

## Eco Impact Checklist

<b>Title of report: Print and Mail Strategic Review</b>				
<b>Report author: Kieron Draper/Nikki Davey</b>				
<b>Anticipated date of key decision: 15/09/20</b>				
<b>Summary of proposals:</b>				
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 or -ive	<p>Council printing and mailroom equipment will no longer be used if the service is outsourced.</p> <p>An external company will use energy and produce printing emissions. If they are located outside Bristol, travel distances may also increase.</p> <p>Some printing will be done by a contractor instead of by the council, but encouraging the adoption of a digital-by-default approach among staff may reduce the number of pages printed. This will produce less carbon emissions and ground level ozone.</p> <p>It should be noted that the number of pages printed in council offices per day during lockdown was reduced by 67% for black and white printing and 55% for colour printing. This shows that there is</p>	The number of contracts will be reduced from 8 to between 1 and 5 (one would be preferred). This will make contract management easier, and contractors will be expected to demonstrate environmental improvements in their bid.

			scope to reduce printing. It may also reduce if homeworking is used more in the longer term, now that staff are used to it.	
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	Yes	+ive	A reduction in printing volumes will lead to reduced consumption of paper and other consumables.	Contractors will be expected to demonstrate reduced environmental impacts in their bids such as use low levels of paper waste, recycled or FSC paper, and low impact inks, and modern efficient printers and other machinery.
		+ive	Outsourcing will reduce council resources used and travel, but some of these resources will still be used by the contractor.	
Production, recycling or disposal of waste	Yes	+ive	Reduction in printing volumes leading to reduced consumption of paper and other consumables and thereby reduced waste	Contractors will be expected to demonstrate reduced environmental impact in their bids, such as low levels of printing waste, paper waste recycling, and using the waste hierarchy.
		-ive	Any decommissioned council equipment make become waste. An outsourced supplier will scan mail to digitise it which will produce ozone. Printing usually also produces ozone.	Finding new homes for equipment that is no longer needed, but still in working order, or recycling it when necessary. Minimising printing volumes or using equipment that doesn't use devices that produce ozone.
The appearance of the city?	No			

Pollution to land, water, or air?	Yes	+ive	Some mail exempt and still to be delivered, but most mail deliveries will be greatly reduced.	Contractors expected to demonstrate reduced environmental impact in their bids such as efficient fleet (hierarchy as follows, best to worst): <ul style="list-style-type: none"> <li>▪ <i>Electric Vehicles</i></li> <li>▪ <i>Plug in Petrol Hybrid</i></li> <li>▪ <i>Petrol hybrid</i></li> <li>▪ <i>Gas or petrol</i></li> <li>▪ <i>Plug in Diesel Hybrid</i></li> <li>▪ <i>Diesel Hybrid</i></li> <li>▪ <i>Diesel</i></li> </ul>
Wildlife and habitats?	No			
<b>Consulted with:</b> Gary Goodwin – senior user David Martin – project executive				
<b>Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u></b>				
<p>This proposal is likely to reduce the consumption of paper and printing consumables, as well as travel for mail deliveries. This will reduce emissions and resource use. Harmful environmental impacts are not likely to exceed the existing impact of the service.</p> <p>The overall impact is likely to be environmentally beneficial, although the extent is uncertain (it depends on both the procurement process and council staff adjusting to the new digital-by-default approach.</p>				
<b>Checklist completed by:</b>				
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Date:			18/08/2020	
Verified by Environmental Performance Team			Giles Liddell	