

### Appendix 3

Brighton & Hove Sustainability Implications checklist for report writers

**This guidance is to support project managers when assessing their projects for sustainability and climate impact and to ensure projects are supporting the wider goals of the city’s Carbon Neutral 2030 commitment.**

<b>Proposal/advice title:</b>	<b>Directorate:</b>	<b>Date:</b>
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<b>Sustainability theme</b>	<b>Consideration</b>	<b>Relevant Yes/No?</b>	<b>If ‘Yes’, is impact positive or negative?</b>	<b>Briefly describe</b>	<b>If negative, briefly describe mitigation measures</b>
Energy	<ul style="list-style-type: none"> <li>✓ Use renewable sources of energy (renewables that are alternatives to combustion), including <a href="#">clean energy providers</a></li> <li>✓ Consider potential for generating renewable energy</li> <li>✓ Minimise energy consumption</li> </ul>				
Sustainable travel and transport	<ul style="list-style-type: none"> <li>✓ Travel is kept to a minimum but where necessary active and sustainable travel is prioritised for people and deliveries/freight, meaning walking and cycling, public transport, car sharing,</li> </ul>				

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	<p>electric or low emission vehicles including e-cargo bikes and sustainable logistics solutions</p> <ul style="list-style-type: none"> <li>✓ Consider use of shared mobility scheme options, like BTN BikeShare, car clubs, vehicle leasing</li> <li>✓ Consider practices that eliminate or minimise the need to travel, like homeworking and local co-working hubs, remote access to services, like education, health</li> <li>✓ Any new Controlled Parking Zone should consider the provision for electric vehicle charging infrastructure</li> </ul>				
Sustainable procurement	<p>The council requires its suppliers to conduct their operations in a sustainable manner, in line with our own priorities and commitments. These can be found in our <a href="#">Sustainable Procurement Policy</a>. To ensure that our suppliers share our commitment to reducing the impact of the products and services they provide you can:</p>				

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	<ul style="list-style-type: none"><li>✓ read the council's <a href="#">Sustainable Procurement Policy</a></li><li>✓ have a look at the <a href="#">council's Social Value Framework on p13 to 15</a> which lists Environmental Sustainability examples in the last column</li><li>✓ detail any sustainability requirements you want the winning bidder to follow and/ or deliver as part of the contract in your specification</li><li>✓ include a sustainability quality question in your tender</li><li>✓ consider adding a Key Performance Indicator (KPI) that is linked to reducing environmental impact</li><li>✓ if you're buying food for the council or procuring a catering contract, read the <a href="#">council's Buying Standards for Catering Contracts</a>; and include these requirements in your specification</li></ul>				
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	For further help and advice, please contact the <a href="#">BHCC Procurement Team</a>				
Circular waste management practices and procurement	<ul style="list-style-type: none"> <li>✓ Consumption and use of virgin materials is eliminated or kept to an absolute minimum</li> <li>✓ Consider leasing of equipment, materials, resources and property rather than purchasing or building new</li> <li>✓ Use of 100% reused / repurposed materials</li> <li>✓ Packaging and wasted materials are eliminated, kept to a minimum and made from renewable materials</li> <li>✓ Ensure food waste is minimised or re-distributed to benefit local communities</li> </ul>				
Sustainable economy	<ul style="list-style-type: none"> <li>✓ Support local economy and local employment</li> <li>✓ Consider impact to local businesses and high streets</li> <li>✓ Consider opportunities for quality green skills development and training</li> </ul>				

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	<ul style="list-style-type: none"> <li>✓ Consider circular principles that are outlined in the BHCC Circular Economy Route Map</li> </ul>				
Health, safety, wellbeing and local communities	<ul style="list-style-type: none"> <li>✓ Promote healthy, safe and secure environments in which to live and work</li> <li>✓ Consider impact of noise, stress and air quality to local residents, building occupants and communities</li> </ul>				
Sustainable water	<ul style="list-style-type: none"> <li>✓ Minimise water consumption and ensure water efficiency measures are in place</li> <li>✓ Consider water harvesting and reuse</li> <li>✓ Consider impact to water pollution from chemicals use, particularly in relation to vehicle use, cleaning and maintenance</li> <li>✓ Consider use of sustainable urban drainage for minimising impact of water pollution and surface water flooding, in particular, permeable surfaces</li> <li>✓ Use drought tolerant, native planting schemes to</li> </ul>				

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	minimise irrigation requirements				
Biodiversity and nature conservation	<ul style="list-style-type: none"><li>✓ Seek to protect, enhance and create natural habitats to support local species and wildlife</li><li>✓ Ensure pesticides and herbicides are not used unless in exceptional circumstances</li><li>✓ Consider ecosystem service impacts and appropriate mitigation</li><li>✓ Consider use of nature-based solutions</li><li>✓ Support the ambitions and aspirations of <a href="#">The Living Coast Biosphere</a></li><li>✓ Consider how local communities can be engaged and benefit from improvements to their natural environment</li></ul>				