

# Climate Impact Assessment tool

Oxfordshire County Council has made a commitment to ensure that both the climate and the natural environment are at the heart of all our decision making. This means that if you're putting together a proposal for new a policy, strategy, project, programme or budget, you need to identify its impact.

Our preferred method for doing this is by conducting a Climate Impact Assessment (CIA). CIA is a structured process for considering the implications for people and their environment of proposed actions while there is still an opportunity to improve the proposals.

**Cabinet reports** - a Climate Impact Assessment must be completed for reports requesting Cabinet approval of policy, capital projects, budget, commercial investment and any other key decisions that may have a material impact on our ability to address the climate and ecological emergency.

**Project initiation (including capital projects)** - a Climate Impact Assessment must be completed during the early stages of a project, when developing the Project Mandate

1. Download the latest version of the excel tool and the guidance from the intranet

2. Fill in the proposal details in the tab 'Input proposal details'

Fill in the areas shaded in blue.

The 'Summary of assessment' section can only be written after completing the impact assessment in the next step.

3. Fill in the impact assessment in the tab 'Input assessment'

For the tool to work, excel macros must be enabled. If the macros are not enabled, you'll see a message at the top of the sheet with the option to 'Enable Content'.

Fill in the areas shaded in blue.

Write the report name in cell C5. This will be used to name the pdf report file.

For each category, assess the impacts of your proposal. Use the provided Guidance for a general scoring guide, descriptions of each criteria and examples with different scores. Describe the impact for each sub-category. If a negative impact is identified, describe how it will be mitigated, who will be responsible and the timeline and monitoring arrangements. The score for each category is a weighted average of the scores of its sub-categories; it is not a simple sum.

As you input your scores, the wheel will be updated to show the ratings and colour code for each category.

the Climate Action team for review, using the email [Climate.action@oxfordshire.gov.uk](mailto:Climate.action@oxfordshire.gov.uk)

5. The Climate Action team will aim to review and approve the report within 2-3 working days.

When necessary, the Climate Action team will work with the report author to ensure that the assessment is accurate and any opportunities to further align the proposed initiative with the council's climate commitments are explored.

6. Once approved by the Climate Action Team, the assessment is signed off by the relevant senior manager.

7. Prepare a Climate Impact Assessment report by pressing 'Create a pdf report' in the tab 'Input assessment'; a report is automatically generated and saved on your desktop; the file name will be the project name (cell C5 on tab 'Input assessment') plus a timestamp which can be used to

For further information on how to use this tool, see the guidance notes and video tutorials.

# Climate Impact Assessment

Details of proposal - *fill in all the areas shaded in blue*

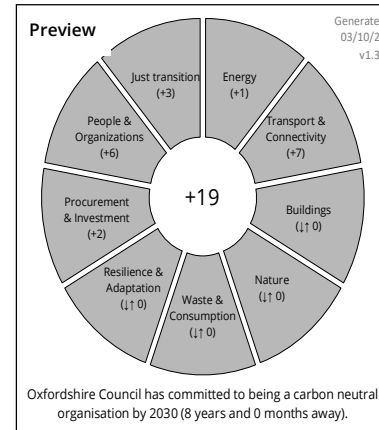
<b>Directorate and Service Area</b>	Environment and Place - Network Management
<b>What is being assessed</b> (e.g. name of policy, procedure, project, service or proposed service change).	Procure of a new contract to provide Real Time Bus Passenger Information
<b>Is this a new or existing function or policy?</b>	Existing
<b>Summary of assessment</b> Briefly summarise the policy or proposed service change. Summarise possible impacts. <b>(following completion of the assessment).</b>	Provide real time information at bus stops.
<b>Context / Background</b> Briefly summarise the background to the proposal, including reasons for any changes from previous versions	Oxfordshire County Council has provided a Real Time Passenger Information (RTPI) service since 2005. The current Real Time Passenger Information systems are provided under contract to the County Council by two suppliers. Both contracts come to an end on 29 <sup>th</sup> November 2023. The value of new contract/s is expected to be £1,380,000 over a maximum 5-year period (3 years for the initial term and optional extensions of 2 years in aggregate). The preferred procurement strategy assumes a single contract on the grounds of efficiency.
<b>Proposal</b> Explain the detail of the proposal, including why this has been decided as the best course of action.	In August 2022, the Department for Transport (DfT) confirmed capital funding of £8.743 million to enable OCC to implement its proposed Bus Service Improvement Plan (BSIP) by 31 <sup>st</sup> March 2025. This contains specific funding allocations for Real Time Passenger Information and County Wide Traffic Signal Upgrade schemes. The proposal is to provide for a contract to allow the maintenance, upgrade and new RTPI systems across the County.

<p><b>Evidence / Intelligence</b></p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposal and can help to inform the judgements you make about potential impact on our ability to deliver our climate commitments.</p>	<p>The new contract will facilitate the delivery of the Council's agreed Bus Service Improvement Plan, meeting the following objectives:</p> <ul style="list-style-type: none"> <li>- To deliver a programme of improvements to both at-stop real time information infrastructure and the background software and hardware capabilities, with the purpose of improving the passenger experience through providing information on local buses that can be trusted.</li> <li>- To deliver a programme of improvements to traffic signals at key junctions across Oxfordshire that will prioritise the movement of buses. This will primarily, but not solely, focus on improvements along corridors served by commercial bus operations.</li> </ul>
<p><b>Alternatives considered / rejected</b></p> <p>Summarise any other approaches that have been considered in developing the proposal, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>There is no do-nothing option for this service as the BSIP funding applied for from DfT includes provision for enhanced RTPI.</p>
<p><b>Completed by</b></p>	<p>Keith Stenning - Head of Network Management</p>
<p><b>Climate action sign off by</b></p>	<p>Keith Stenning - Head of Network Management</p>
<p><b>Director sign off by</b></p>	
<p><b>Assessment date</b></p>	<p>24-Jul-23</p>

# Climate Impact Assessment tool

Assessment of impacts - *fill in the areas shaded in blue*

Report Name	Traffic Signals - Procurement
Project Notes	Report on a procurement to increase the capacity for Signals updates linked to BSIP
Export filename	Traffic Signals - Procurement C CIA 03.10.23 .png



- Copy wheel to clipboard
- Save wheel to desktop
- Copy wheel's alt-text
- Create a pdf report

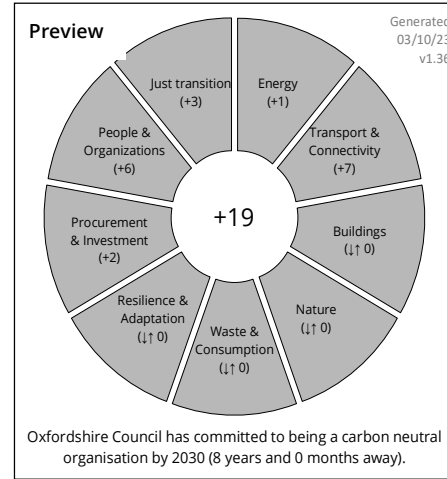
Category	Impact criteria	Score (-3 to +3) - select 0 only if not applicable	Description of impact (see guidance sheet or attached notes for more information)	Actions or mitigations to reduce negative impacts	Action owner	Timeline and monitoring arrangements
Energy	Increases energy efficiency		1 Signals require power to display traffic controls. Upgrades will reduce power consumption	N/A		
Energy	Promotes a switch to low-carbon or renewable energy	N/A				
Energy	Promotes resilient, local, smart energy systems	N/A				
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership		2 Supports public transport			
Transport & Connectivity	Supports active travel		2 Supports public transport			
Transport & Connectivity	Increases use of public transport		3 Supports public transport			
Transport & Connectivity	Accelerates electrification of transport		2 Supports public transport as part of BSIP			
Buildings	Promotes net zero new builds and developments	N/A				
Buildings	Accelerates retrofitting of existing buildings	N/A				
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems	N/A				
Nature	Develops blue and green infrastructure	N/A				
Nature	Improves access to nature and green spaces	N/A				

Waste & Consumption	Reduces overall consumption	N/A	
Waste & Consumption	Supports waste prevention and drive reuse and recycling	N/A	
Resilience & Adaptation	Increases resilience to flooding	N/A	
Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	N/A	
Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	N/A	
Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability	N/A	
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero		1 Supports public transport
People & Organizations	Drives behavioural change to address the climate and ecological emergency		2 Supports public transport
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency		2 Supports public transport
Just transition	Promotes green innovation and job creation		1 Supports public transport
Just transition	Promotes health and wellbeing		1 Supports public transport
Just transition	Reduces poverty and inequality		1 Supports public transport
Just transition	Promotes inclusion and participation		1 Supports public transport

# Climate Impact Assessment

## Summary

<b>Directorate and Service Area</b>	Environment and Place - Network Management
<b>What is being assessed</b>	Procure of a new contract to provide Real Time Bus Passenger Information
<b>Is this a new or existing function or policy?</b>	Existing
<b>Summary of assessment</b>	Provide real time information at bus stops.
<b>Completed by</b>	Keith Stenning - Head of Network Management
<b>Climate action sign off by</b>	Keith Stenning - Head of Network Management
<b>Director sign off by</b>	
<b>Assessment date</b>	45131



## Detail of proposal

<b>Context / Background</b>	Oxfordshire County Council has provided a Real Time Passenger Information (RTPI) service since 2005. The current Real Time Passenger Information systems are provided under contract to the County Council by two suppliers. Both contracts come to an end on 29th November 2023. The value of new contract/s is expected to be £1,380,000 over a maximum 5-year period (3 years for the initial term and optional extensions of 2 years in aggregate). The preferred procurement strategy assumes a single contract on the grounds of efficiency.
<b>Proposal</b>	In August 2022, the Department for Transport (DfT) confirmed capital funding of £8.743 million to enable OCC to implement its proposed Bus Service Improvement Plan (BSIP) by 31st March 2025. This contains specific funding allocations for Real Time Passenger Information and County Wide Traffic Signal Upgrade schemes. The proposal is to provide for a contract to allow the maintenance, upgrade and new RTPI systems across the County.
<b>Evidence / Intelligence</b>	The new contract will facilitate the delivery of the Council's agreed Bus Service Improvement Plan, meeting the following objectives:  - To deliver a programme of improvements to both at-stop real time information infrastructure and the background software and hardware capabilities, with the purpose of improving the passenger experience through providing information on local buses that can be trusted. - To deliver a programme of improvements to traffic signals at key junctions across Oxfordshire that will prioritise the movement of buses. This will primarily, but not solely, focus on improvements along corridors served by commercial bus operations.



<b>Alternatives considered / rejected</b>	There is no do-nothing option for this service as the BSIP funding applied for from DfT includes provision for enhanced RTPI.
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