



Environmental Impact Assessment [version 1.0]

Proposal title: Procurement of Frozen Meals for Community Meals service		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input checked="" type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
Directorate: People	Lead Officer name: Sarah Stone	
Service Area: Adults	Lead Officer role: Operations Manager	

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council's policies and supports the council's strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

We are seeking to procure a supply of frozen meals for the Community Meals service, the customers of the meals service are adults living within Bristol, who may have additional needs and be receiving the service as part of a wider package of care. The meals are regenerated by the service and delivered to the customers' home as a hot ready to eat meal. This is a chargeable service which generates income for the authority.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If 'No' explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If 'Yes' complete the rest of this assessment.

Yes **No** [please select]

The proposal will require the delivery of frozen meals to the community meals service requiring delivery trucks to come into the Barton hill area three times a week.

The meals service has 12 vehicles delivering the meals will increase pollution through exhaust fumes. The vehicles travel across the entire Bristol area. We have four electric vehicles to deliver around the city centre and CAZ. By delivering the meals to people we are reducing the need for them to use their own vehicles to go out to buy food. We are also encouraging healthier eating through providing a nutritionally balanced meal promoting better food choices.

There will be an increase in packaging that needs to be recycled. There is a large amount of cardboard used in delivering the meals. There are also the plastic containers that the meals are supplied in that also need to be recycled.

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
ENV1 Carbon neutral: Emissions of climate changing gases		
BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.		
Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions,	Benefits	<p>As we are delivering meals to customers doors, we are reducing the need for them to use their own vehicles reducing pollution levels and supporting fuel poverty. We deliver between 270 and 300 meals a day to customers.</p> <p>We have 8 small diesel vans with a 1.5 litre capacity engine.</p> <p>If each delivery's share of the overall delivery route is 2 miles, and 300 meals are delivered each day, the emissions from the delivery vehicles would be approximately 61 tonnes per year for an unrefrigerated Class II delivery van (or 111 tonnes for a Class III delivery van). That is assuming that all the vehicles used diesel. The equivalents for battery electric vans making all deliveries would be 5 or 7 tonnes (scope 3 only), depending on the class of vehicle. Freezer emissions for electricity from Chancery Street are zero, because they are covered by corporately sleeved renewable electricity.</p> <p>We also have 4 electric vans that further reduce the emissions created from the meals fleet.</p>

<p>there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Enhancing actions</p>	<p>The meals round co-ordinator continually assesses the rounds and routes taken by drivers to optimise the routes to support delivery times and reduce excess fuel usage.</p> <p>We have a delivery window between 11.30 and 14.00 to reduce driving through peak traffic reducing time spent idling in congestion.</p>
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	<p>Client must drive vehicles into city to deliver three times a week. The provider has a Euro 6 fleet and a dynamic planning system to reduce excess mileage and fuel consumption.</p>
	<p>Mitigating actions</p>	<p>We are currently looking at procuring more electric vehicles to further support our reduced emissions. We will look at replacing all diesel vans with electric at the end of the current contract with our current supplier.</p> <p>We currently charge our vehicles at Fleet services located near our facility. We have 3 electric charging points fitted at Chancery Street. Bristol leap has attended the site to look at increasing the number of charging points on the meals site.</p> <p>Provider to provide a green travel plan applicable to vehicles being used to deliver the works, goods or services within the contract</p>
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	<p>Offers free from range including the main 14 allergens including fish, milk, eggs, nuts</p>
	<p>Enhancing actions</p>	<p>Offer and encourage uptake of plant-based options</p> <p>Provider uses 100% green energy</p> <p>Provider is a member of the ethical trading initiative providing best practice within food supply chains</p>
	<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	<p>A lot of the meals do contain meat but there is a large variety of non-meat and dairy meals that supports environmental benefits.</p>
	<p>Mitigating actions</p>	<p>The procurement process to be used is the Eastern Shires purchasing organisation framework, which is a professional buying organisation. To compete for the contract the provider must comply to mandatory environmental accreditation. The Food or Catering provider will meet the requirements of at least the Soil Association Food for Life Served Here (FFLSH) silver award or if a food supplier, will meet the requirements of the Food For Life Supplier Scheme.</p> <p>Food and catering providers will have achieved Bristol Eating Better gold Award (BEBA)</p>
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p> <p>The containers used for the meals are 100% recyclable. All packaging can be recycled in household waste collections.</p> <p>The main meals come in aluminium containers with a cardboard lid. The desserts come in plastic that can be recycled.</p> <p>The ecofriendly plastic containers are made from 80% recycled material.</p> <p>The aluminium packaging is made from 40% recycled material.</p> <p>No product is used that has two materials that are bonded supporting with recycling.</p>
	<p>Enhancing actions</p> <p>The frozen meals supplier is signed up to the Step up to the plate pledge to drive down food waste. They have signed up to the NHS plastics pledge reducing single use plastics. They are also signed up to the UK plastic pact.</p>
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>
	<p>Adverse impacts</p> <p>We do not accept returns of plastic waste so this will need to be disposed of by the client through recycling.</p>
	<p>Mitigating actions</p> <p>Provider will aim to minimise single use plastic and waste during contract delivery. (in particular textiles, food, packaging, plastics and products repairability and recyclability as applicable)</p>
<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to</p>	<p>Benefits</p> <p>Will not adversely impact risk to people and assets during extreme weather events.</p>
	<p>Enhancing actions</p> <p>Provider working towards net zero carbon by 2040. The current rate of decarbonisation is consistent with the 1.5 degree pathway identified at the Paris climate agreement.</p>
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>
	<p>Adverse impacts</p> <p>Use of freezers to store food in hot weather could increase refrigerants i.e., Freon levels in the environment.</p>

people and assets during extreme weather events. Further guidance <input type="checkbox"/> No impact	Mitigating actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
Statutory duty: Prevention of Pollution to air, water, or land Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring. Further guidance <input type="checkbox"/> No impact	Benefits	As we are delivering meals to customers doors, we are reducing the need for them to use their own vehicles reducing pollution levels and supporting fuel poverty. We deliver between 270 and 300 meals a day to customers. We have 8 small diesel vans with a 1.5 litre capacity engine - It will also meet the latest Euro6D emission standards and be exempt from urban pollution charges like the London ULEZ.
	Enhancing actions	We also have 4 electric vans that further reduce the emissions created from the meals fleet. Supplier working with Wessex Water to improve waste outputs
	Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	Procurement of new electric vehicles to be completed by 2025
Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Procure electric delivery vehicles to reduce carbon emissions	Chris Monaghan	01/09/2025
Continue work to investigate and implement (if feasible) further EV charging infrastructure	Chris Monaghan	01/09/2025
Encourage uptake of plant-based meal options	Chris Monaghan	01/09/2025

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

Environmental Performance Team Reviewer: Giles Liddell (Environmental Performance Co-ordinator)	Submitting author: Chris Monaghan
Date: 11/03/2024	Date: 11/03/2024

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.