Climate implications toolkit

This toolkit is a self-assessment to help officers think about how their projects, procurements, commissioning, and services can align with H&F's net zero carbon target and sixth council value: "Rising to the challenge of the climate and ecological emergency". It also supports report authors to draft the climate implications section on decision reports, now required on decisions over £300,000 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 climate 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.

The next tab presents a set of questions about the initiative or decision against H&F's five 'climate challenges', and a drop-down range of answers. Each answer is colour-coded to indicate its climate impact and recommended way forward as follows:

Colour code	Recommendation
Dark green	Strong positive impacts for the climate emergency. Recommendation to proceed as is with this aspect.
Light green	Some positive impact for the climate emergency. Recommendation to further enhance this aspect where possible and proceed.
Yellow	Some negative impacts for the climate emergency. Recommendation to review these aspects and find mitigations where possible.
Red	Considerable inconsistency with the council's net zero objective. Strong recommendation to review these aspects and find mitigations.
Grey	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

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 net zero commitment.

When answering these questions you should consider **direct** and **indirect** impacts. For example, a highways project to install traffic reduction measures might not use electric vehicles or plant in its delivery, but still lead to reduced vehicle use once in place.

Against each climate challenge, the toolkit presents possible actions to improve the climate impact of the decision.

Please email your completed copy of the form to Jim.Cunningham@lbhf.gov.uk and Hinesh.Mehta@lbhf.gov.uk, along with your draft climate implications for verification (if completing a report).

Version	Date
1.0	09/03/21
1.1	17/05/21

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Guidance for use

Please answer all questions from the drop-down options in the 'impact' column (C), including 'not applicable' as needed.

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

Name of project/service:	Procurement of repairs resource planning and management solutions software
Brief description (1-2 sentences):	to recommend a partnership extension with Advanced to ensure continued, uninterrupted service delivery up to the conclusion of the Repairs Procurement 2027. Maintaining the current system infrastructure is essential for operational continuity, avoiding service disruption, and minimising risk during this transitional period.

Homes, buildings, infrastructure and energy

	Question	Impact (select from list)	Reasons / possible mitigations	Ways to align with net zero:
1	What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?	Large or long-term reduction	More efficient use of personnel and transport contributes to lower energy use per repair. Over time, this supports long-term reductions in the operational carbon footprint of housing and repair services.	- Insulate buildings to a high standard. - Include energy efficiency measures when carrying out refurbishment. - Replace gas boilers with renewable heating, such as heat pumps. - Construct new buildings to a net zero standard (see the LETI design guide: https://www.leti.london/cedg) - Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material and timber frames. - Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site. - Install solar panels or other renewable energy generation, and consider including battery storage. - Switch to a renewable energy provider. - Use energy-efficient appliances. - Install low-energy LED lighting. - Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.
2	What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?	Large or long-term reduction	The system supports carbon reduction efforts by providing route optimisation functionality for repairs operatives.	
3	Does this project further maximise the use of existing building space? E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours	N/A		
4	Will any new building constructed or refurbishment be net zero carbon-ready in use? (high levels of insulation, low energy demand per sq. m., and no servicing with fossil fuels such as gas heating).	N/A		
5	Does this use more sustainable materials in building or infrastructure? E.g. re-used or recycled construction materials; timber in place of concrete	N/A		
6	Does this use more sustainable processes in any building or infrastructural work? E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel	N/A		
7	Will this increase the supply of renewable energy? e.g. installing solar panels; switching to a renewable energy tariff	N/A		
8	Do any appliances or electrical equipment to be used have high energy efficiency ratings?	Yes	Mobile phones and laptops	

Travel

	Question	Impact	Reasons / possible mitigations	Ways to align with net zero:
9	Reducing travel: what effect will this project have on overall vehicle use?	Large or long-term reduction	By minimising both the number and length of trips required for repair jobs, the system helps reduce total vehicle mileage and exhaust emissions, directly supporting air quality improvement and carbon reduction targets.	- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds. - Share vehicles or substitute different modes of travel, rather than procuring new fleet. - Specify electric vehicles for new fleet or for services involving transport. - Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives. - Use zero-emission deliveries e.g. H&F's e-cargo bike service. - Model and mitigate the project's effect on traffic and congestion e.g. retiming the service or deliveries
10	Will this project use petrol or diesel vehicles?	N/A		
11	Will this support people to use active or low-carbon transport? E.g. cycling, walking, switching to electric transport	N/A		
12	Will it be easily accessible for all by foot, bike, or public transport, including for disabled people?	N/A		
13	Has the project taken steps to reduce traffic? Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times	N/A		

Consumption

	Question	Impact	Reasons / possible mitigations	Ways to align with net zero:
14	Has this project considered ways to reuse existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones?	N/A		- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.

	Question	Impact	Reasons / possible mitigations	
15	Does it reduce reliance on buying newly manufactured goods? *E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership*	N/A		- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
16	Does it use products and resources that are re-used, recycled, or renewable?	N/A		- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life. - Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item. - Reduce meat and dairy in food provision. - Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items. - Use contact points with residents and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.
17	Does it enable others to make sustainable choices within their lifestyles, or engage people about this?	Yes	Using SMS for appointment confirmations, reminders, 'on route' notifications, cancellations, and updates to appointment times will help reduce missed appointments and unnecessary travel. This contributes to lower vehicle emissions and supports the Council's commitment to tackling the climate and ecological emergency.	
18	Is there a plan to reduce waste?	Yes	H&F developed a reporting dashboard on appointment efficiency and missed visits, enabling performance benchmarking and identification of further carbon reduction opportunities	
19	Has it taken steps to ensure any food it offers is more sustainable? *E.g. minimal meat and dairy; minimises food waste; seasonal produce; locally sourced.*	N/A		

Ecology

	Question	Impact	Reasons / possible mitigations	Ways to align with net zero:
20	What effect does this project have on total area of green space?	Not applicable		
21	Does the project create more habitat for nature? E.g. native plants, trees, and flowers	N/A		- Avoid converting green space to hard surfacing. - Use underutilised space for planting, such as green roofs and walls.
22	Does it make changes to green space that can have a negative impact on nature? *E.g. use of pesticides, reduced extent and variety of plants, planting non-native species*	N/A		- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity. - Reduce trimming of grass and hedges, and avoid use of pesticides. - Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels'
23	Does it help people understand the value of biodiversity, and encourage them to support it in their private and community spaces?	N/A		- Consider the ecological impacts from manufacture and use of procured goods, e.g. water pollution; water consumption; land use change for farming; pesticide use; organic/regenerative farming methods

Adaptation

	Question	Impact	Reasons / possible mitigations	Ways to align with net zero:
24	Does any planned construction or building use include measures to conserve water?	N/A		
25	Does any planned infrastructure or building use consider how to sustainably protect people from extreme heat?	N/A		- Install water-saving devices in taps, showers and toilets - Re-use grey water in new developments
26	Has any planned building work or infrastructure considered how to mitigate flood risk? *E.g. Sustainable Drainage Systems (SuDS); de-paving areas; green roofs*	N/A		- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading - Avoid increasing areas of hard surfacing.
27	Does any planned infrastructure or building work increase the overall footprint of hard surfacing? (as opposed to green or permeable surfacing)	N/A		- Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SuDS).
28	Has the project considered its own resilience to future extreme heat, flood risk, or water shortage?	N/A		- Plant drought-tolerant plants

Engagement and influence

	Question	Impact	Reasons / possible mitigations	Ways to align with net zero:
29	Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take?	Yes	Using SMS for appointment confirmations, reminders, 'on route' notifications, cancellations, and updates to appointment	- 'Make every contact count', by using contact points with residents and businesses to promote understanding of the climate emergency.