

How to use the Tool

1. Complete all information on the **Project Details** page
2. Answer all 10 **Environment** questions. Each question has 4 parts – A, B, C & D. Answer parts A-C using the drop downs, and enter an explanation for why you have chosen those options in the text box marked D. **Only enter text in yellow boxes.**

1. Greenhouse Gases (GHGs)

How will this proposal impact levels of GHG emissions? Consider:

- Fossil fuels used to heat homes or drive vehicles
- Methane released by livestock or waste processes
- Fertilisers or agricultural activities
- Industrial refrigeration and air-conditioning processes

[Why does this matter?](#)

A. Please specify the impact your project will have on GHGs:

B. Will this impact last beyond the delivery phase of the policy/proje [i]

C. Will this have an impact beyond the intended location of the policy/project?

D. Please explain why you have selected the above answers/ detail expected impacts:

3. Answer all 11 **Social** questions. Each question has 4 parts – A, B, C & D. Answer parts A-C using the drop downs, and enter an explanation for why you have chosen those options in the text box marked D. **Only enter text in yellow boxes.**

1. Food

How will this proposal support access to healthy and affordable food? Consider:

- physical access (e.g. how close to allotments, supermarkets, markets, restaurants people are)
- financial access (i.e. whether food is affordable to people).

[More info](#) [Why does this matter?](#)

A. Please specify the impact your project will have on food:

B. Will this impact last beyond the delivery phase of the project?

C. Will there be an impact on food beyond the delivery location of the project?

D. Briefly explain why you chose these options:

4. If the project has no impact on a certain factor, be sure to select the 'not applicable/no impact' option in box A. Parts B, C, & D can remain blank unless a justification is needed to support the answer.

A. Please specify the impact your project will have on GHGs:

Not applicable/No Impact

5. Once you have answered all **Environment** and **Social** questions, check the **Dashboard**. Every segment should be coloured either grey, red, amber or green. If any segment remains white, it means this question hasn't been answered – please return and answer the question.

The colours signify the below:

Key

	Significant and/or long-term positive impact identified. No changes needed.
	Slight or short-term positive impact identified. No changes needed but could be reviewed to improve.
	Not applicable or no cause for concern.
	Slight or short-term negative impact identified. Review to identify possible improvements.
	Significant and/or long-term negative impact identified. Changes needed before proceeding.

6. Once you have a fully coloured wheel, refer to the **Summary Report** which collates all the answers. This information is used to draft the Environmental Implications section on a Cabinet Report and can be used within the narrative of the report.
7. Once drafted, send the completed Tool and cabinet report to the [Climate Emergency Programme Lead for review](#).

Some things to keep in mind when completing the tool

- Much of the information requested may be unknown at this stage, but please answer them using the best of your knowledge. Remember to explain why you have chosen this option in box D.
- Try not to make assumptions on what will happen after the decision has been made, i.e. building a cycle hub doesn't automatically mean less people will drive. Selling a property doesn't always result in a high standard retrofit.
- There is guidance throughout – look for the examples on the right hand side of each question.

What to do if you have a red or amber segment

A number of red sections signifies that a project or policy will have severely negative impacts in the indicated areas. This may be cause for concern, but at this stage will not be reason enough to reject a proposal.

To encourage transparent use of the tool, the project manager should take one of three routes, and should add this to any proposal or cabinet report:

- **Change** – make some changes to the existing project proposal to reduce the negative impact in that area. For instance, a project/policy developer may choose to alter the design of a construction project using green infrastructure so that it enhances rather than reduces biodiversity.

- **Mitigate** – When nothing can be done to reduce the severity of the negative impact(s), changes can be made elsewhere. For example in an instance where greenhouse gas (GHG) emissions are unavoidable, such as construction, the project/policy developer may choose to reduce an equivalent amount of GHG emissions elsewhere.
- **Justify** – When no improvements can be made, a justification should be given. For example, in cases where there is a contractual or legal obligation to proceed, or where no mitigating actions are possible.