

## Appendix 1 - Carbon Impact Assessment – Response to Recommendations from Scrutiny Review of Building Use

### 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

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- 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](mailto: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? | Increases emissions | <ul style="list-style-type: none"> <li>Return to Riverside House and other Council buildings resulting in potential increase in emissions due to increased energy use.</li> </ul> | <ul style="list-style-type: none"> <li>Potential increase emissions across Rotherham as a whole resulting from increased number/use of operational buildings in use.</li> </ul> | <ul style="list-style-type: none"> <li>Planned and ongoing actions to mitigate carbon impacts include detailed site surveys to identify interactions to decarbonise operational buildings, implementation of energy awareness training for the Council workforce</li> <li>An initial heating decarbonisation plan has now been developed for Council operational buildings and additional site survey information is being incorporated.</li> <li>Implementation of a Hybrid Working Policy may result in mitigation of emissions from return to Council buildings, compared to a complete return.</li> </ul> | <ul style="list-style-type: none"> <li>Planned and ongoing actions to monitor carbon impacts include improving the monitoring and data capture processes currently in place, especially for energy generation both internally and throughout the borough.</li> </ul> |

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| Emissions from transport?                              | Increases emissions   | <ul style="list-style-type: none"> <li>Return to Riverside House and other Council buildings resulting in potential increase in emissions as staff previously working from home commute to work. There is a trade-off however in respect of reduced domestic heating and power (working from home is less carbon intensive in summer than commuting but the reverse holds in winter).</li> </ul> | <ul style="list-style-type: none"> <li>Potential decrease in long term of carbon emissions across the borough as a result of schemes to improve air quality and increase physical activity in the extended Year Ahead Plan, including works on the new Cycling Strategy and cycleway construction projects, and Beat the Street sustain plan that may shift staff commuting to lower carbon options</li> </ul> | <ul style="list-style-type: none"> <li>The Cycling Strategy in development is estimated to reduce overall emissions from transport by ~2% across the borough if fully implemented, and with fair public uptake in response. Delivery comes with an initial estimated £¾ billion of infrastructure works.</li> <li>Expansion of EV charging infrastructure.</li> </ul> | NA  |
| Emissions from waste, or the quantity of waste itself? | Impact unknown (reduced emissions per household but this is likely to be countered by the increased number of households, developments, and economic renewal) | <ul style="list-style-type: none"> <li>Increased office attendance will likely increase the waste generated from Council properties plus waste associated with more Council staff visiting the town centre</li> </ul>  | <ul style="list-style-type: none"> <li>Potential reduced emissions through Year Ahead actions to encourage recycling and responsible waste disposal, including a three-year litter bin programme.</li> </ul>   | <ul style="list-style-type: none"> <li>Plan to set out and deliver plans to introduce recycling to the Council's commercial waste offer, in order to support schools and businesses to recycle more.</li> </ul>   | NA  |
| Emissions from housing and domestic buildings?         | Decrease emissions  | <ul style="list-style-type: none"> <li>Potential decrease in emissions from homes of Council staff who will be attending the office</li> </ul>   | <ul style="list-style-type: none"> <li>Any decrease from staff homes likely to be offset by increases in emissions from Council properties. Not all</li> </ul>   | <ul style="list-style-type: none"> <li>Planned and ongoing actions to mitigate carbon impacts include detailed site surveys to identify</li> </ul>  | <ul style="list-style-type: none"> <li>Planned and ongoing actions to monitor carbon impacts include</li> </ul> |

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|   |                   | more regularly | Council staff reside in the Borough.   | <p>interactions to decarbonise operational buildings, implementation of energy awareness training for the Council workforce</p> <ul style="list-style-type: none"> <li>• An initial heating decarbonisation plan has now been developed for Council operational buildings and additional site survey information is being incorporated.</li> <li>• Implementation of a Hybrid Working Policy may result in mitigation of emissions from return to Council buildings, compared to a complete return.</li> </ul> | improving the monitoring and data capture processes currently in place, especially for energy generation both internally and throughout the borough. |
| Emissions from construction and/or development? | NA                | NA             | NA   | NA   | NA   |
| Carbon capture (e.g. through trees)?            | Reduces emissions | N/A            | <ul style="list-style-type: none"> <li>• Potential long-term reduction in emissions through carbon capture associated with proactive tree planting strategy. The tree management protocol/guidance,</li> </ul> | <ul style="list-style-type: none"> <li>• Appointment of the Trees and Woodlands Engagement Officer.</li> <li>• Update to Local Plan Core Strategy.</li> <li>• Adoption of the Tree Management Policy.</li> </ul>   | N/A  |

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|  |  |  | which forms the first stage of this work, is now completed. |  |  |
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**Identify any emission impacts associated with this decision that have not been covered by the above fields:**

Elements of the actions contained in the report, such as the introduction of hybrid working, link to the Year Ahead Plan which contains a Climate Impact as a cross-cutting strand.

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

During the pandemic, the Council has seen 48% of it's workforce operating from home on a virtual basis, resulting in reduced numbers needing to attend the office. Government guidance throughout the pandemic has also meant the closure of some Council services and the buildings they would usually operate from.

This has meant that over the last 18 months, emissions from the Council's energy usage across its estate will have reduced but as government and Council guidance changes to allow more staff to attend their usual place of work, emissions may increase to pre-pandemic levels.

The introduction of hybrid working may mitigate this through a reduced number of staff working across the Council estate as a proportion will continue to work from home for a proportion of their working week – subject to business need and the nature of their role.

Working from home guidance has also seen emission reductions for transport across the borough. As more Council staff return to work across the estate, transport emissions will increase, but increases in flexible working should ensure emissions linked to daily commuting do not reach levels seen prior to the pandemic for Council staff.

In addition, the Council's first Climate Emergency Annual Report was published in March 2021 and included a Carbon Action Plan for 2021/22, which outlined actions to be undertaken over the subsequent year to reduce emissions.

This Action Plan captures planned and ongoing activity in areas which are linked to the delivery of the actions set out in the report (as identified above), including:

- Energy: reducing the energy used in Council operations and raising awareness within the workforce and across the borough;
- Transport: reducing emissions from the Council's fleet and from public and private transport usage across the borough;
- Housing: reducing emissions associated with domestic energy usage; and
- Waste: exploring the sustainable processing and reduction of waste working with partners.

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| Supporting information:   |  |
| Completed by:<br>(Name, title, and service area/directorate).   | Lee Mann, Assistant Director HR & OD                                       |
| Please outline any research, data, or information used to complete this [form].   | Year Ahead Plan<br>Climate Emergency Annual Report published in March 2021 |
| 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]  |  |