

Climate and Sustainability Implications Toolkit

This toolkit is a self-assessment to help officers think about how their policies, projects, procurements, commissioning and services can align with Three Rivers' Climate Emergency and Sustainability Strategy. It also supports report authors to draft the environmental implications section on decision reports, now required on decisions **over £50,000** and procurement strategy reports.

How to use the tool

The self-assessment is intended to help officers reflect critically on their project or service's environmental impact. We recommend you answer all the questions, even if the answer is 'not applicable'. It is a reflective tool, not a framework for approving or rejecting a decision, so it will work best if each question is considered honestly and carefully.

We envision this tool will be used early in the design of a project/policy/procurement to identify areas where environmental harms can be mitigated, and environmental benefits enhanced. If you would like advice, please discuss with your Head of Service, and contact the Climate and Sustainability Team if necessary.

Once you are happy that your proposal is optimised, then complete this form, and copy the results in each section in to your decision report (committee/synopsis report) where applicable.

The next tab presents a set of questions about the proposal on a range of sustainability criteria. Each answer is colour-coded to indicate its environmental impact as below:

Colour code	Recommendation
Dark green (4)	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Light green (3)	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Yellow (2)	Some negative impacts sustainability. Recommendation to review these aspects and find mitigations where possible.
Red (1)	Considerable inconsistency with the council's 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.

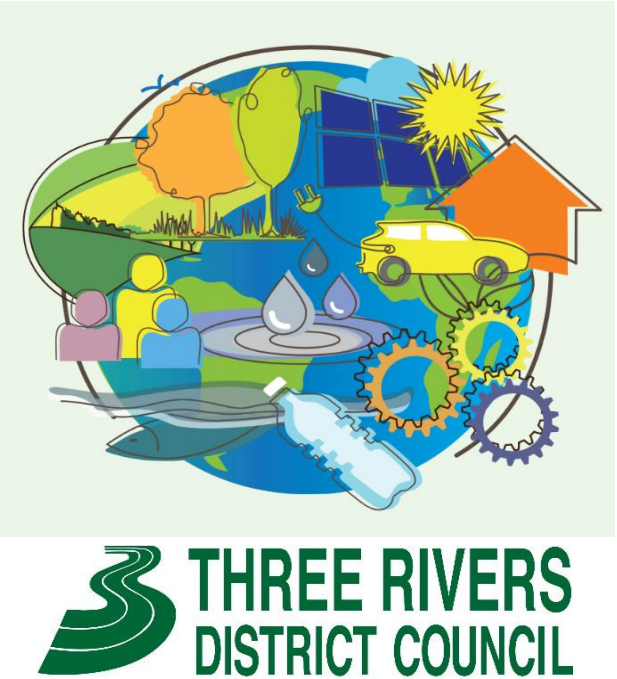
Once you've selected your answer in the "Impact" column (C), then give the relevant score in the "Score" column (E). Higher scores indicate more sustainable proposals.

These questions should be considered for services, goods and projects we procure as well as those we deliver directly. Delivery models, specifications and tender evaluation should be shaped to ensure our contractors are aligned with our sustainability and net-zero commitments.

Against each area, the toolkit presents prompts to highlight best practice suggestions and enable consideration of how negative impacts could be lessened on a project.

Climate and Sustainability Implications Toolkit designed and inspired by Jim Cunningham at Hammersmith and Fulham Council.

Version Date



TRDC Climate and Sustainability Impact Assessment

Score / Colour Code	Impact and Recommendation
Dark green (4)	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
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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.

Please email your completed copy of the form to Joanna.Hewitson@threeivers.gov.uk.

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

Name of project/policy/procurement and date		Installation of Rooftop Solar PV at South Oxhey Leisure Centre (Business Case)
Brief description (1-2 sentences):		The proposal aims to install rooftop solar PV at South Oxhey Leisure Centre. <i>The assessment has been scored to show risk of not refinancing the climate change team (column E) , and the benefits (row f) of taking action to provide a financially resilient workforce.</i>

Homes, buildings, infrastructure, equipment and energy					
	Question	Impact (select from list)	Score (-1 to 4)	Justification or mitigation	Revised Score (1-4)
1	What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Solar PV will reduce grid electricity use at South Oxhey Leisure Centre.	4
2	What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	Solar PV will support the transition from a gas boiler to a heat pump in the future.	3
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>	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	It uses the existing roof, optimising the existing infrastructure for energy generation	4

4	Will any new building constructed or refurbished be highly energy efficient in use? (e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent").	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Solar PV will significantly improve the energy efficiency of the Leisure Centre by significantly reducing the requirement for grid electricity.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
5	Does this make use of sustainable materials / unputs in your project? E.g. re-used or recycled construction materials; timber in place of concrete	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	Solar PV panels are not made from recycled materials. However the embodied carbon used within the panels (25t) will be paid back within 4 years of operation	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2
6	Does this use more sustainable processes in the creation of the project? E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel,	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
7	Will this increase the supply of renewable energy? e.g. installing solar panels; switching to a renewable energy tariff	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Solar PV will increase the supply of renewable energy.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
8	Do any appliances or electrical equipment to be used have high energy efficiency ratings?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Average Score			3.50			3.50

Travel						
	Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
9	Reducing travel: what effect will this project have on overall vehicle use?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
10	Will this project use petrol or diesel vehicles or EV, hybrid?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
11	Will this support people to use active or low-carbon transport? E.g. cycling, walking, switching to electric transport	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0

12	Will it 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	Not Applicable.	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>Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Average Score			#DIV/0!			#DIV/0!

Goods and Consumption						
	Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
14	Has this project considered ways to reuse existing goods and materials to the greatest extent possible, before acquiring newly manufactured	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
15	Does it 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>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
16	Does it use products and resources that are re-used, recycled, or renewable?	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	all materials used within the solar panels can be recycled, but not quality is reduced so these reprocessed materials cannot be reused in solar panels	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2
17	Does it enable others to make sustainable choices within their lifestyles, or engage people about this?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
18	Is there a plan to reduce waste sent to landfill in manufacture?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
19	Is the material used able to be re-used, re-purposed, or recycled at end of its life?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	Yes. Solar PV panels can be recycled.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
20	Has it taken steps to ensure any food it offers is more sustainable? <i>E.g. less and high-quality (high welfare) meat and dairy; minimises food waste;</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Average Score			2.50			2.50

Ecology						
	Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
21	What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0

22	Does the project create more habitat for nature? E.g. native plants, trees, and flowers	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
23	Does it make changes to existing habitats and have a negative impact on nature? <i>E.g. use of pesticides, reduced extent and variety of plants,</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
24	Does it 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,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Average Score			#DIV/0!			#DIV/0!

Adaptation						
Question		Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
25	Does any planned project, construction or building use include measures to conserve water?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
26	Does anythe project , consider how to sustainably protect people from extreme weather?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
27	Has any planned building work or infrastructure considered how to mitigate flood risk? <i>E.g. Sustainable Drainage Systems (SuDS); de-paving</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
28	Does any planned infrastructure or building work increase the overall footprint of hard surfacing? (as opposed to green or permeable surfacing)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
29	Has the project considered its own resilience to future extreme heat, flood risk, or water shortage?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area,	0	Not Applicable	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Average Score			#DIV/0!			#DIV/0!

Engagement and Influence						
Question		Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
30	Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	By installing rooftop solar PV on one of our core buildings we will show residents and businesses that we are leading by example and will encourage others to follow	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Average Score			3			3
Total Overall Average Score			3.00			3.0

Now assesment is compelete copy and paste box into your business case, committee report.
(under environmental implications 6). Whole assesment can be an appendix. Procurement
tenders are expected to submit complete report with application.

Climate and Sustainability Impact Assesment Summary	
Homes, buildings, infrastructure, equipment and energy	3.50
Travel	#DIV/0!
Goods and Consumption	2.50
Ecology	#DIV/0!
Adaptation	#DIV/0!
Engagement and Influence	3.00
Total Overall Average Score	3.00

List 1		List 2	List 3
Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	No	No
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	To some extent	N/A
Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	N/A	
Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.	-1		
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	Yes	Yes

Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		
Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4		
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3		
Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2		
Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.	-1		