

POLICY AND RESOURCES COMMITTEE

NOTICE AND AGENDA

For a meeting to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday, 9 March 2026 at 7.30 pm

Members of the Policy and Resources Committee:-

Councillors:

Stephen Giles-Medhurst OBE (Chair)
Oliver Cooper
Stephen Cox
Steve Drury
Vicky Edwards
Rue Grewal
Philip Hearn

Sarah Nelmes (Vice-Chair)
Chris Lloyd
Chris Mitchell
Louise Price
Reena Ranger
Jon Tankard

*Joanne Wagstaffe, Chief Executive
Friday, 27 February 2026*

The Council welcomes contributions from members of the public on agenda items at the Policy and Resources Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation.

4.1 TO RECEIVE A PETITION UNDER COUNCIL PROCEDURE RULE 18

The Committee are asked to receive a petition which objects to the proposed development of 15 Chichester Way as a 6 Bedsit House in Multiple Occupation.

We the undersigned residents of the Lemonfield Estate and Bucknalls Lane formally object to the proposed development of 15 Chichester Way as a 6 bedsit House in Multiple Occupation HMO and furthermore request that Three Rivers District Council takes the following actions:

- 1) Require planning permission to convert a house to any HMO: Introduce an Article 4 Direction as soon as possible to remove the Permitted Development right allowing change of use from a C3 dwelling to a C4 HMO without planning permission.
- 2) Introduce a planning policy to protect our family character from HMOs: Introduce a policy that Houses in Multiple Occupation specifically would be assessed against Supplementary Planning Guidance that protects our district's family and rural character, and recognizes the harm that HMOs can do to neighbour's amenity.
- 3) Prevent HMOs being used as substandard housing: Publish an HMO Licensing Policy that requires the highest possible standards in relation to room sizes, kitchen and amenity space, and limits the type of tenants allowed to occupy HMOs in the district.

Under Procedure Rule 18, one representative of the petitioners shall be allowed to address the meeting for not more than three minutes. The Lead Member for the subject of the petition shall have the right to respond. There shall be no debate on the petition.

9. VEHICLE MAINTENANCE CONTRACT

(Pages 3
- 14)

That:

- The Committee approves the contract award for the Supply of Vehicle Maintenance Services to Contractor 1

General Enquiries: Please contact the Committee Team at
committeeteam@threerivers.gov.uk

Three Rivers District Council

**Committee Report –
Contract Award
Vehicle Maintenance
Provision**

Date: 09/03/2026

PART I

**CONTRACT AWARD FOR VEHICLE MAINTENANCE PROVISION
(ADE)**

1 Recommendation

That the Committee approves the contract award for the Supply of Vehicle Maintenance Services to Contractor 1

2 Summary

2.1 The report seeks approval to award a contract for maintenance of the council's frontline fleet following a competitive tender process.

3 Details

3.1 The current vehicle maintenance contract is due to expire on 31st July 2026 and therefore a procurement exercise was undertaken to secure a new contract to ensure continuity of fleet operations, compliance with statutory maintenance and safety requirements, value for money and continued quality and reliability.

4 Conditions of Maintenance

4.1 The Contractor will be contracted to carry out the whole life maintenance and repair function for the refuse and recycling freighters, other vehicles and associated equipment over the full years stated within the contract. The work includes but is not limited to:

- Routine preventative maintenance
- Mechanical failure and repair / replacement
- Replacement of worn components / parts
- Emergency repairs
- Pre-MOT inspection and servicing
- The MOT to include delivery / collection of vehicles for MOT testing

5. Procurement Process

5.1 The procurement was carried out in accordance with the Council's Contract Procedure Rules and the Public Contracts Regulations.

5.2 Key stages are outlined in the table below

Market Request for Information	August 2025
Competition Issue Date	December 1 st 2025
Deadline for receipt of Clarification Questions	December 12 th 2025
Response to clarification questions	December 23 rd 2025
Further Competition Close	January 16 th 2026
Evaluation Period	23 rd January to 17 th February 2026
Estimated Contract Award Date	25 th February 2026
Contract Start Date	August 1 st 2026

6. Evaluation criteria set out in the ITT

Price	40%
Quality – Contract Delivery	40%
Contract implementation and mobilization	10%
Supply chain and social value	10%

6.1 Responses were required by January 16th 2026.

6.2 Two tender submissions were received and evaluations were carried out by the Associate Director for Environmental Services, the Waste and Assistant Waste Service Managers.

6.3 The outcome of the evaluation is shown below and shows that the moderated outcome of the tender process indicates Contractor 1 as the winning bidder both in terms of price and quality.

	Total Cost	Pricing Score	Contract Delivery		Contract Implementation and Mobilisation		Supply Chain and Social Value		Meeting of Specification	Quality Score	Total Score	Rank
		40	0-5	40.0	0-5	10.0	0-5	10.0	Pass/Fail	60		
Contractor 1	£57.50	40.00	4	0.80	4	0.80	4	0.80	Pass	2.40	42.40	1
Contractor 2	£93.50	24.60	3	0.60	3.2	0.64	3.3	0.66	Pass	1.90	26.50	2

6.4 Approval is required from Policy and Resources Committee for this contract to be formally awarded as the contract value exceeds £25,000.

7. Options and Reasons for Recommendations

- 7.1 Contractor 1 has submitted the lowest financial bid. The response also provides a clear and concise method of contract transition and mobilization.
- 7.2 The option exists to deny contract award, however this is not the recommended option as this would be catastrophic to the continued frontline service provision such as waste and recycling collection, street cleansing and grounds maintenance.

8. Policy/Budget Reference and Implications

- 8.1 The recommendations in this report are within and support the Council's agreed policies.
- 8.2 The recommendations in this report relate to and support the achievement of the following objectives within the Corporate Plan:
- A well-run council
 - A green and sustainable future

9. Financial Implications

- a. The recommendations in this report are within the Council's agreed revenue budgets.
- b. The contract will be awarded through a Direct Purchasing Organisation tendered under the TPPL Framework that includes the contractual arrangements required to cover this work.

10. Equal Opportunities Implications

- 10.1 None specific to this report

11. Climate Change and Sustainability Implications

- 11.1 A sustainability impact assessment has been undertaken resulting in a score of 3.3. The contract is critical to supporting the councils delivery of its waste collection and recycling services.

12. Community Safety, Public Health, Customer Service Implications

- 12.1 The award of the vehicle maintenance contract will ensure a seamless continuation of frontline environmental services such as refuse collection, street cleansing and grounds maintenance. This will ensure that community safety and public health responsibilities are adhered to and current customer service levels are maintained.

13. Risk Register

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating Post mitigation)
Failure to provide maintenance to frontline vehicles	Inability to provide public facing services such as waste collection, street	Award the contract as proposed	Treat	4

	cleansing and grounds maintenance. Revocation, suspension or curtailment of operators license.	Regular performance meetings with contractor Monitor adherence to KPI's	Treat	4
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Parameters Very Likely ↓	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
	Impact Low -----> Unacceptable			

Impact Score

4 (Catastrophic)

3 (Critical)

2 (Significant)

1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Unlikely (6-20%))

1 (Remote (≤5%))

Report prepared by: Craig Thorpe, Head of Waste and Environment

TRDC Climate and Sustainability Impact Assessment

Score / Colour Code	Impact and Recommendation
Dark green (4)	Strong positive impacts for climate/sustainability. Recommendation to proceed as is with this aspect.
Light green (3)	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.
Yellow (2)	Some possible negative impacts for climate/sustainability. Recommendation to review these aspects and find mitigations where possible.
Red (1)	Considerable inconsistency with the council's climate/sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

Guidance for use

Please answer all questions from the drop-down options in the 'impact' column (C), including 'not applicable' as needed. Then provide Justification (Column E) to explain your score.

Please email your completed copy of the form to climate.change@threeivers.gov.uk.

Key to the colour coding of answers is given at the top of the page.

NR: "Not applicable" scores do not count towards the average score

Name of project/policy/procurement and date	Fleet Maintenance Contract March 2026
Brief description of project/policy/procurement (1-2 sentences):	Procurement of new fleet maintenance contract for batchworth depot services

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Homes, buildings, infrastructure, equipment and energy			
Question	Impact (select from list)	Score (1 to 4)	Justification or mitigation
1 Will this project increase overall energy use (electricity or other fuels)?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
2 Does this project directly use fossil fuels such as gas, petrol, diesel, oil?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
3 Does this project further maximise the use of existing building space? <i>E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours</i>	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	colocation of most maintenance and repair needs as permitted within the site footprint and building capacity
4 Will any new building constructed or refurbished be highly energy efficient in use? <i>e.g. high levels of insulation, low energy demand per m2, no fossil fuel heating, EPC rating "A" or BREAM "excellent".</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
5 Does this make use of sustainable materials / inputs in your project? <i>e.g. re-used or recycled construction materials; timber in place of concrete</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
6 Will this increase the supply of renewable energy? <i>e.g. installing solar panels; switching to a renewable energy tariff</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
7 Are any appliances or electrical equipment to be used highly energy efficient? <i>e.g. Energy rating label A-G</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
Average Score		3.00	

Ways to optimise sustainability and work towards net zero carbon:

- Insulate buildings to a high standard.
- Include energy efficiency measures during renovations
- Replace gas boilers with low-carbon heating, such as heat pumps. Consider enabling connection to future District Heat Networks, where possible.
- Construct new buildings to Passivhaus standard and seek to reduce the embodied energy of the construction.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material, wool- or hemp-based insulation, and timber frames.
- Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site.
- Install solar panels or other renewable energy technologies, and consider including battery storage.
- Switch to a certified renewable energy provider e.g. utilise power purchase agreements (PPA)
- Use energy-efficient appliances. For more information: <https://energysavingtrust.org.uk/advice/home-appliances/>
- Install low-energy LED lighting.
- Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.

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Red (1)	Considerable inconsistency with the council's climate/sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

Travel			
Question	Impact	Score (0-4)	Justification or mitigation
8 Will this project increase overall private vehicle use?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
9 Will this project purchase new zero-emission vehicles, or lower-emission vehicle models (compared to alternatives)?	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	regular maintenance will ensure fleet operates at best efficiencies
10 Will this project support people to use active or lower-emission transport? <i>E.g. cycling, walking, switching to electric transport</i>	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	regular maintenance will ensure fleet operates at best efficiencies
11 Will the project be easily accessible for all by foot, bike, or public transport, including for disabled people?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
12 Will the project provide or enhance infrastructure for bikes, public transport or zero-emission vehicles? <i>e.g. secure bike storage, EV charging points etc.</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
13 Has the project taken steps to reduce traffic? <i>e.g. Hosting event online, car-sharing, using e-cargo bikes, timing activities or deliveries to be outside peak congestion times</i>	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	on site colocation of some services will limit travel for mechanics/fleet for repairs
Average Score		3.00	

Ways to optimise sustainability and work towards net zero carbon:

- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.
- Share vehicles or substitute different modes of travel, rather than procuring new vehicles.
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport.
- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.
- Use zero-emission deliveries
- Model and mitigate the project's effect on traffic and congestion e.g. retiming the service or deliveries

Goods and Consumption			
Question	Impact	Score (0-4)	Justification or mitigation
14 Will Environmental Social and Governance (ESG) criteria be included in the procurement evaluation framework? (See TRDC Procurement Policy here: https://www.threerivers.gov.uk/services/your-council/our-policies-and-plans)	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	
15 Will the project procure goods or services from a certified B Corporation or business with other industry-recognised environmental accreditations? <i>e.g. FSC certified wood products, organic produce, Fairtrade, ISO14001 etc.</i>	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	
16 Will this project reuse existing goods and materials to the greatest extent possible, instead of acquiring newly manufactured ones? <i>e.g. re-purpose natural materials found on-site, using refurbished electronic goods etc.</i>	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	
17 Does the project include maintenance, repair, or leasing to extend the longevity of the product and reduce reliance on buying newly manufactured goods? <i>E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership</i>	Strong positive impacts for climate/sustainability. Recommendation to proceed as is with this aspect.	4	
18 Does the project use products and resources that are re-used, recycled, or renewable?	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	
19 Does the project enable others to make sustainable choices within their lifestyles, or engage people about this? <i>e.g. promote re-use, repair or sharing</i>	Strong positive impacts for climate/sustainability. Recommendation to proceed as is with this aspect.	4	supports council waste collection service
20 Is the material used able to be re-used, re-purposed, or recycled at end of its life? <i>e.g. recyclable materials, donation of old equipment/objects</i>	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	supports council waste collection service

Ways to optimise sustainability and work towards net zero carbon:

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

TRDC Climate and Sustainability Impact Assessment

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Yellow (2)	Some possible negative impacts for climate/sustainability. Recommendation to review these aspects and find mitigations where possible.			
Red (1)	Considerable inconsistency with the council's climate/sustainability objectives. Strong recommendation to review these aspects and find mitigations.			
Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.			
21	Has the project taken steps to ensure any food and associated packaging is more sustainable? <i>E.g. recyclable/compostable packaging (non single use plastic), less and high-quality (high welfare) meat and dairy; minimises food waste; seasonal produce; locally sourced.</i>	Strong positive impacts for climate/sustainability. Recommendation to proceed as is with this aspect.	4	supports council waste collection service
Average Score			3.50	

TRDC Climate and Sustainability Impact Assessment

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Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

Biodiversity & Nature

Question	Impact	Score (0-4)	Justification or mitigation
22 Does the project benefit nature and biodiversity? <u>Examples for guidance:</u> 1. Negative impact: reduced variety of species, reduced number of trees and/or reduced area of habitat. No plans/resources for future management. 2. Some negative impact: reduced variety of species 3. Overall neutral impact 4. Some positive impact: increased variety of species 5. Positive impact: increase variety of species, increased number of trees and/or area of habitat. Plans and resources available for future positive management.	Some positive impact for climate/sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	
23 Does the project include a management plan to ensure the biodiversity benefits are sustained over time? <u>Examples for guidance:</u> 1. Negative impact: there is no plan or resource available for any future management 2. Some negative impact: there is a plan for management but no resource 3. Overall neutral impact: interventions have minimal management 4. Some positive impact: there is a plan for short term management 5. Positive management: there is a plan for long term (over 5 years) management	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
24 What effect does this project have on the quality of non-amenity green/blue space i.e. woodland, grassland, wetland, gardens, lakes, rivers, ponds etc.? <u>Examples for guidance:</u> 1. Negative impact: pesticides are used as management practice, amenity grass cutting regimes used 2. Some negative impact: reduced variety of species planted, management with amenity focus 3. Overall neutral impact 4. Some positive impact: increased variety of species planted with appropriate management 5. Positive impact: appropriate planting and management with a local focus (i.e. pollinator friendly planting, improving connectivity corridors)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
25 Does your project benefit priority species or habitats as identified in the Local Nature Recovery Strategy (LNRS)? Priority Species include: Nightingales, Swifts, Pasqueflower, Water Vole, White Admiral, rare arable plants.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
26 Does the project help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
Average Score		#DIV/0!	

Ways to optimise sustainability and work towards net zero carbon: (Seek advice from Landscapes Team if required)

- Avoid converting green space to hard surfacing.
- Use underutilised space for planting, such as green roofs and walls.
- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', ponds, hedgehog hides and passages, log piles
- Consider the ecological impacts from manufacture and use of procured goods, e.g. water pollution; water consumption; land use change for farming; pesticide use; organic/regenerative farming methods
- For more information on priority species and habitats please see: <https://preview-hcc.cloud.contentis.com/about-the-council/how-the-council-works/partnerships/herts-nature-recovery-partnership/local-nature-recovery-strategy.aspx>

Ways to optimise sustainability and work towards net zero carbon:

- Install water-saving devices in taps, showers and toilets
- Re-use grey water in new developments
- Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets
- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading
- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible,

TRDC Climate and Sustainability Impact Assessment

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Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

29	Has the project or service considered ways to reduce the impact of extreme weather i.e. extreme heat, fire, flooding, and drought? <i>e.g. changing ways of working to reduce risk, reflective materials to reduce heat-gain, drought-tolerant planting, planting for shade and flood mitigation, insulation and ventilation, fans etc.</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		and install Sustainable Drainage systems (SUDS). - Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.
Average Score			3.0		

Engagement and Influence					
Question	Impact	Score (0-4)	Justification or mitigation		
30	Does this project raise awareness and understanding of climate change, biodiversity, and sustainability, and the steps that people can take to live more sustainably?	Strong positive impacts for climate/sustainability. Recommendation to proceed as is with this aspect.	4		Ways to optimise sustainability and work towards net zero carbon: - 'Make every contact count', by using contact points with residents, businesses and community groups to promote understanding of the climate emergency.
Average Score			4		
Total Overall Average Score			3.30		

Now the assessment is complete, copy and paste the box below into your business case or committee report (under environmental implications 6). The full assessment document can be attached as an appendix to your report. Procurement bidders must submit completed assessment with their tender.

Climate and Sustainability Impact Assessment Summary	
Homes, buildings, infrastructure, equipment and energy	3.00
Travel	3.00
Goods and Consumption	3.50
Biodiversity & Nature	#DIV/0!
Adaptation	3.00
Engagement and Influence	4
Total Overall Average Score	3.3

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