

Eco Impact Checklist

Title of report: Facilities Management Futures: Print and Mail

Report author: Nick Harris

Anticipated date of key decision 2nd August 2016

Summary of proposals: The Head of FM recommends outsourcing Print and Mail Functions to make significant financial savings; due to aging and unreliable machines and underutilised capacity and shrinking volumes (paperless office).

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	Outsourced post and mail service contractors will consume energy: gas and electricity whilst carrying out their duties and will consume fuel when travelling to/from and for work	Require Contractor to produce an environmental method statement to address the following: <ul style="list-style-type: none"> • Energy consumption • Sustainable travel • Water • Waste • Use of products and materials • Reporting, monitoring and measurement
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	Yes	-ive	Outsourced print and mail contractors will use various non-renewables during delivery of service and maintenance of buildings etc such as mailing machinery and paper	Require contractor to ensure that they reduce their usage of non-renewable resources and use most appropriate equipment and resources efficiently. This should be in their method statement and progress be monitored
Production, recycling or disposal of waste	Yes	-ive	Outsourced Print and Mail contractors will produce waste	Require contractor to embrace waste hierarchy in their own work (reduce, reuse, recycle) This should be included in their method statement

				and progress be monitored
The appearance of the city?	No			
Pollution to land, water, or air?	Yes	-ive	Outsourced Print and Mail contractors may cause pollution depending on their methods of transport used in staff travel to/ from and for work deliveries. Emissions to air from vehicles will occur within the Air Quality Management Area	See CC section at top
Wildlife and habitats?	No			
Consulted with: Nick Harris				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
The significant impacts of this proposal are...				
Outsourced print and mail workers will use gas, electricity and non-renewable materials, use transport fuel and produce waste. Whilst these impacts all occur with current in-house arrangements, there is a risk that outsourcing will reduce control and monitoring				
The proposals include the following measures to mitigate the impacts...				
The procurement process will include a method statement to address the environmental impacts, which will be assessed, scored and monitored.				
The net effects of the proposals are... If appropriate controls are implemented, it is not anticipated that the impacts arising will be significantly different to current arrangements.				
Checklist completed by:				
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Verified by Environmental Performance Team				