

Eco Impact Checklist

Title of report: Review Print and Mail Model				
Report author: Kieron Draper				
Anticipated date of key decision: 2019				
Summary of proposals:				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive	Closure/ reduction of office space and decommission of machinery used	
		-ive	Use of external company who will use energy and travel etc.	Contractors to be made aware of BCC environmental policy and operate in line with this. Look at awarding contract to local suppliers, to reduce travel distance and impacts. Consider environmental actions of the company during procurement, including the company having an operating environmental management system, ideally accredited to the ISO 14001 standard.
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	Yes	+ive	Modernising System to encourage a paperless/ digital system	Reduction in resources used and travel to deliver items. Although it's important that staff are trained appropriately to use the system and will not simply print out the mail when it has reached its destination and where possible mail stays digital.
		-ive	Contractor will procure resources	During procurement process request FSC

			such as paper and printing supplies and use non-renewable resources such as energy etc.	paper or recycled, ideally vegetable based inks and modern efficient printers and other machinery.
Production, recycling or disposal of waste	Yes	-ive	Closure of Wilway Street/ Disposal redundant of materials/ machinery	Ensure all waste generated is disposed of in line with waste legislation and that the waste hierarchy is followed
		-ive	Waste produced through the process of scanning mail	Ensure paper waste is recycled, this could be reviewed in contractor review meetings etc. Ensure contractors embrace the waste hierarchy, this could be reviewed as part of contract management.
The appearance of the city?	No			
Pollution to land, water, or air?	Yes	+ive	Reduction of travel through digitalisation of mail	Look at awarding contract to local suppliers, to reduce travel distance and impacts. Look at suppliers with efficient fleet, hierarchy as follows (Best to worst): <ul style="list-style-type: none"> • <i>Electric Vehicles</i> • <i>Plug in Petrol Hybrid</i> • <i>Petrol hybrid</i> • <i>Gas or petrol</i> • <i>Plug in Diesel Hybrid</i>
		-ive	Some mail exempt and still to be delivered	

				<ul style="list-style-type: none"> • <i>Diesel Hybrid</i> • <i>Diesel</i>
Wildlife and habitats?	No			
Consulted with:				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The significant impacts of this proposal are... reduction of direct resource use and travel from BCC through digitalisation. Outsourcing to a third party company reduces control over energy use, procurement and travel.</p> <p>The proposals include the following measures to mitigate the impacts... Consider travel, procurement processes and environmental aims when procuring third party contractor.</p> <p>The net effects of the proposals are mixed.</p>				
Checklist completed by:				
Name:				
Dept.:				
Extension:				
Date:		27/03/2019		
Verified by Environmental Performance Team		Nicola Hares – Environmental Project Manager		