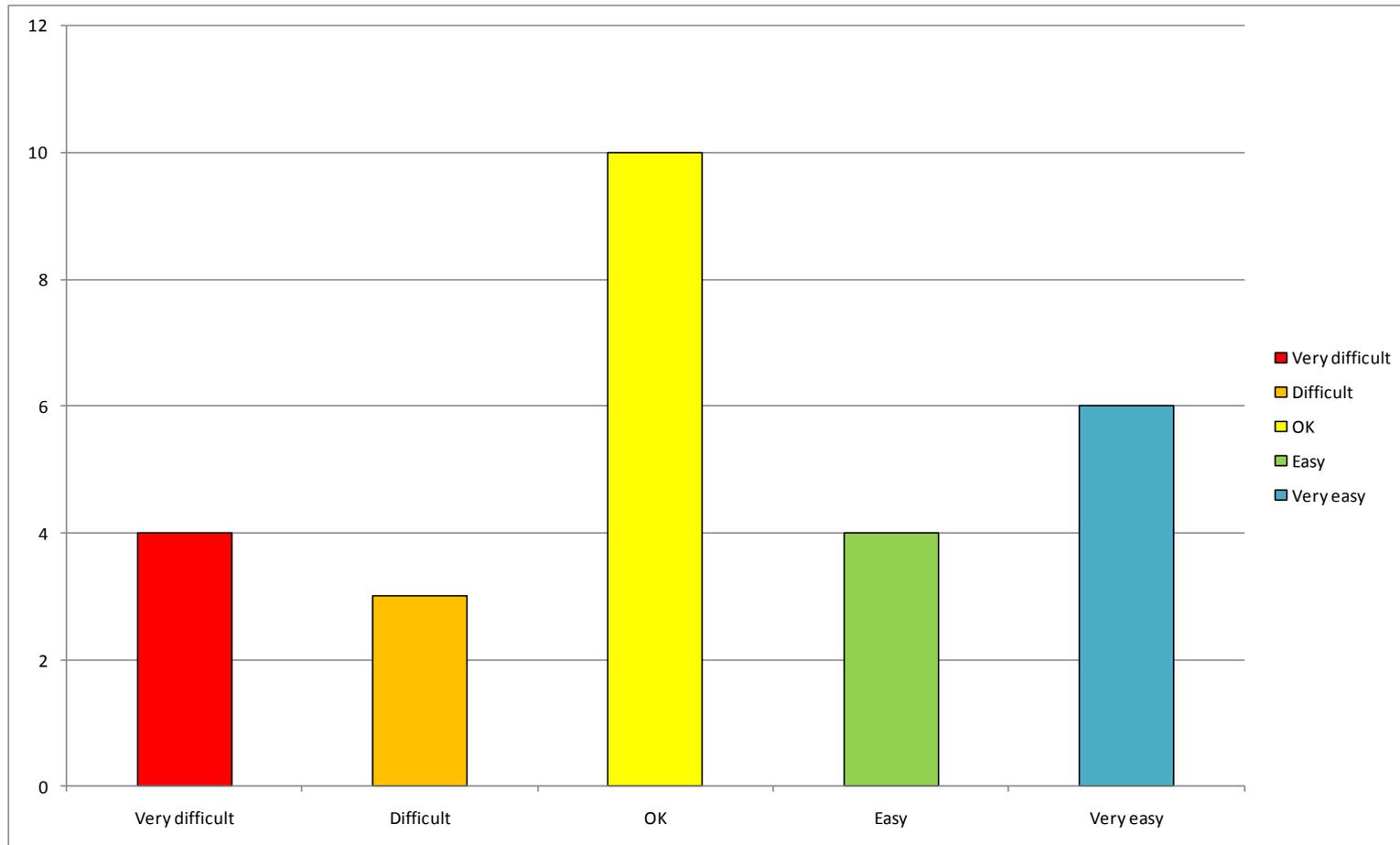
# Tracking the appraisal process ...

**Less than ½ used the RSW to check how far the appraisal process had got.**

**Most either did not feel the need to do this, or did not know the facility existed.**



# Ease of submitting additional information



# In the light of the feedback, we ....

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- Have addressed the formatting issues in the template
- Are improving the guidance on
  - Converting the report to pdf,
  - Downloading free pdf-conversion software,
  - How to track the appraisal process via the system.
  - How to submit an appraisal response
  - How to re-submit a report
  - Version control.
- Will try to make the 2011 template available by the end of 2010.
- Are investigating the scope for enabling the submission of other types of report (e.g. Detailed Assessments) via the system (although there won't be a template for this).

# Advice to Local Authorities

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- **The Report Submission Website is easy to use – please use it!**
- **Please upload your report in “pdf” format: free pdf-conversion software can be downloaded**
- **Double-check the report before uploading**
- **Ensure you upload USA’s and PR’s via correct routes**
- **You can track progress of the appraisal via the home page**
- **We hope to have the 2011 template available by the end of 2010**
- **Let us know what you think!**

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**Thank you.**

**Paul Willis**

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