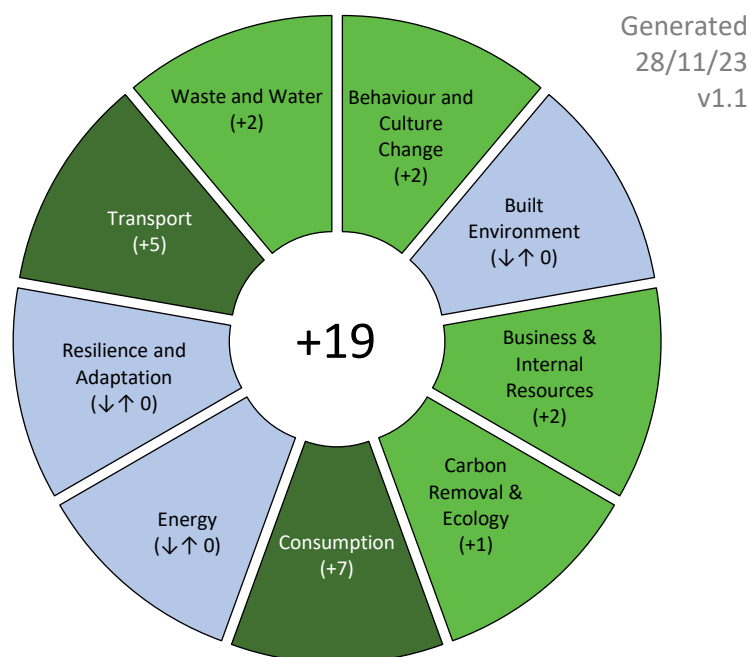


Carbon Impact Assessment – retender of off-site document storage provision for Nottingham City Council.



Nottingham is aiming to become the first carbon neutral city in the country by 2028 (4 years and 1 months away).

Category	Impact	Score
Behaviour and Culture Change	Communication & engagement	+1
Behaviour and Culture Change	Wider influence	-
Behaviour and Culture Change	Working with communities	-
Behaviour and Culture Change	Working with partners	+1
Built Environment	Building construction	-
Built Environment	Building use	-
Built Environment	Switching away from fossil fuels	-
Business & internal resources	Developing green businesses	-
Business & internal resources	Marketable skills & training	-
Business & internal resources	Sustainability in business	-
Business & internal resources	Material / infrastructure requirement	+2
Carbon Removal & Ecology	Carbon storage	-
Carbon Removal & Ecology	Biodiversity & Ecology	+1
Carbon Removal & Ecology	Bee friendly city	-
Carbon Removal & Ecology	Carbon offsets	-

Consumption	Food & Drink	-
Consumption	Products	+2
Consumption	Services	+3
Consumption	Local and low-carbon production	+2
Energy	Local renewable generation capacity	-
Energy	Reducing energy demand	-
Energy	Improved energy storage	-
Resilience and Adaptation	Green / blue infrastructure	-
Resilience and Adaptation	Natural flood management	-
Resilience and Adaptation	Drought vulnerability	-
Resilience and Adaptation	Flooding vulnerability	-
Resilience and Adaptation	Heatwave vulnerability	-
Transport	Staff travel requirement	+1
Transport	Decarbonising vehicles	+1
Transport	Improving infrastructure	-
Transport	Supporting people to use active travel	-
Transport	Reduced need to travel	+3
Waste and Water	Single-use plastic	-1
Waste and Water	End of life disposal / recycling	+3
Waste and Water	Waste volume	-1
Waste and Water	Water use	+1

Summary

Nottingham City Council is re-tendering for the operation of an existing contract for its offsite document storage service which provides for the physical storage of paper records. The service has been supplied by Box-it North Midlands (a franchise operated by R P Storage Ltd) since 2010. Currently there are c23000 boxes in storage (reduced from c35000 in 2010). Where it is financially beneficial, we will aim to digitise records with longer term retention periods and commission a 'scan-on-demand' service for those documents that need to be recalled rather than physical deliveries taking place.

This provision is required as we are required under UK GDPR and the Data Protection Act 2018 to keep records secure for as long as is necessary. The Regulation and Act does not state that documents must be kept in their original format (unless set out in other legislation) so this is the reasoning to move towards a 'scan-on-demand' service. The aim will be to decrease the amount of physical paperwork being stored offsite over the next 10 years.

The biggest benefits regarding carbon impact will be the reduction in use of physical deliveries of paperwork to various sites across the City, reducing carbon emissions from vehicles by using the 'scan-on-demand' service. Additionally, many suppliers are committed to recycling as much of the paperwork, plastic wallets, treasury tags and staples as they can. This will be an important part of the procurement process

as the material used can almost all be recycled. Some material could be reused (such as lever arch folders and plastic wallets) but most will be recycled.

Within the last 3 years, Information Compliance have successfully stemmed the number of boxes going into storage from 150 per year to 90. With the move to hybrid working, there is significantly less printing taking place and storage of physical paperwork. The move to scan on demand will also reduce the need for paperwork to be created.

The negative impact of the provision can be seen in the use of plastic, and especially those deemed of single use. Security tags are currently provided to ensure another layer of security for highly sensitive information (such as legal boxes containing children and adult files). These are single use, as you must cut them to get access to the box. This will be most likely to be the same with any new provider. However, the use of these tags could be reduced significantly if scanning documents as the security of these files can be undertaken using technological software (such as access controls). Additionally, there could be an increase of waste produced, due to the increased number of boxes and paperwork that are being destroyed, however it is envisioned that the majority percentage of this will, and can be, recycled.