

## Climate Impact Assessment Tool Review

Key	Impact	Action
	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.
	No net change or not applicable.	No changes needed but could be reviewed to improve.
	Slight or short-term negative impact identified.	Review to identify possible improvements.
	Significant and/or long-term negative impact identified.	Changes needed before proceeding. If changes are not possible, justification is required.
	Responses incomplete.	Please return to assessment and answer all questions in this section.

# Business Continuity Policy

## The 2024 review of the 2022 Business Continuity Policy

Criteria	Score	Justification
Energy Use	0	Negligible change to existing policies re energy use in the home or in the office.
GHGs	0	Page 4 of the 2024 policy has been amended to include 'Managers will be encouraged to consider contingency plans that have a reduced climate impact and carbon emissions, in accordance with the Council's Climate Action Plan' but this is not expected to significantly reduce Greenhouse Gas emissions given that most plans are held electronically and contingency plans would only be enacted upon a disruption to business as usual.
Waste	0	Page 4 of the 2024 policy has been amended to include 'Managers will be encouraged to consider contingency plans that have a reduced climate impact and carbon emissions, in accordance with the Council's Climate Action Plan' but this will not significantly reduce the amount of waste paper upon revision of plans since the majority are held electronically.
Sustainable Transport	0	Managers are encouraged to consider contingency plans that have a reduced climate impact and carbon emissions but this is not expected to significantly impact on sustainable transport choices given that contingency plans would only be enacted upon a disruption to business as usual.
Sustainable Materials	0	Already available on the website and SharePoint. Page 4 of the 2024 policy has been amended to include 'Managers will be encouraged to consider contingency plans that have a reduced climate impact and carbon emissions, in accordance with the Council's Climate Action Plan' but this is not expected to significantly impact the use of sustainable materials.
Democratic Voice	0	This is a review of an existing, internal business continuity policy designed to maintain key services during disruptions to business as usual. It does not directly affect the public. The stakeholders - staff - will be informed.
Equity	0	No impacts on groups with protected characteristics.

# Business Continuity Management Framework

## The 2024 review of the 2022 Business Continuity Management Framework

Criteria	Score	Justification
Energy Use	0	No change to existing policies re energy use in the home or in the office.
GHGs	0	In respect of the plans themselves, the reference to printing a hard copy has been removed from page 8 of the 2022 Framework as this contributes (minimally) to Greenhouse Gas emissions. The NNDC-Critical business continuity plans, vital records and essential documents must be available offline so that managers have access to them in the event of losing access to IT. However, since managers already know that this can be via OneDrive or held on the desktop rather than the documents being printed in hard copy, and since staff contacts are available via Teams (which works when the Libraries are inaccessible) and via Mobile Phone, this change is unlikely to result in a substantial reduction in the amount of hard copies printed; most were not printed anyway. In respect of disruptions to business as usual, managers are now encouraged to consider contingency plans that have a reduced climate impact and carbon emissions but any change would be negligible.
Air quality	0	No change to the use of petrol and diesel vehicles. Working from home rather than commuting if the premises were unavailable is not a significant change to the current agile working policy and is unlikely to be enacted in any case.
Waste	0	The only waste generated would be paper, if plans were printed at all, which when updated would normally be recycled in the office. The removal of reference to printing should minimise even this, but the saving is not significant.
Sustainable Transport	0	Transport is not affected (as per the Air Quality note).
Sustainable Materials	0	In respect of the plans themselves, if they are printed in hard copy we already use recycled paper; most are available electronically. Page 10 of the 2024 Framework has been amended to include 'Managers will be encouraged to consider contingency plans that have a reduced climate impact and carbon emissions,' but this is not expected to significantly impact the use of sustainable materials since contingency plans would only be enacted upon a disruption to business as usual.

Criteria	Score	Justification
Accessibility	0	No change to existing accessibility.
Democratic Voice	-1	This is a review of an existing internal document addressing business continuity management within the council in order to maintain key services during disruptions to business as usual. The whole point of it is that the public should not be impacted at all and the minor change in the review (the reference to printing) will be communicated to the stakeholders (staff).
Equity	0	No impacts on groups with protected characteristics.