

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.

When to complete a Climate Impact Assessment

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 and the Project Initiation Document (PID) or, in the case of a capital project, when completing the initial Business Case. This is to ensure that any impacts are identified at an early stage, allowing the team the opportunity to address any areas of concern and maximise positive outcomes.

How to use the Climate Impact Assessment tool

1. Download the latest version of the excel tool and the guidance from the CIA Teams folder

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.

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

Please note the Climate Action team (Climate.Action@Oxfordshire.gov.uk) are on hand to offer guidance on completing the assessment and to work with your team to identify mitigation measures to reduce negative impacts and to maximise potential benefits.

4. Send the excel file to the Climate Action team for review, using the email 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 track file versions.

8. You can also copy the wheel to paste into documents using the buttons 'Copy wheel to clipboard' and 'Save wheel to desktop' in the tab 'Input assessment'; make sure to paste the wheel as a picture and include alt-text for accessibility, which can be obtained by pressing 'Copy wheel's alt-text' in the tab 'Input assessment'.

9. The CIA should be revisited as the work evolves to ensure the best climate and ecological outcomes are achieved.

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*

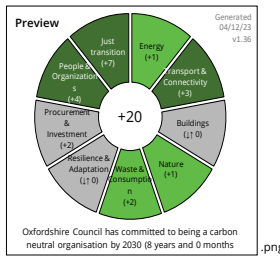
Directorate and Service Area	Environment and Place
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Broad Street (temporary) public realm scheme
Is this a new or existing function or policy?	New
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. (following completion of the assessment).	<p>This is a temporary scheme to remove the pay and display parking from Broad St. The removal will allow this space to be reallocated to pedestrians and cyclists. It will also allow for a space for pedestrians to dwell. There will also be the possibility to allow for additional events to take place in the new space.</p> <p>Impacts to private cars by removing pay and display bays. Disabled bays will also be modified with several being relocated onto Parks Rd</p> <p>Impact to revenue due to the removal of the P&D machines. Councillors are fully aware of this impact.</p>
Context / Background Briefly summarise the background to the proposal, including reasons for any changes from previous versions	1st revision - Broad Street pay and display to be removed to allow for greater space to pedestrians and cyclists.
Proposal Explain the detail of the proposal, including why this has been decided as the best course of action.	<p>OCC budget secured £500k to deliver a pedestrian scheme in Broad Street by removing the pay and display bays and motorcycle parking as well as reconfiguring the loading and disabled bays.</p> <p>Introducing additional cycle parking and open space for pedestrians.</p>

<p>Evidence / Intelligence 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>Overall support from stakeholders during engagement events.</p>
<p>Alternatives considered / rejected 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>Early designs have been revised to ensure best use of space and to also avoid any conflict with events and bus services that still currently require access to the street.</p>
<p>Completed by</p>	<p>Gavin Belcher/Lucy Prismall</p>
<p>Climate action sign off by</p>	<p>Tammy Marrett</p>
<p>Director sign off by</p>	<p>Hannah Battye</p>
<p>Assessment date</p>	<p>01/05/2022</p>

Climate Impact Assessment tool

Assessment of impacts - fill in the areas shaded in blue

Report Name	Broad Street
Report date	
Report author	
Project Notes	Removal of on street parking to provide more open space for pedestrians
Export filename	Broad Street CCIA 04.12.23 .png



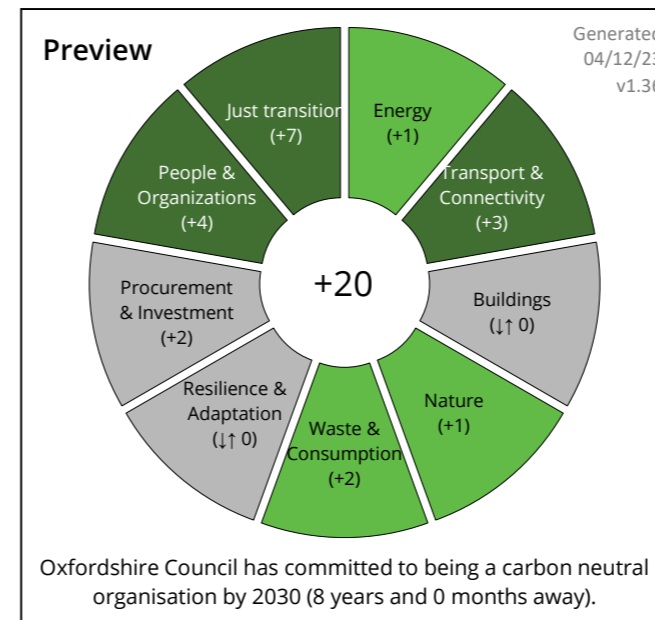
- Copy wheel to clipboard
- Save wheel to desktop
- Copy wheel's alt-text
- Create a pdf report

Category	Impact criteria	Score (-3 to +3)	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	0	N/A	N/A		
Energy	Promotes a switch to low-carbon or renewable energy	1	Removes parking metres and traffic islands that consume electricity. It also removes the need for the machines to be emptied/maintained removing those trips off the network which will save fuel.	Liaise with OCC Parking Team to ensure they are aware when the bays/machines are removed	OCC	
Energy	Promotes resilient, local, smart energy systems	0	N/A	N/A		
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership	0	Reduces city centre parking and therefore the need to drive into the city. Should help change residents travel habits by changing modes of transport. However, this require other interventions to help achieve this reduction.	Liaise with City Strategy team	OCC	
Transport & Connectivity	Supports active travel	2	Replaces road space allocated for cars with walking/seating and cycling infrastructure which will support active travel		OCC	
Transport & Connectivity	Increases use of public transport	0	N/A			
Transport & Connectivity	Accelerates electrification of transport	1	Allows for the possibility of the Oxford ZEV to be extended to Broad Street due to the removal of pay and display bays.	Liaise with City Strategy team	OCC	
Buildings	Promotes net zero new builds and developments	0	N/A	N/A		
Buildings	Accelerates retrofitting of existing buildings	0	N/A	N/A		
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems	0	Some limited planting will be proposed in planters and/or hanging baskets.	Work with designer to look at planting native/pollinators	OCC	
Nature	Develops blue and green infrastructure	0	Improves air quality due to the removal of on street parking and thus private cars from Broad St.		OCC	
Nature	Improves access to nature and green spaces	1	Improves access to a well visited street by pedestrians. However, this is not a green open space.		OCC	
Waste & Consumption	Reduces overall consumption	2	Existing P&D machines will be reused in other locations to avoid the purchase of new machines.		OCC	
Waste & Consumption	Supports waste prevention and drive reuse and recycling	0	N/A	N/A		
Resilience & Adaptation	Increases resilience to flooding	0	N/A	N/A		
Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	0	N/A	N/A		
Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	0	N/A	N/A		
Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability	1	One supplier could be a social enterprise company (RAW)		OCC	
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero	1	County Council investment which will be aligned to environmental and social best practices		OCC	
People & Organizations	Drives behavioural change to address the climate and ecological emergency	3	Provides infrastructure (cycle and ped crossings) that will encourage active travel. The scheme also removes on street parking that removes the incentive to drive into the City.		OCC	
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency	1	The scheme will help the county reach its net-zero targets by removing private cars from the network while supporting the ambitions for organisational and systemic change.		OCC	
Just transition	Promotes green innovation and job creation	1	Provides the opportunity for businesses on Broad Street and Coverd Market to invest in green jobs such as cargo bike delivery. Provides the opportunity to allow for e-scooter docking stations.	Highlight these opportunities to businesses	OCC	
Just transition	Promotes health and wellbeing	3	Removes private cars from entering Broad Street to park/Idle thus improving air quality. The scheme also promotes active travel. Creates space for pedestrians to stop, rest or dwell in line with the healthy streets indicators.		OCC	
Just transition	Reduces poverty and inequality	1	Improves zero-carbon transport options, but does not necessarily create them.		OCC	
Just transition	Promotes inclusion and participation	2	Vulnerable communities and groups (as well as other groups/communities) have been consulted/engaged throughout the project.	Continued engagement required	OCC	

Climate Impact Assessment

Summary

Directorate and Service Area	Environment and Place
What is being assessed	Broad Street (temporary) public realm scheme
Is this a new or existing function or policy?	New
Summary of assessment	<p>This is a temporary scheme to remove the pay and display parking from Broad St. The removal will allow this space to be reallocated to pedestrians and cyclists. It will also allow for a space for pedestrians to dwell. There will also be the possibility to allow for additional events to take place in the new space.</p> <p>Impacts to private cars by removing pay and display bays. Disabled bays will also be modified with several being</p>
Completed by	Gavin Belcher/Lucy Prismall
Climate action sign off by	Tammy Marrett
Director sign off by	Hannah Battye
Assessment date	44682



Detail of proposal

Context / Background	1st revision - Broad Street pay and display to be removed to allow for greater space to pedestrians and cyclists.
Proposal	OCC budget secured £500k to deliver a pedestrian scheme in Broad Street by removing the pay and display bays and motorcycle parking as well as reconfiguring the loading and disabled bays. Introducing additional cycle parking and open space for pedestrians.

Evidence / Intelligence	Overall support from stakeholders during engagement events.
Alternatives considered / rejected	Early designs have been revised to ensure best use of space and to also avoid any conflict with events and bus services that still currently require access to the street.

Category	Impact criteria	Score (-3 to +3)	Description of impact	Actions or mitigations to reduce negative impacts	Action owner	Timeline and monitoring arrangements
Energy	Increases energy efficiency	0	N/A	N/A		
Energy	Promotes a switch to low-carbon or renewable energy	1	Removes parking metres and traffic islands that consume electricity. It also removes the need for the machines to be emptied/maintained removing those trips off the network which will save fuel.	Liaise with OCC Parking Team to ensure they are aware when the bays/machines are removed	OCC	
Energy	Promotes resilient, local, smart energy systems	0	N/A	N/A		
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership	0	Reduces city centre parking and therefore the need to drive into the city. Should help change residents travel habits by changing modes of transport. However, this require other interventions to help achieve this reduction.	Liaise with City Strategy team	OCC	
Transport & Connectivity	Supports active travel	2	Replaces road space allocated for cars with walking/seating and cycling infrastructure which will support active travel		OCC	
Transport & Connectivity	Increases use of public transport	0	N/A			
Transport & Connectivity	Accelerates electrification of transport	1	Allows for the possibility of the Oxford ZEZ to be extended to Broad Street due to the removal of pay and display bays.	Liaise with City Strategy team	OCC	
Buildings	Promotes net zero new builds and developments	0	N/A	N/A		
Buildings	Accelerates retrofitting of existing buildings	0	N/A	N/A		
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems	0	Some limited planting will be proposed in planters and/or hanging baskets.	Work with designer to look at planting native/pollinators	OCC	
Nature	Develops blue and green infrastructure	0	Improves air quality due to the removal of on street parking and thus private cars from Broad St.		OCC	
Nature	Improves access to nature and green spaces	1	Improves access to a well visited street by pedestrians. However, this is not a green open space.		OCC	
Waste & Consumption	Reduces overall consumption	2	Existing P&D machines will be reused in other locations to avoid the purchase of new machines.		OCC	
Waste & Consumption	Supports waste prevention and drive reuse and recycling	0	N/A	N/A		
Resilience & Adaptation	Increases resilience to flooding	0	N/A	N/A		

Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	0	N/A	N/A	
Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	0	N/A	N/A	
Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability	1	One supplier could be a social enterprise company (RAW)		OCC
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero	1	County Council investment which will be aligned to environmental and social best practices		OCC
People & Organizations	Drives behavioural change to address the climate and ecological emergency	3	Provides infrastructure (cycle and ped crossings) that will encourage active travel. The scheme also removes on street parking that removes the incentive to drive into the City.		OCC
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency	1	The scheme will help the county reach its net-zero targets by removing private cars from the network while supporting the ambitions for organisational and systemic change.		OCC
Just transition	Promotes green innovation and job creation	1	Provides the opportunity for businesses on Broad Street and Covererd Market to invest in green jobs such as cargo bike delivery. Provides the opportunity to allow for e-scooter docking stations.	Highlight these opportunities to businesses	OCC
Just transition	Promotes health and wellbeing	3	Removes private cars from entering Broad Street to park/idle thus improving air quality. The scheme also promotes active travel. Creates space for pedestrians to stop, rest or dwell in line with the healthy streets indicators.		OCC
Just transition	Reduces poverty and inequality	1	Improves zero-carbon transport options, but does not necessarily create them.		OCC