Climate Change Impact Assessment Summary
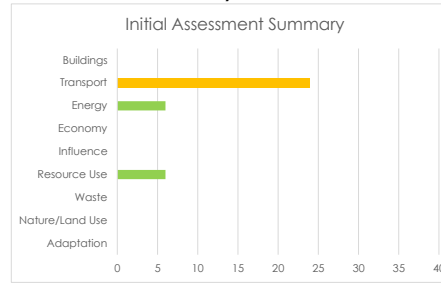
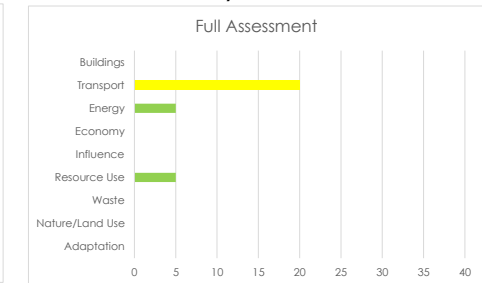| Project/Proposal Name	HR & Payroll / Learning Management System	Portfolio	Resources
Committee	Strategy and Resources	Lead Member	n/a
Strategic Priority	Clean Economic Growth	Lead Officer	Peter White
Date CIA Completed	15/02/24	CIA Author	Peter White
		Sign Off/Date	

Project Description and CIA Assessment Summary	This CIA relates to the procurement of a HR & Payroll system and Learning Manaement System to support the delivery of HR services. The current contract is coming to an end on 31 May 2024 so a new arrangement needs to be put in place via a tender process. The current HR & Payroll contract is provided by Insight/MHR and delivers a key HR secure system that supports HR & Payroll processing activity. The consideration of Transport relates to the movement of employees and managers around the city/region to carrry out HR related processing activity. The consideration of Energy relates to the promotion of digital options whilst reducing paper based activity.

Rapid Assessment	Does the project or proposal have an impact in the following areas? Select all those that apply. Only complete the sections you have selected here in the assessment.		
Buildings and Infrastructure	No	Influence	No
Transport	Yes	Resource Use	Yes
Energy	Yes	Waste	No
Economy	No	Nature/Land Use	No
		Adaptation	No

Initial Assessment Summary

Full Assessment Summary

Progress Towards Net Zero

>=27	The project will increase the amount of CO2e released compared to before.
21-26	The project will maintain similar levels of CO2e emissions compared to before.
12-20	The project will achieve a moderate decrease in CO2e emissions compared to before.
3-11	The project will acheve a significant decrease in CO2e emissions compared to before.
0-2	The project can be considered to achieve net zero CO2e emissions.

Initial Assessment

Category	Impact	Description of Project Impact	Score
Buildings and Infrastructure	Construction	N/A	
	Use	N/A	
	Land use in development	N/A	

Category	Impact	Description of Project Impact	Score
Transport	Demand Reduction	The amount of travel by employees/managers to attend work sites will continue to reduce as more HR and Learning interactions can be done using a digital approach.	6
	Decarbonisation of Transport	The Council is not prescriptive about the mode of transport used by employees/managers when travelling to a place of work to complete HR processing duties (e.g. submitting A/L requests, claims etc)	6
	Public Transport	The Council is not prescriptive about the mode of transport used by employees/managers when travelling to a place of work to complete HR processing duties (e.g. submitting A/L requests, claims etc)	6
	Increasing Active Travel	The type of travel is determined by the employee/manager although active travel is being promoted through internal campaigns such as 'My Journey'.	6

Category	Impact	Description of Project Impact	Score
Energy	Decarbonisation of Fuel	N/A	
	Demand Reduction/Efficiency Improvements	Continued development of the HR & Payroll system will commit the Council to more digital interactions with employees/managers this reducing the need for the use of paper. Continued emphasis on e-learning through the Learning Management system reduces the need of physical training materials including paper based handouts.	6
	Increasing infrastructure for renewables generation	N/A	

Category	Impact	Description of Project Impact	Score
Economy	Development of low carbon businesses	N/A	
	Increase in low carbon skills/training	N/A	
	Improved business sustainability	N/A	

Category	Impact	Description of Project Impact	Score
Influence	Awareness Raising	N/A	
	Climate Leadership	N/A	
	Working with Stakeholders	N/A	

Category	Impact	Description of Project Impact	Score
Resource Use	Water Use	N/A	
	Food and Drink	N/A	
	Products	Overall continued reduction in paper based processing across the Council (e.g. Paper pay slips, application forms, annual leave cards, claims)	6
	Services	N/A	

Category	Impact	Description of Project Impact	Score
Waste	Waste Reduction	N/A	
	Waste Hierarchy	N/A	
	Circular Economy	N/A	

Category	Impact	Description of Project Impact	Score
Nature/Land Use	Biodiversity	N/A	
	Carbon Storage	N/A	
	Flood Management	N/A	

Category	Impact	Description of Project Impact	Score
Adaptation	Exposure to climate change impacts	N/A	
	Vulnerable Groups	N/A	
	Just Transition	N/A	

Progress Towards Net Zero

Score	Description
10	The project will significantly increase the amount of CO_2e released compared to before.
9	The project will increase the amount of CO_2e released compared to before.
8	The project will maintain similar levels of CO_2e emissions compared to before.
7	
6	The project will achieve a moderate decrease in CO_2e emissions compared to before.
5	
4	
3	The project will achieve a significant decrease in CO_2e emissions compared to before.
2	
1	
0	The project can be considered to achieve net zero CO_2e emissions.
Carbon Negative	The project is actively removing CO_2e from the atmosphere.

Full Assessment

Category	Impact	Description of Project Impact	Mitigation Measures	Mitigated Score	Procurement Action Required?	Proposed KPI/Measure
Buildings and Infrastructure	**Construction**					
	Use					
	Land use in development					
Transport	**Demand Reduction**	The amount of travel by employees/managers to attend work sites will continue to reduce as more HR and Learning interactions can be done using a digital approach.	Ensure all new processes are inclusive of the workforce and where possible use a digital method of authorisation for managers.	5	No	
	Decarbonisation of Transport	The Council is not prescriptive about the mode of transport used by employees/managers when travelling to a place of work to complete HR processing duties (e.g. submitting A/L requests, claims etc)	Continued access to information about active travel and other Council initiatives may encourage employees/managers to assess greener travel options.	5	No	
	Public Transport	The Council is not prescriptive about the mode of transport used by employees/managers when travelling to a place of work to complete HR processing duties (e.g. submitting A/L requests, claims etc)	Continued access to information about active travel and other Council initiatives may encourage employees/managers to assess greener travel options.	5	No	
	Increasing Active Travel	The type of travel is determined by the employee/manager although active travel is being promoted through internal campaigns such as 'My Journey'.	Continued access to information about active travel and other Council initiatives may encourage employees/managers to assess greener travel options.	5	No	
Energy	**Decarbonisation of Fuel**					
	Demand Reduction/Efficiency Improvements	Continued development of the HR & Payroll system will commit the Council to more digital interactions with employees/managers this reducing the need for the use of paper. Continued emphasis on e-learning through the Learning Management system reduces the need of physical training materials including paper based handouts.	Increased use of digital options for HR processing/authoisation tasks and access to online learning opportunities.	5		
	Increasing infrastructure for renewables generation					
Economy	**Development of low carbon businesses**					
	Increase in low carbon skills/training					
	Improved business sustainability					
Influence	**Awareness Raising**					
	Climate Leadership					
	Working with Stakeholders					
Resource Use	**Water Use**					
	Food and Drink					
	Products	Overall continued reduction in paper based processing across the Council (e.g. Paper pay slips, application forms, annual leave cards, claims)	Increased use of digital options for HR processing/authoisation tasks and access to online learning opportities.	5		
	Services					
Waste	**Waste Reduction**					
	Waste Hierarchy					
	Circular Economy					
Nature/Land Use	**Biodiversity**					
	Carbon Storage					
	Flood Management					
Adaptation	**Exposure to climate change impacts**					
	Vulnerable Groups					
	Just Transition					

Progress Towards Net Zero

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10	The project will significantly increase the amount of CO2e released compared to before.
9	The project will increase the amount of CO2e released compared to before.
8	The project will maintain similar levels of CO2e emissions compared to before.
7	
6	
5	The project will achieve a moderate decrease in CO2e emissions compared to before.
4	
3	
2	The project will achieve a significant decrease in CO2e emissions compared to before.
1	
0	The project can be considered to achieve net zero CO2e emissions.
Carbon Negative	The project is actively removing CO2e from the atmosphere.