**Investigating the Role of CAVAT in the Strategic Management of Urban Trees: Part B Questionnaire**

Thank you for completing our initial questionnaire on CAVAT. As someone who’s Local Authority (LA) uses CAVAT to value trees, we’d like to ask you some more questions to understand in greater detail how CAVAT is being used and applied.

We hope the results of the survey can help to inform and develop the use of CAVAT, it’s uptake by those LA’s not currently using it, and it’s support.

We had originally planned to conduct these follow-up questions via phone interview, but due to the – much appreciated – very large number of responses we have decided to use a questionnaire. We trust that this questionnaire also will be faster to complete than a phone interview.

If you have any questions on the questionnaire or this project, please get in contact with Kieron Doick (Forest Research) at: Kieron.doick@forestry.gsi.gov.uk or on 0300 067 5641

**Privacy notice:** I am willing to take part in the ‘Investigating the Role of CAVAT in the Strategic Management of Urban Trees’ study and consent to the contact information provided on this questionnaire and follow up enquiries in connection with this Study being used by Forest Research for this purpose.  I understand that this personal information will be held securely in the UK or EU by Forest Research (Forestry Commission) for the duration of the research project including its write-up phase and that it will not be used for any other purpose.  I understand that I am free to withdraw at any stage and at that point request any personal information that I supplied be appropriately deleted. The Forestry Commission is registered as a data controller under the Data Protection Act 1998 (Registration No: Z6542658).  The Forestry Commission’s Personal Information Charter can be found here: <https://www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter>

**START OF QUESTIONNAIRE**

**A) Your department**

**a. Name**: …Click here to add text

**b. Department**: …Click here to add text

**c. Size of department** (as FTEs: Full-time equivalents): …Click here to add text

**d. Your role in the department**: …Click here to add text

**e. Which trees does your department manage on behalf of the Local Authority?**

* [ ]  all council owned trees
* [ ]  highways and other street trees
* [ ]  education / learning
* [ ]  leisure / parks
* [ ]  social services
* [ ]  property services
* [ ]  Other?

Please describe: …Click here to add text

**B) How your department uses CAVAT**

**a. What action or event led to the uptake of CAVAT use within your department**?

…Click here to add text

**b. Exploring the reasons why you use CAVAT:**

Please ‘check’ all boxes that apply, adding more as required in the spaces provide.

If you’d like to elaborate on any of your responses further, please use the space at the bottom

* [ ]  to inform on the value of an individual tree
* [ ]  to inform on the value of the tree stock
* [ ]  to enable an asset management approach to managing the tree stock
* [ ]  to inform or prioritise actions following Risk Analysis related to the tree stock
* [ ]  to provide a platform for the strategic management of the tree stock
* [ ]  …Click here to add another reason why you use CAVAT
* [ ]  …Click here to add another reason why you use CAVAT
* [ ]  …Click here to add another reason why you use CAVAT

…Click here to add text

**c. Form of CAVAT used:**

Tick each box that applies to your department’s use of CAVAT and, for each, provide the detail in the space provided:

|  |  |  |
| --- | --- | --- |
|  | **Internal use**(between LA departments)(please state name of departments) | **External use**(please state who: e.g. developers, insurance, private individuals) |
| Full Method | [ ] …Click here to add text | [ ] …Click here to add text |
| Quick Method | [ ] …Click here to add text | [ ] …Click here to add text |
| Proceed to 2. d.  | Proceed to 2. e.  |

**d. Cross-Departmental (internal) use of CAVAT.**

Proceed directly to **e.** if your Department’s use of CAVAT is wholly with externals.

i) In brief, what is the MAIN reason(s) for valuation?

…Click here to add text

ii) Which trees are valued, for this MAIN reason? (tick all that apply)

* [ ]  All those identified in Question 1 d

Or only:

* [ ]  highways and other street trees
* [ ]  education / learning
* [ ]  leisure / parks
* [ ]  social services
* [ ]  property services
* [ ]  Other? Please describe:

…Click here to enter text

iii) Who does the valuing and how often? (tick all that apply)

* [ ]  Self
* [ ]  Member of the team
* [ ]  External contractor
* [ ]  Other? Please describe:

…Click here to enter text

iv) Are there any other reasons for which your Department values trees that you have not covered so far in this section?

…Click here to enter text

v) Where is the data stored? (tick all that apply)

* [ ]  Paper files
* [ ]  in a spreadsheet or database, such as MS Excel or Access
* [ ]  in a tree management database (please specify which one in the free-text box below)
* [ ]  Other? Please describe:

…Click here to enter text

vi) How often are trees values / the database updated? (tick all that apply, adding free-text to explain if/why more than one selection is used)

* [ ]  ad hoc
* [ ]  annually
* [ ]  five-yearly
* [ ]  Other? Please describe:

…Click here to add text

vii) How are the determined CAVAT values used?

(please describe the process in as much detail as possible; including any chains of actions and approvals sought along the way)

…Click here to add text

viii) Where are the decisions recorded?

…Click here to add text

ix) Are we [Forest Research] able to review your CAVAT records as part of this project?

…Click here to add text

x) When your LA receives money for a tree valued using CAVAT (as described in viii above, for example), please tell us how that money is used: (tick all that apply, adding free-text to explain if/why more than one selection is used)

* [ ]  ring fenced for tree planting
* [ ]  ring fenced for tree maintenance
* [ ]  ring fenced for used within the Department however the Department chooses (e.g. staffing)
* [ ]  Other? Please describe:

…Click here to add text

xi) Does the money have to be used within the financial year that it is received?

* [ ]  Yes
* [ ]  No
* [ ]  Other? Please describe:

…Click here to add text

**e. EXTERNAL (Use with public/business/insurance/criminal investigations)**

Proceed to Question 3 if your Department does not liaise with bodies external to the Local Authority

i) In brief, what is the MAIN reason(s) for valuation?

…Click here to add text

ii) Which trees are valued, for this MAIN reason? (tick all that apply)

* [ ]  All those identified in Question 1 d

Or only:

* [ ]  highways and other street trees
* [ ]  education / learning
* [ ]  leisure / parks
* [ ]  social services
* [ ]  property services
* [ ]  Other? Please describe:

…Click here to enter text

iii) Who does the valuing and how often? (tick all that apply)

* [ ]  Self
* [ ]  Member of the team
* [ ]  External contractor
* [ ]  Other? Please describe:

…Click here to enter text

iv) Are there any other reasons for which your Department values trees that you have not covered so far in this section?

…Click here to enter text

v) Where is the data stored? (tick all that apply)

* [ ]  Paper files
* [ ]  in a spreadsheet or database, such as MS Excel or Access
* [ ]  in a tree management database (please specify which one in the free-text box below)
* [ ]  Other? Please describe:

…Click here to enter text

vi) How often are trees values / the database updated? (tick all that apply, adding free-text to explain if/why more than one selection is used)

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* [ ]  annually
* [ ]  five-yearly
* [ ]  Other? Please describe:

…Click here to add text

vii) How are the determined CAVAT values used?

(please describe the process in as much detail as possible; including any chains of actions and approvals sought along the way)

…Click here to add text

viii) Where are the decisions recorded?

…Click here to add text

ix) Are we [Forest Research] able to review your CAVAT records as part of this project?

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x) When your LA receives money for a tree valued using CAVAT (as described in viii above, for example), please tell us how that money is used: (tick all that apply, adding free-text to explain if/why more than one selection is used)

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* [ ]  ring fenced for tree maintenance
* [ ]  ring fenced for used within the Department however the Department chooses (e.g. staffing)
* [ ]  Other? Please describe:

…Click here to add text

xi) Does the money have to be used within the financial year that it is received?

* [ ]  Yes
* [ ]  No
* [ ]  Other? Please describe:

…Click here to add text

**3) Future plans**

**a. What are your future plans for CAVAT use?**

...Click here to add text

**4) Closing comments**

**a. If you have any clarifications to make or wish to add further comments please use the space provided below:**

…Click here to insert text

**END OF QUESTIONNAIRE**

Thank you very much for your time to complete this questionnaire.

If you’re interested to be kept in touch with the results of this project, tick the box below and we’ll add your email to a mailing list for project results

[ ]  Tick this box to receive results of this project in future

**Returning completed questionnaires:**

Please either email your questionnaire to Kieron Doick at Kieron.Doick@forestry.gsi.gov.uk

Or post your completed form to: c/o Kieron Doick, Forest Research, Alice Holt, Farnham, Surrey, GU10 4LH