

User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
 - **Impact:** identify, in relation to each area, whether the decision of the proposal does the following *reduces emissions, increases emissions, or has no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
 - If **no impact on emissions** is identified: no further detail is needed for this area but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
 - **Describe impacts or potential impacts on emissions:** two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If **impact unknown** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
 - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
 - **Describe any measures to mitigate emission impact:** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
 - **Outline any monitoring of emission impacts that will be carried out:** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A **summary paragraph** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
 - Author/completing officer
 - **Research, data, or information** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the **supporting documents** section of the cabinet report

-
- Carbon Impact Assessments are to be appended to the associated cabinet reports
 - Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
 - Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact...	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	Describe impact or potential impacts on emissions across Rotherham as a whole.	Describe any measures to mitigate emission impacts	Outline any monitoring of emission impacts that will be carried out
Emissions from non-domestic buildings?	No Impact	The points in the action plan will have no impact on emissions from non-domestic buildings.	N/A	N/A	N/A
Emissions from transport?	Reduces emissions	By increasing the digital options for virtual viewings for customer access, the service will reduce the number of visits required to complete paperwork with applicants, thereby reducing emissions from car travel, as well as reducing printing requirements.	Impact will be to reduce emissions, but the visits will not have a significant impact upon emissions across Rotherham as a whole.		Monitoring of total mileage from service to ascertain if this is reduced, and in turn emissions have been reduced
Emissions from waste, or the quantity of waste itself?	Reduces waste	The introduction of electronic signatures on tenancy agreements will reduce printing and paper usage	Impact will be to reduce emissions created from waste disposal processes	N/A	N/A
Emissions from housing and domestic buildings?	No Impact	The points in the action plan will have no impact on emissions from non-domestic buildings.	N/A	N/A	N/A
Emissions from construction and/or development?	No Impact	The points in the action plan will have no impact on emissions from non-domestic buildings.	No Impact	N/A	N/A

Carbon capture (e.g. through trees)?	No Impact	The points in the action plan will have no impact on emissions from non-domestic buildings.	N/A	N/A	N/A
Identify any emission impacts associated with this decision that have not been covered by the above fields:					

Please provide a summary of all impacts and mitigation/monitoring measures:

In order to ascertain the level to which these actions will reduce emissions, the service will monitor its mileage and printing costs once the required changes are implemented. This will allow the service to fully understand the impact these developments will have on emissions, and to what extent they will be reduced.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Sandra Tolley Head of Housing Options Housing Options Adult care, Housing & Public Health
Please outline any research, data, or information used to complete this [form].	
If quantities of emissions are relevant to and have been used in this form, please identify which conversion factors have been used to quantify impacts.	
Tracking [to be completed by Policy Support / Climate Champions]	

