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

How to use the Climate Impact Assessment tool

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 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.
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.
Don't write anything in the 'Report output' tab. The cells in this tab will be automatically populated with the content you inputted in the 'Input proposal details' and 'Input assessment' tabs and will be used to produce your PDF report.

4.If your CIA will be included in a Business Case or Cabinet report, please 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

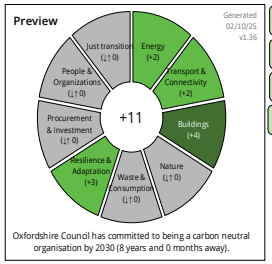
Details of proposal - *fill in all the areas shaded in blue*

Directorate and Service Area	Community Safety Services, Fire and rescue Service
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Proposed Fire and Rescue Cover Model
Is this a new or existing function or policy?	This is a new proposed emergency response model for the Fire and Rescue Service
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. **(following completion of the assessment).**	Proposed changes to the Fire and Rescue cover model, that would be subject to public consultation, involving a recommendations and considerations for changes to the Fire and Rescue Service's emergency response model. The assessment has indicated that the proposals would have a net positive contribution on the climate with reductions and improvements in the council building portfolio, the reduction in Fire and Rescue Service fleet and the reduction in commuter mileage for staff.
Context / Background Briefly summarise the background to the proposal, including reasons for any changes from previous versions	Community Safety Services commissioned a review of the Fire and Rescue cover model because of a long-term decline in On-Call availability, particularly during daytime hours. Reducing On-Call availability results in a reduction in day-to-day fire engine availability, increasing service overtime costs, increased emergency response times and reduced service productivity.
Proposal Explain the detail of the proposal, including why this has been decided as the best course of action.	It is proposed that the Fire and Rescue Service proceed to public consultation concerning recommended changes to the Fire and Rescue cover model used within the service. The recommendations comprise core changes to the way in which some fire engines are crewed using a set of key principles which are as follows: •Reducing the use of full-time (wholetime) firefighters at nighttime and instead increasing the use of these staff during the daytime at various stations to provide more resilient daytime appliance availability and to improve firefighter productivity during the day in activities such as our prevention work. •Relying on part-time (on-call) firefighters more at night when their availability is very good. •Increasing the parity in emergency response performance between Oxford City and the other Oxfordshire districts to enable a redistribution of resources away from Oxford to provide more resilient daytime appliance availability. The resulting core response model would result in the following changes: 1.The introduction of a day shift wholetime system at Chipping Norton, Faringdon and Wallingford/Crowmarsh to crew the fire engine during the day with the current on-call crews crewing the fire engine at night. This will also allow local on-call crews to focus recruitment energies on nighttime hours. 2.The introduction of a day shift wholetime system at Bicester and Witney to crew the first fire engine in the day with the current on-call crews crewing the second fire engine during the day and both fire engines at night. 3.The building of a new fire station at Oxford Parkway to replace both Rewley Road and Kidlington fire stations. This new station would house two fire engines and a high reach appliance (hydraulic platform) with one of the fire engines crewed on a 24/7 basis by wholetime staff. The second fire engine would be crewed by day shift wholetime staff in the day and on-call crews at night with on-call staff being transferred and permanently rehomed from Kidlington Fire
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.	The proposed Fire and Rescue cover model has been underpinned by detailed modelling undertaken on the service's behalf by a third party consultancy. The changes are desigend to provide more resilient fire egnine availability which will result in there being less need for employees to work outside of their normal shift patterns for overtime. This will reduce staff commuting and reduce the need for the service to move fire engines, reducing the mileage undertaken by these more heavily polluting/carbon emitting vehicles. Additionally, the model being proposed would reduce the building estate through combining stations, as well as delivering new fire stations helping, helping the county to improve its building estate and reduce its carbon footprint. Less fire egnines are also require in the new model, reducing the carbon footprint assopciated with fire engine supply chains as well as the mileage involved in the maintenance of those vehicles.
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.	No alternative stand-alone models have been fully developed and therefore the recommendations should currently be viewed alongside a 'do nothing' option.
Completed by	Jason Crapper
Climate action sign off by	
Director sign off by	
Assessment date	11/04/2025

Climate Impact Assessment tool

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

Report Name	Fire and Rescue Cover Model
Project Notes	Use this space for a brief overview of the project and any extra notes on things that aren't covered below (optional)
Export filename	*Fire and Rescue Cover Model CCIA 02.10.25* .png



Copy wheel to clipboard

Save wheel to desktop

Copy wheel's alt-text

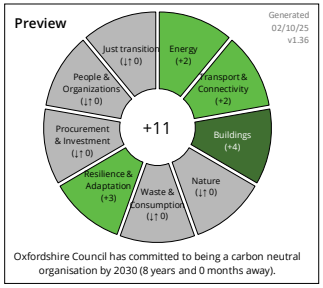
Create a pdf report

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	Reduces the size of the fire engine fleet and reduces fuel use.			
Energy	Promotes a switch to low-carbon or renewable energy	1	Enables the evolution of the estate and transition to more environmentally firendly buildings.			
Energy	Promotes resilient, local, smart energy systems	N/A				
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership	2	Reduces the need for additional commuting journeys for employees as part of providing additional operational cover.			
Transport & Connectivity	Supports active travel	N/A				
Transport & Connectivity	Increases use of public transport	N/A				
Transport & Connectivity	Accelerates electrification of transport	N/A				
Buildings	Promotes net zero new builds and developments	2	Enables the evolution of the estate and transition to more environmentally firendly buildings.			
Buildings	Accelerates retrofitting of existing buildings	N/A				
Nature	Protects, restores or enhances biodiversity, landscape and	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	3	Increases the resilience of the emergency response function in the Fire and Rescue Service.			
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	N/A				
People & Organizations	Drives behavioural change to address the climate and ecological emergency	N/A				
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency	N/A				
Just transition	Promotes green innovation and job creation	N/A				
Just transition	Promotes health and wellbeing	N/A				
Just transition	Reduces poverty and inequality	N/A				
Just transition	Promotes inclusion and participation	N/A				

Climate Impact Assessment

Summary

Directorate and Service Area	Community Safety Services, Fire and rescue Service
What is being assessed	Proposed Fire and Rescue Cover Model
Is this a new or existing function or policy?	This is a new proposed emergency response model for the Fire and Rescue Service
Summary of assessment	Proposed changes to the Fire and Rescue cover model, that would be subject to public consultation, involving a recommendations and considerations for changes to the Fire and Rescue Service's emergency response model. The assessment has indicated that the proposals would have a net positive contribution on the climate with reductions and improvements in the council building portfolio, the reduction in Fire and Rescue Service fleet and the reduction in commuter
Completed by	Jason Crapper
Climate action sign off by	
Director sign off by	
Assessment date	45758



Detail of proposal

Context / Background	Community Safety Services commissioned a review of the Fire and Rescue cover model because of a long-term decline in On-Call availability, particularly during daytime hours. Reducing On-Call availability results in a reduction in day-to-day fire engine availability, increasing service overtime costs, increased emergency response times and reduced service productivity.
Proposal	It is proposed that the Fire and Rescue Service proceed to public consultation concerning recommended changes to the Fire and Rescue cover model used within the service. The recommendations comprise core changes to the way in which some fire engines are crewed using a set of key principles which are as follows: •Reducing the use of full-time (wholetime) firefighters at nighttime and instead increasing the use of these staff during the daytime at various stations to provide more resilient daytime appliance availability and to improve firefighter productivity during the day in activities such as our prevention work. •Relying on part-time (on-call) firefighters more at night when their availability is very good. •Increasing the parity in emergency response performance between Oxford City and the other Oxfordshire districts to enable a redistribution of resources away from Oxford to provide more resilient daytime appliance availability. The resulting core response model would result in the following changes: 1.The introduction of a day shift wholetime system at Chipping Norton, Faringdon and
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